

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

October 11, 2022
6:00pm Regular Session

Downieville: Downieville School, 130 School St, Downieville CA 95936

Patty Hall, Clerk, District 1 – phall@spjUSD.org
Tom Mooers, District 2 – tmooers@spjUSD.org
Christina Potter, Vice President, District 3 – cpotter@spjUSD.org
Vacant, District 4
Dorie Gayner, District 5 – dgayner@spjUSD.org

In accordance with AB 361, effective October 1, 2021, pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Sierra County Board of Education will suspend the Brown Act teleconferencing posting requirements for any Board members that choose to participate via Zoom videoconferencing.

Zoom: <https://us02web.zoom.us/j/81088874636>

Phone dial-in: 669-900-9128

Webinar ID: 810 8887 4636

(Press *6 to unmute)

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 Office of Education, Room 3, 109 Beckwith Road, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5).

A. CALL TO ORDER

Please be advised that this meeting will be recorded.

B. ROLL CALL

C. APPROVAL OF AGENDA

D. FLAG SALUTE

E. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

None

2. Business Report

a. Account Object Summary-Balance from 07/01/2022 to 09/30/2022**

3. Staff Reports (5 minutes)

4. Board Member Reports (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. Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)

F. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held September 13, 2022**
2. Approval of minutes for the Special Board Meeting held September 22, 2022**
3. Approval of Board Report-Checks Dated 09/01/2022 through 09/30/2022**

G. ACTION ITEMS

1. New Business

PUBLIC HEARING—Textbooks and Instructional Materials

- a. Public Hearing to receive comments on the sufficiency of textbooks and instructional materials for Transitional Kindergarten through 12th grade in each subject and to assure that they are aligned with the state standards adopted pursuant to Ed Code 60605 or 60605.8. Also meet the reporting and sufficiency requirements contained in Ed Code 60119.
- b. Adoption of Resolution No. 23-003C, Sufficiency of Textbooks or Instructional Materials**
ROLL CALL VOTE
- c. Approval of utilizing AB 361 for meetings conducted through November 08, 2022
~This suspends the Brown Act teleconferencing posting requirements for any Board members that choose to participate via Zoom videoconferencing
~AB 361 expires January 01, 2024
~Zoom will be available for the public with or without utilizing AB 361

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- d. 0420.41—Charter School Oversight
 1. Board Policy, *revisions***
 2. Exhibit, *revisions***
- e. 3517—Facilities Inspection
 1. Administrative Regulation, *revisions***
 2. Exhibit, *revisions***
- f. 3550—Food Service/Child Nutrition Program
 1. Board Policy, *revisions***
 2. Administrative Regulation, *revisions***
- g. 3551—Food Service Operations/Cafeteria Fund
 1. Board Policy, *revisions***
 2. Administrative Regulation, *revisions***
- h. 3553—Free and Reduced Price Meals
 1. Board Policy, *revisions***
 2. Administrative Regulation, *revisions***
- i. 9100—Organization
 1. Bylaw, *revisions***

H. ADVANCED PLANNING

1. Next Regular Board Meetings will be held on November 08, 2022, at Sierra County Office of Education, Room 4, 109 Beckwith Rd, Loyalton CA 96118, beginning with Closed Session as needed at 5:00pm and the Regular Board Meetings at 6:00pm. Zoom videoconferencing will also be available for the public.
2. Suggested Agenda Items

I. ADJOURN



James Berardi, Superintendent
Secretary to the County Board of Education

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

James Berardi, Superintendent – jberardi@spjUSD.org

Kristie Jacobsen, Administrative Assistant to the Superintendent – [kjacobson@spjUSD.org](mailto:kjacobsen@spjUSD.org)

Nona Griesert, Director of Business Services/CBO – ngriesert@spjUSD.org

Office: 530-993-1660 x0

Email schoolinfo@spjUSD.org to be added to the agenda email list.

Balances through September						Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	374,473.00	374,473.00	273,642.21	42,006.02	58,824.77
1115	Certificated Extra Duty	1,000.00	1,000.00		170.00	830.00
1120	Certificated Substitutes	10,416.00	10,416.00		280.00	10,136.00
1200	Certificated Pupil Support Ser	37,716.00	37,716.00	25,662.06	8,981.46	3,072.48
1300	Certificated Supervisor Admini	216,098.00	216,098.00	159,448.14	53,149.38	3,500.48
1310	Teacher in Charge	10,000.00	10,000.00			10,000.00
	Total for Object 1000	649,703.00	649,703.00	458,752.41	104,586.86	86,363.73
2100	Instructional Aides' Salaries	168,282.00	168,282.00	136,901.43	16,906.09	14,474.48
2115	Classified Extra Duty	1,000.00	1,000.00		114.14	885.86
2120	Classified Substitutes	7,500.00	7,500.00			7,500.00
2200	Classified Support Salaries	86,325.00	86,325.00	47,355.62	10,640.94	28,328.44
2215	Classified Support Extra Duty	1,000.00	1,000.00			1,000.00
2220	Classified Substitute Salaries	4,000.00	4,000.00			4,000.00
2300	Classified Supervisors' Admini	170,982.00	170,982.00	109,414.44	36,375.00	25,192.56
2400	Clerical Technical Office Staf	218,422.00	218,422.00	157,471.20	55,409.12	5,541.68
2900	Other Classified Salaries	20,520.00	20,520.00		277.50	20,242.50
	Total for Object 2000	678,031.00	678,031.00	451,142.69	119,722.79	107,165.52
3101	STRS Certificated Positions	189,095.00	189,095.00	87,621.75	19,313.58	82,159.67
3102	STRS Classified Positions	1,719.00	1,719.00			1,719.00
3202	PERS Classified Positions	163,936.00	163,936.00	108,696.62	31,106.16	24,133.22
3301	OASDI Certificated Positions	4,081.00	4,081.00		8.68	4,072.32
3302	OASDI Classified Positions	41,647.00	41,647.00	27,471.17	7,364.22	6,811.61
3311	Medicare Certificated Position	9,371.00	9,371.00	6,413.13	1,695.64	1,262.23
3312	Medicare Classified Positions	9,742.00	9,742.00	6,424.62	1,722.30	1,595.08
3401	Health & Welfare Benefits Cert	103,992.00	103,992.00	92,246.85	15,835.43	4,090.28-
3402	Health & Welfare Benefits Clas	111,030.00	111,030.00	107,446.41	25,090.91	21,507.32-
3501	SUI Certificated	3,327.00	3,327.00	2,293.74	601.38	431.88
3502	SUI Classified	3,392.00	3,392.00	2,255.79	601.95	534.26
3601	Workers' Compensation Certific	23,090.00	23,090.00	17,853.75	4,720.53	515.72
3602	Workers' Compensation Classifi	24,012.00	24,012.00	17,885.39	4,794.59	1,332.02
3901	Golden Handshake	15,689.00	15,689.00		15,688.50	.50
	Total for Object 3000	704,123.00	704,123.00	476,609.22	128,543.87	98,969.91
4100	Approved Textbooks Core Curric	1,300.00	1,300.00			1,300.00
4300	Materials and Supplies	44,714.00	44,714.00	7,924.95	3,451.39	33,337.66
4320	Custodial Grounds Supplies	1,250.00	1,250.00			1,250.00

Balances through September						Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
4330	Office Supplies	1,750.00	1,750.00	249.99		1,500.01
4350	Vehicle Upkeep	3,500.00	3,500.00	1,948.99	51.01	1,500.00
4399	Mat & Sup Undesignated Bal	8,433.00	8,433.00			8,433.00
4400	Noncapitalized Equipment	9,714.00	9,714.00			9,714.00
	Total for Object 4000	70,661.00	70,661.00	10,123.93	3,502.40	57,034.67
5100	Subagreements for Services	40,000.00	40,000.00			40,000.00
5200	Travel and Conference	15,948.00	15,948.00	2,225.61	7,729.24	5,993.15
5300	Dues and Membership	19,847.00	19,847.00	3,845.49	17,813.10	1,811.59-
5400	Insurance	15,000.00	15,000.00	24,757.26	299.66	10,056.92-
5500	Operation Housekeeping Service	14,500.00	14,500.00	5,631.75	368.25	8,500.00
5600	Rentals, Leases, Repairs, Nonc	3,000.00	3,000.00	400.66	148.05	2,451.29
5801	Legal Services	18,500.00	18,500.00	5,000.00		13,500.00
5805	Personnel Expense	1,000.00	1,000.00	200.00		800.00
5808	Other Services & Fees	1,500.00	1,500.00	1,327.21	172.79	.00
5810	Contracted Services	462,653.00	462,653.00	263,797.12	52,834.02	146,021.86
5899	SPJUSD to Reimburse			4,795.50	32,576.15	37,371.65-
5900	Communications	12,500.00	12,500.00	6,957.72	2,319.24	3,223.04
	Total for Object 5000	604,448.00	604,448.00	318,938.32	114,260.50	171,249.18
6400	Equipment	20,000.00	20,000.00			20,000.00
6500	Equipment Replacement	25,855.00	25,855.00			25,855.00
	Total for Object 6000	45,855.00	45,855.00	.00	.00	45,855.00
7110	County Tuition Inter Dist Agree	25,000.00	25,000.00			25,000.00
7141	Tuition, excess cost etc betwe	24,428.00	24,428.00			24,428.00
7310	Direct Support/Indirect Costs					.00
	Total for Object 7000	49,428.00	49,428.00	.00	.00	49,428.00
	Total for Fund 01 and Expense accounts	2,802,249.00	2,802,249.00	1,715,566.57	470,616.42	616,066.01
Fund 11 - ADULT ED						
1100	Teachers Salaries	4,500.00	4,500.00		4,258.00	242.00
1300	Certificated Supervisor Admini	110,566.00	110,566.00	82,924.56	27,641.52	.08-
	Total for Object 1000	115,066.00	115,066.00	82,924.56	31,899.52	241.92
2100	Instructional Aides' Salaries	2,000.00	2,000.00			2,000.00
2200	Classified Support Salaries	3,415.00	3,415.00			3,415.00
2400	Clerical Technical Office Staf	27,394.00	27,394.00	24,661.27	7,488.09	4,755.36-
	Total for Object 2000	32,809.00	32,809.00	24,661.27	7,488.09	659.64

Selection Filtered by User Permissions, (Org = 1, Online/Offline = N, Fiscal Year = 2023, Period = 3, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

ESCAPE ONLINE

Balances through September						Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 11 - ADULT ED (continued)						
3101	STRS Certificated Positions	27,178.00	27,178.00	15,838.56	5,328.72	6,010.72
3202	PERS Classified Positions	8,173.00	8,173.00	5,758.56	1,899.73	514.71
3301	OASDI Certificated Positions				248.03	248.03-
3302	OASDI Classified Positions	2,035.00	2,035.00	1,372.88	446.91	215.21
3311	Medicare Certificated Position	1,668.00	1,668.00	1,189.35	458.19	20.46
3312	Medicare Classified Positions	475.00	475.00	321.06	104.51	49.43
3401	Health & Welfare Benefits Cert	13,019.00	13,019.00	9,764.10	3,254.70	.20
3402	Health & Welfare Benefits Clas	17,536.00	17,536.00	14,348.07	1,594.23	1,593.70
3501	SUI Certificated	576.00	576.00	414.63	159.50	1.87
3502	SUI Classified	164.00	164.00	123.31	37.44	3.25
3601	Workers' Compensation Certific	4,111.00	4,111.00	3,311.01	1,275.55	475.56-
3602	Workers' Compensation Classifi	1,172.00	1,172.00	893.83	290.97	12.80-
	Total for Object 3000	76,107.00	76,107.00	53,335.36	15,098.48	7,673.16
4100	Approved Textbooks Core Curric	3,000.00	3,000.00		3,506.98	506.98-
4300	Materials and Supplies	12,967.00	12,967.00	1,622.25	45.60	11,299.15
4320	Custodial Grounds Supplies	1,000.00	1,000.00	961.03		38.97
4330	Office Supplies	2,500.00	2,500.00	432.17	233.43	1,834.40
4350	Vehicle Upkeep	2,000.00	2,000.00	1,184.22		815.78
4400	Noncapitalized Equipment	5,000.00	5,000.00	4,844.11		155.89
	Total for Object 4000	26,467.00	26,467.00	9,043.78	3,786.01	13,637.21
5200	Travel and Conference	6,500.00	6,500.00	952.00	32.04	5,515.96
5203	MILEAGE	1,000.00	1,000.00			1,000.00
5300	Dues and Membership	1,500.00	1,500.00		1,130.00	370.00
5500	Operation Housekeeping Service	4,200.00	4,200.00	4,309.15	290.85	400.00-
5600	Rentals, Leases, Repairs, Nonc	2,600.00	2,600.00	1,878.89	214.12	506.99
5801	Legal Services	1,000.00	1,000.00			1,000.00
5805	Personnel Expense	100.00	100.00	100.00		.00
5808	Other Services & Fees	1,000.00	1,000.00			1,000.00
5810	Contracted Services	21,500.00	21,500.00		14,201.93	7,298.07
5900	Communications	1,600.00	1,600.00	913.96	286.04	400.00
	Total for Object 5000	41,000.00	41,000.00	8,154.00	16,154.98	16,691.02
6200	Building and Improvement of Bu	34,054.00	34,054.00	100,862.41	69,713.82	136,522.23-
6400	Equipment	5,000.00	5,000.00			5,000.00
	Total for Object 6000	39,054.00	39,054.00	100,862.41	69,713.82	131,522.23-
7619	Other Authorized Interfund Tra	6,722.00	6,722.00			6,722.00

Balances through September						Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Total for Fund 11 and Expense accounts		337,225.00	337,225.00	278,981.38	144,140.90	85,897.28-
Fund 16 - FOREST RES						
7211	Transfers of Pass-through Rev	262,000.00	262,000.00			262,000.00
7619	Other Authorized Interfund Tra	46,000.00	46,000.00			46,000.00
Total for Fund 16, Expense accounts and Object 7000		308,000.00	308,000.00	.00	.00	308,000.00
Total for Org 001 - Sierra County Office of Education		3,447,474.00	3,447,474.00	1,994,547.95	614,757.32	838,168.73

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

September 15, 2022

6:00pm Regular Session

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

Zoom videoconferencing was also available for the public.

In accordance with AB 361, effective October 1, 2021, pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Sierra County Board of Education suspended the Brown Act teleconferencing posting requirements for any Board members choosing to participate via Zoom videoconferencing.

A. CALL TO ORDER

Vice President CHRISTINA POTTER called the meeting to order at 6:04pm.

B. ROLL CALL

PRESENT: *Patty Hall, Clerk, District 1*
Tom Mooers, District 2
Christina Potter, Vice President, District 3
Dorie Gayner, District 5

ABSENT: *None*

VACANT: *District 4*

C. APPROVAL OF AGENDA

HALL/GAYNER

4/0

D. FLAG SALUTE

E. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. Assignment of Amanda Wattenburg, Teacher On Special Assignment, 1.0 FTE, effective August 22, 2022

TOSA: College & Career Readiness, Independent Study Technician and Curriculum Support

2. Business Report

- a. Account Object Summary-Balance from 07/01/2022 to 08/31/2022

3. Staff Reports

None

4. Board Member Reports

None

5. Public Comment

Megan Meschery—Sierra Schools Foundation: October 1st annual golf tournament and fundraiser. Funding music in the schools this year along with Sierra County Arts Council.

Multiple speakers advocating for funding/budget from District for athletic programs to improve sports fields/facilities/amenities stating there has been a need for a number of years (soccer, track, softball, P.E. classes, etc.):

Sheri Roen—Athletic Director for elementary and middle school

Amy Mason—Teacher at LES, head of Loyalton soccer program, parent

April Burns—Teacher at LES, helping with soccer program

Ozzie Perez—Soccer Coach, parent

Laurie Petterson—Teacher at LES, parent

Kelly Champion—Soccer Coach, parent

Kelly Champion—Wondering about an update on the bus/transportation situation?

BERARDI: We have bus drivers in training, one newly hired last week, but also ongoing maintenance issues that we are working to address. The intent is to have a working fleet for the entire school year.

F. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held August 09, 2022
2. Approval of Board Report-Checks Dated 08/01/2022 through 08/31/2022
3. Approval of Consolidated Application for 2022-2023
4. Biennial Review of Conflict of Interest Code – no changes
5. Appointment of members of the Student Attendance Review Board as follows:
 1. J. Lon Cooper, Sierra County Public Defender
 2. Sandra Groven, Sierra County District Attorney
 3. Chuck Henson, Sierra County Chief Probation Officer (alternate: Sofia Gonzalez, Scott Quade)
 4. Laurie Marsh, Sierra County Behavioral Health (alternate: Cara Bowling)
 5. Sheri Roen, Parent Representative
 6. Jamie Shiltz, Sierra County Social Services (alternate: Kristal Evans)
 7. Kimberly Askew, Sierra County Foster Youth Services and McKinney-Vento Liaison
 8. Mike Fisher, Sierra County Sheriff(Ed Code 48321 (a) (4) The school district representatives on the county school attendance review board shall be nominated by the governing boards of school districts and shall be appointed by the county superintendent of schools. All other persons and group representatives shall be appointed by the county board of education.)

HALL/MOOERS

4/0

G. ACTION ITEMS

1. New Business
 - a. Adoption of Resolution 23-002C, Adopting the Gann Limit
MOOERS/HALL
ROLL CALL VOTE:
HALL – Aye
MOOERS – Aye
POTTER – Aye
GAYNER – Aye
4/0

- b. Adoption of Unaudited Actuals for the Fiscal Year Ending June 30, 2022
GRIESERT gave overview.
GAYNER/HALL
4/0
- c. Approval of proposed salary schedule changes for Classified Employees, retro to July 1, 2022
HALL/MOOERS
4/0
- d. Approval of the Tentative Agreement for Classified Employees, 2022-23 Negotiations
MOOERS/HALL
4/0
- e. Approval of the Tentative Agreement for Sierra-Plumas Teachers Association, 2022-23 Negotiations
~~POSTPONED TO SPECIAL MEETING
- f. Approval of Completion of Bargaining for SPTA, 2022-23 Negotiations
~~POSTPONED TO SPECIAL MEETING
- g. Approval of utilizing AB 361 for meetings conducted through October 11, 2022
HALL/MOOERS
4/0

~This suspends the Brown Act teleconferencing posting requirements for any Board members that choose to participate via Zoom videoconferencing
~AB 361 expires January 01, 2024
~Zoom will be available for the public with or without utilizing AB 361

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- h. 1113—District and School Web Sites
 - 1. Exhibit, *revisions*
- i. 1312.4—Williams Uniform Complaint Procedures
 - 1. Administrative Regulation, *revisions*
 - 2. Exhibit, *revisions*
- j. 3110—Transfer of Funds
 - 1. Board Policy, *revisions*
- k. 3523—Electronic Signatures
 - 1. Board Policy, *NEW*
 - 2. Administrative Regulation, *NEW*
- l. 4112.2—Certification
 - 1. Administrative Regulation, *revisions*
- m. 4161.8/4261.8/4361.8—Family Care and Medical Leave
 - 1. Administrative Regulation, *revisions*
- n. 6173.1—Education for Foster Youth
 - 1. Administrative Regulation, *revisions*
- o. Approval of CSBA’s recommended deletions in the list provided**
- p. Approval of CSBA’s recommended title changes in the list provided**

- q. INFORMATION ONLY—Policies which will no longer be reviewed or updated by CSBA in list provided**

May consider deleting at a later date if it is determined any of the policies in this list no longer serve a purpose.

- r. 6146.1—High School Graduation Requirements

- 1. Board Policy, *revisions*

HALL/MOOERS

4/0

H. ADVANCED PLANNING

- 1. Next Regular Board Meetings will be held on October 11, 2022, at Downieville School, 130 School St, Downieville CA 95936, beginning with Closed Session as needed at 5:00pm and the Regular Board Meetings at 6:00pm. Zoom videoconferencing will be available for the public.

- 2. Suggested Agenda Items

None (for County – see District)

I. ADJOURN *at 6:35pm*

HALL/MOOERS

4/0

Patty Hall, Clerk

James Berardi, Superintendent
Secretary to the County Board of Education

Policies to Delete: These are policies for which CSBA at some point in time maintained a sample. The related samples are no longer in the CSBA sample manual for reasons such as repeal of the law on which they are based and/or changed circumstances that have rendered the policies unnecessary or outdated. District should consider deleting these policies in light of the information provided by CSBA. If the District chooses to retain these policies, the district should contact CSBA to assign new policy codes.

Type	Current Policy Number	DISTRICT TITLE	Month and Year Deleted by CSBA	Reason for Deletion
BP/AR	4138	Mentor Teachers	Aug-14	Policy and regulation deleted due to the elimination of the Certificated Staff Mentoring Program pursuant to NEW LAW (AB 97, 2013). Key concepts incorporated into new BP 4131.1 - Teacher Support and Guidance.
BP/AR	4139	Peer Assistance And Review	Aug-14	Policy and regulation deleted due to the elimination of the PAR program pursuant to NEW LAW (AB 97, 2013). Key concepts incorporated into new BP 4131.1 - Teacher Support and Guidance

These are policies that were copied from the old GAMUT into the new GAMUT Policy Plus site with the CSBA title. In most cases the title is only slightly different from the district title. The district should review the policy to make sure the district's policy content aligns with the new title. If the new title is ok, the board should approve the new title, check the approved box in GAMUT Policy Plus, and enter the approval date. If the new title is not aligned with the CSBA title, the district should contact CSBA to assign a new policy code.

Type	POLICY NUMBER	DISTRICT TITLE IN OLD GAMUT	NEW TITLE
AR	4300	Management, Supervisory And Confidential Personnel	Administrative And Supervisory Personnel
BP	4300	Management, Supervisory And Confidential Personnel	Administrative And Supervisory Personnel
AR	4313.2	Promotion/Demotion/Reassignment	Demotion/Reassignment
BP	4313.2	Promotion/Demotion/Reassignment	Demotion/Reassignment
BP	5131.5	Vandalism, Theft And Graffiti	Vandalism And Graffiti
AR	5145.11	Questioning And Apprehension	Questioning And Apprehension By Law Enforcement
BP	6142.4	Learning Through Community Service	Service Learning/Community Service Classes
AR	6181	Alternative Schools	Alternative Schools/Programs Of Choice
BP	6181	Alternative Schools	Alternative Schools/Programs Of Choice
B	9220	Board Of Education Elections	Governing Board Elections
BP	4315.1	Staff Evaluating Teachers	^Administrative Competence in Evaluation

These are policies that have a unique code and title for which CSBA does not have a comparable sample. The district is advised to review the policy to determine if they want to keep it. These policies will not be regularly reviewed or updated by CSBA. These policies with unique codes and titles should be placed on the agenda as an information item. No board action is required.

Type	Current Policy Number	DISTRICT TITLE	New Title for GAMUT Policy Plus	New Policy Number
AR	4031	Complaints Concerning Discrimination In Employment	^Complaints Concerning Discrimination In Employment	4031
BP	4034	School/Office Closure Due To Emergency Conditions	^School/Office Closure Due To Emergency Conditions	4034.1
AR	4113.4	Temporary Modified/Light-Duty Assignment	Temporary Modified/Light-Duty Assignment	4113.4
BP	4117.12	Retirement Consultancy Contracts	^Retirement Consultancy Contracts	4117.12
AR	4117.12-R(1)	Retirement Consultancy Contracts	^Retirement Consultancy Contracts	4117.12
AR	4213.4	Temporary Modified/Light Duty Assignment	Temporary Modified/Light-Duty Assignment	4213.4
AR	4313.4	Temporary Modified/Light Duty Assignment	Temporary Modified/Light-Duty Assignment	4313.4
BP	4317.12	Retirement Consultancy Contracts	^Retirement Consultancy Contracts	4317.12
AR	4317.12-R(1)	Retirement Consultancy Contracts	^Retirement Consultancy Contracts	4317.12
AR	4317.3-R(1)	Personnel Reduction	^Personnel Reduction	4317.3
AR	5111.12-R(1)	Residency Based On Parent/Guardian Employment	^Residency Based On Parent/Guardian Employment	5111.12
AR	5148.1	Child Care Services For Parenting Students	^Child Care Services for Parenting Students	5148.1
BP	5149	At-Risk Students	^At-Risk Students	5149
BP	6161	Equipment, Books And Materials	^Equipment, Books and Materials	6161
AR	6162.7	Use Of Technology In Instruction	^Use Of Technology In Instruction	6162.7
BP	6162.7	Use Of Technology In Instruction	^Use Of Technology In Instruction	6162.7
BP	6030	Integrated Academic And Vocational Instruction	^Integrated Academic and Vocational Instruction	6178.3
AR	6030-R(1)	Integrated Academic And Vocational Instruction	^Integrated Academic and Vocational Instruction	6178.3
BP	6300	Preschool/Early Childhood Education	^Preschool/Early Childhood Education	6300
AR	7214	General Obligation Bond	General Obligation Bonds	7214

MINUTES FOR THE *SPECIAL MEETING* OF THE
SIERRA COUNTY BOARD OF EDUCATION

September 22, 2022

Immediately followed the 1:00pm Special Meeting of the
Governing Board of the Sierra-Plumas Joint Unified School District

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

Zoom videoconferencing was also available for the public.

In accordance with AB 361, effective October 1, 2021, pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Sierra County Board of Education suspended the Brown Act teleconferencing posting requirements for any Board members choosing to participate via Zoom videoconferencing.

A. CALL TO ORDER

Vice President CHRISTINA POTTER called the meeting to order at 1:34pm.

B. ROLL CALL

PRESENT: *Patty Hall, Clerk, District 1 (via Zoom)*
Tom Mooers, District 2
Christina Potter, Vice President, District 3 (via Zoom)
Dorie Gayner, District 5

ABSENT: *None*

VACANT: *District 4*

C. APPROVAL OF AGENDA

HALL/MOOERS
4/0

D. PUBLIC COMMENT

Special Meeting Agenda Items only please.
None

E. ACTION ITEMS

1. Old Business

- a. Approval of the Tentative Agreement for Sierra-Plumas Teachers Association, 2022-23 Negotiations
MOOERS/GAYNER
4/0
- b. Approval of Completion of Bargaining for Sierra-Plumas Teachers Association, 2022-23 Negotiations
MOOERS/GAYNER
4/0

F. ADVANCED PLANNING

1. Next Regular Board Meetings will be held on October 11, 2022, at Downieville School, 130 School St, Downieville CA 95936, beginning with Closed Session as needed at 5:00pm and the Regular Board Meetings at 6:00pm. Zoom videoconferencing will also be available for the public.

2. Suggested Agenda Items

None

G. ADJOURN *at 1:35pm*

HALL/GAYNER

4/0

Patty Hall, Clerk

James Berardi, Superintendent
Secretary to the County Board of Education

Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00016346	09/09/2022	ACCREDITING COMMISSION FOR SCHOOLS	11-5300	ANNUAL MEMBERSHIP FEE		1,130.00
00016347	09/09/2022	ALHAMBRA	11-4330	WATER SERVICE		37.41
00016348	09/09/2022	ALPINE FIRE SERVICES, INC. SALES AND SERVICE	01-5600	FIRE EXTINGUISHER INSPECTION AND REPAIR		73.75
00016349	09/09/2022	AMAZON CAPITAL SERVICES	01-4300	CLASSROOM SUPPLIES	283.80	
				HYGIENE KIT SUPPLIES	82.97	
				LAPTOP BACKPACK	34.16	
				OFFICE SUPPLIES	95.38	
			11-4300	STETHOSCOPES	375.30-	
			11-4330	OFFICE SUPPLIES	153.73	274.74
00016350	09/09/2022	AT&T	11-5900	PHONE		154.44
00016351	09/09/2022	FIRST-CITIZENS BANK & TRUST	01-5900	PHONE SYSTEM/MAINTENANCE		773.08
00016352	09/09/2022	CASAS	11-5810	SITE LICENSE FEE		1,050.00
00016353	09/09/2022	CRISIS PREVENTION INSTITUTE	01-5300	CPI TRAINING MEMBERSHIP		200.00
00016354	09/09/2022	DELL MARKETING L.P. C/O DELL USA L.P.	11-4300	MICROPHONE		96.53
00016355	09/09/2022	K12 MANAGEMENT DBA FUELED	11-5810	USER BLOCK		2,617.93
00016356	09/09/2022	LAUREN JONES BEHAVIORAL CONSULTANT	01-5810	BEHAVIORAL CONSULTANT		2,730.00
00016357	09/09/2022	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE	189.16	
			11-5500	ELECTRICAL SERVICE	141.40	330.56
00016358	09/09/2022	MALIBU COUNTRY INN	01-5200	HOTEL ACCOMODATIONS		1,759.50
00016359	09/09/2022	OFFICE DEPOT	11-4300	COPY PAPER		230.53
00016360	09/09/2022	SAVVAS LEARNING COMPANY LLC	11-4100	TEXTBOOKS		3,506.98
00016361	09/09/2022	PEPPERDINE UNIVERSITY	01-5200	REGISTRATION		5,200.00
00016362	09/09/2022	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE LEASE	23.50	
			01-5899	POSTAGE MACHINE LEASE	70.52	94.02
00016363	09/09/2022	PLUMAS-SIERRA TELECOMMUNICATIONS	11-5600	BROADBAND SERVICE		109.00
00016364	09/09/2022	MIRANDA PRAKASH	01-4300	ESY SUPPLIES	66.13	
			01-9500	ESY SUPPLIES	100.00	166.13
00016365	09/09/2022	RAY MORGAN COMPANY	11-5600	COPIER/MAINTENANCE		11.11
00016366	09/09/2022	REMSA CENTER FOR INTEGRATED HEALTH CARE & COMMUNITY EDU	11-4300	CPR CARDS		6.00
00016367	09/09/2022	SIERRA VALLEY HOME CENTER	01-4300	SHOP SUPPLIES	39.09	
			11-6200	FORKLIFT/SUPPLIES	186.58	225.67
00016368	09/09/2022	THE MASTER TEACHER	11-4300	ONLINE TRAINING		89.00
00016369	09/09/2022	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	2,956.00	
			76-9576	HEALTH INSURANCE	19,239.80	22,195.80
00016370	09/09/2022	U.S. BANK	01-4300	TUPE T-SHIRTS	2,849.27	
			01-5200	HOTEL ACCOMODATIONS	292.92	

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

ESCAPE ONLINE

Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00016370	09/09/2022	U.S. BANK	01-5200	REGISTRATION	198.00	
			01-5899	NEWSPAPER ADS	535.00	
				WINDOWS	2,300.00	
			11-6200	NEW PORTABLE INSTALL SUPPLIES	458.65	6,633.84
00016371	09/09/2022	U.S. BANK VOYAGER	01-4350	FUEL EXPENSE	51.01	
			01-5200	FUEL EXPENSE	166.72	
			01-5899	FUEL EXPENSE	53.07	270.80
Total Number of Checks					26	49,966.82

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	14	21,123.03
11	ADULT EDUCATION	16	9,603.99
76	Payroll Clearing	1	19,239.80
Total Number of Checks		26	49,966.82
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			49,966.82

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

ESCAPE ONLINE

SIERRA COUNTY OFFICE OF EDUCATION

RESOLUTION NO. 23-003C

SUFFICIENCY OF TEXTBOOKS OR INSTRUCTIONAL MATERIALS

WHEREAS, the SIERRA COUNTY BOARD OF EDUCATION, in order to comply with the requirements of Education Code 60119, held a public hearing on October 11, 2022, at 6 o'clock, which was on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the County stating the time, place, and purpose of the hearing, and;

WHEREAS, the Board encouraged participation by parents/guardians, teachers, members, of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the SIERRA COUNTY OFFICE OF EDUCATION, and;

WHEREAS, "instructional materials" means all materials that are designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Each student, including English learners, will have a textbook or instructional materials, or both, to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycle and content of the curriculum frameworks in the following subjects;

Mathematics	<u>My Math</u> , Grades K-5	McGraw-Hill Education © 2017
	<u>California Mathematics</u> , Grades 6,7	Macmillan/McGraw-Hill/Glencoe
	<u>Mathematics_Course 1</u>	Prentice Hall © 2013
	<u>Pre-Algebra</u> , Grades 8-12	Prentice Hall
	<u>Algebra II</u> , Grades 8-12	Glencoe
	<u>Pre Calculus</u>	Houghton Mifflin
	<i>Newly Adopted for 2015-16:</i>	
	<u>Mathematics, Course 1, Common Core</u>	Pearson Education, Inc.
	<u>Mathematics, Course 2, Common Core</u>	Pearson Education, Inc. ©2013
	<u>Mathematics, Course 3, Common Core</u>	Pearson Education, Inc. ©2013
	<u>Geometry, Common Core</u>	Pearson Education, Inc. ©2015
	<u>Algebra 1, Common Core, CA</u>	Pearson Education, Inc. ©2015
	<u>Algebra 2, Common Core, CA</u>	Pearson Education, Inc. ©2015
	<u>Calculus, AP Edition</u>	Pearson Education, Inc. ©2014
<u>Calculus, Graphical, Numerical, Algebraic, 5th Edition</u>	Pearson Education, Inc. ©2016	
<u>Financial Algebra</u>	Cengage Learning ©2011	

Science	California Elevate Science TK-5 Science Dimensions National 6-12	Pearson Houghton Mifflin Harcourt
History/ Social Science	<u>My World</u> , Grades TK-5 Grades 6-8 <u>Impact</u> , Grades 9-12 <u>TCI, History Alive! Geography</u> , Grade 9 (Downieville only) <u>American Pageant</u> , AP Government <u>Geography</u> , Grades 9-12	Pearson Education, Inc. National Geographic/Cengage McGraw Hill Cengage Glencoe
English/ Language Arts (Including English Learners)	<u>Mirrors & Windows</u> <u>Continuing with Literature, Levels I-V</u> <u>British Tradition</u> <u>American Tradition</u> <u>Wonders CA Comprehensive System</u> <u>The Power of Connection</u>	EMC Publishing, LLC © 2016 McGraw-Hill Education © 2015-17

WHEREAS, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive.

THEREFORE, IT IS RESOLVED THAT for the 2022-2023 school year, the SIERRA COUNTY OFFICE OF EDUCATION has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED at a regular meeting of the SIERRA COUNTY BOARD OF EDUCATION held on October 11, 2022, by the following vote:

AYES: _____
 NOES: _____
 ABSTAIN: _____
 ABSENT: _____
 VACANT: _____

 Patty Hall, Clerk
 Sierra County Board of Education

CSBA POLICY GUIDE SHEET – October 11, 2022

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 0420.41 - Charter School Oversight

Policy updated to reflect that a charter school proposing to expand operations to one or more additional sites or grade levels is required to request a material revision to its charter and notify the Governing Board of the additional locations or grade levels whether a proposal to expand operations is concurrent with or unrelated to a renewal, add a new section heading "Fees/Charges for Supervisorial Oversight" and rearrange material within this section for clarity, provide that it is the County Superintendent of Schools who may request that the California Collaborative for Educational Excellence be assigned to provide assistance to a charter school that fails to improve outcomes in regard to state or school priorities identified in the charter, as specified, and add that complaints alleging noncompliance with Education Code 47606.5 (annual update of school goals, actions, and related expenditures or 47607.3 (technical assistance or intervention based on the school's failure to improve student outcomes) may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Exhibit(1) 0420.41 - Charter School Oversight

Exhibit updated to reflect **NEW ATTORNEY GENERAL OPINION (20-102, 2021)** which found that a charter school's executive director or any of a charter school's employees may not serve as a member of the county board of education in the county where the charter school is located, **NEW LAW (AB 27, 2021) and (SB 400, 2021)** regarding identification of homeless children and unaccompanied youth, **(SB 224, 2021)** regarding the requirement to include instruction in mental health in health education course(s), **(AB 132, 2021)** regarding the completion and submission of the Free Application for Federal Student Aid and the California Dream Act Application, **(AB 643, 2021)** regarding notification to apprenticeship programs when a charter school is planning to hold a college or career fair, and **NEW LAW (AB 130, 2021)** regarding (1) phased in starting dates for which districts are required to offer a transitional kindergarten (TK) program; (2) the requirement to develop a plan for offering independent study if an affidavit is necessitated by an emergency condition that resulted in a school closure; (3) qualifications for TK teachers and adult to student ratios for TK classrooms; (4) verification of a valid criminal records summary for employees of entities that a charter school contracts with; and (5) the requirement to provide a breakfast and/or lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price meal eligibility. Exhibit also updated to reflect **NEW LAW (SB 722, 2021)** regarding the required presence of at least one adult with a valid certification of cardiopulmonary resuscitation training when hosting an on- campus event in or around a swimming pool that is not part of an interscholastic athletic program, and **(AB 367, 2021)** regarding the requirement to stock school restrooms with an adequate supply of free menstrual products, as specified. Additionally, exhibit updated to add or amend requirements related to high school graduation, the review of potential misassignments and vacant positions, the public employees retirement system, and the training of security officers.

Administrative Regulation 3517 - Facilities Inspection

Regulation updated to reflect **NEW LAW (AB 367, 2021)** which requires any school serving any of grades 6-12 to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms beginning with the 2022-23 school year, and to post a notice, as specified, regarding this requirement in a prominent and conspicuous location.

NEW - Exhibit(1) 3517 - Facilities Inspection

New exhibit presents a sample of the required notification to be posted in a prominent and conspicuous location in each restroom where free menstrual products are required to be stocked, pursuant to **NEW LAW (AB 367, 2021)**.

Board Policy 3550 - Food Service/Child Nutrition Program

Policy updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and **NEW LAW (AB 486, 2021)** which authorizes the coordination of food service programs with classroom instruction and other related district programs.

Administrative Regulation 3550 - Food Service/Child Nutrition Program

Regulation updated to reflect changes necessary to implement **NEW LAW (AB 130, 2021)** which requires the provision of a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and make other clarifying changes in the "Food Safety" section.

Board Policy 3551 - Food Service Operations/Cafeteria Fund

Policy updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, including revisions to the "Meal Sales" and "Program Monitoring and Evaluation" sections.

Administrative Regulation 3551 - Food Service Operations/Cafeteria Fund

Regulation updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility. Updated Regulation includes revision to "Payment for Meals," "Cafeteria Funds," and "Contracts with Outside Services" sections to make them generally applicable to all food service programs and the deletion of the "Unpaid and Delinquent Meal Charges" section which is no longer applicable.

Board Policy 3553 - Free and Reduced Price Meals

Policy updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility. Updated policy includes general requirements applicable to federal National School Lunch and Breakfast Programs as well as the state Universal Meal Program. Updated Policy also includes revision to the "Confidentiality/Release of Records" section to permit the use of student information to facilitate the provision of targeted educational services to a student based on the local control and accountability plan, as clarified in the California Department of Education's Management Bulletin SNP-02- 2018.

Administrative Regulation 3553 - Free and Reduced Price Meals

Regulation updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and includes program implementation changes to "Verification of Eligibility" and "Nondiscrimination Plan" sections and the deletion of the "Prices" section which is no longer necessary.

Board Bylaw 9100 – Organization

Bylaw updated to reflect **NEW LAW (AB 486, 2021)** which changes the date requirements for districts to hold their annual organizational meeting.

Philosophy, Goals, Objectives and Comprehensive Plans**Policy 0420.41: Charter School Oversight**

The Governing Board recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of a charter school at any time. (Education Code 47604.32, 47607)

The Superintendent or designated charter school contact shall attend meetings of the charter school governing body whenever possible and shall periodically ~~meeting~~meet with a representative of the charter school.

Waivers

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to ~~the~~SBE on behalf of the charter school.

Provision of District Services

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a memorandum of understanding (MOU) which clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Material Revisions to Charter

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to ~~establish or move~~expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open meeting. ~~— (Education Code 47605), 47607)~~

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

Monitoring Charter School Performance

~~The Superintendent or designee shall monitor each~~

Any charter school ~~that is~~ authorized by the ~~district~~ Board shall be monitored by the Superintendent or designee to determine whether ~~the charter school~~ complies with all legal requirements applicable to charter schools, including ~~making~~ all reports required of charter schools by law, as specified in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter and any applicable ~~memorandum of understanding~~ MOU, and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

The Board shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, LCAP and annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

Fees/Charges for Supervisorial Oversight

The district may charge for district supervisorial oversight as follows: (Education Code 47613; 5 CCR 11969.7)

1. Actual costs up to one percent of ~~the~~ charter school's revenue ~~for the actual costs of supervisorial oversight of the school. However, if the district provides the charter school is able to obtain substantially rent free with facilities from under Education Code 47614 and charges the district, charter school a pro-rata share of the district may charge facilities cost~~
2. Actual costs up to three percent of the charter school's revenue ~~for actual~~ if the district provides the charter school substantially rent-free facilities
3. Actual costs ~~if the district is assigned~~ supervisorial oversight ~~or, if the facility is provided under Education Code 47614, the pro-rata share facilities costs calculated pursuant to 5 CCR 11969.7. If the district charges the pro-rata share, it may also charge one percent of the charter school's revenue in oversight fees. If the district is given responsibility for supervisorial oversight of the charter school that was by SBE when authorized by SBE on appeal, the district is not limited to these percentages and may charge for the actual costs of supervisorial oversight and for the administrative costs necessary to secure charter school funding. (Education Code 47613)~~

(cf. 7160—Charter School Facilities)

Technical Assistance/Intervention

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from the County Superintendent of Schools. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following:— (Education Code ~~45607~~ 47607.3)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605. This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.
2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school. Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.
3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes.

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the ~~district: (Education Code 47607.3)~~

~~1. — Shall provide technical assistance to the charter school based on the California School Dashboard~~
~~2. — May~~ County Superintendent may request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074. (Education Code 47607.3; 52072)

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school.

Complaints

Each charter school shall establish and maintain policies and procedures ~~to enable any person to file a complaint,~~ in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670, ~~to enable any person~~ alleging the school's noncompliance with Education Code 47606.5 or 47607.3— to file a complaint with the charter school. (Education Code 52075)

(cf. 1312.3—Uniform Complaint Procedures)

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant who is not satisfied with the decision may appeal the decision to the SPI. ~~–~~ (Education Code 52075) ~~_~~

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

School Closure

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or ~~a memorandum of understandingan MOU~~, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out ~~of the charter school.~~

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of ~~thea~~ charter is denied, ~~thea~~ charter is revoked, or ~~thea~~ charter school will cease operation for any reason. ~~_~~

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 14, 2020
revised: October 11, 2022

Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Philosophy, Goals, Objectives, and Comprehensive Plans

Exhibit 0420.41: Charter School Oversight

Sierra County/Sierra-Plumas Joint USD

Philosophy, Goals, Objectives, and Comprehensive Plans

Exhibit 0420.41 – Charter School Oversight

REQUIREMENTS FOR CHARTER SCHOOLS

A charter school shall be subject to the terms of its charter; any memorandum of understanding between the school and the district Governing Board; the state and federal constitutions; applicable federal laws; state laws that apply to governmental agencies in general; and other legal requirements that are expressly applicable to charter schools, including, but not limited to, the following requirements.

Governance

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 6250-6270), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)
2. Except as otherwise authorized by Government Code 54954, hold the meetings of its governing body within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside. In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code 47604.1)
3. The charter school's executive director or any of the charter school's employees shall not serve as a member of the county board of education in the county where the charter school is located (Education Code 1006; Government Code 1099)

Operations

4. ~~3.~~ Not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization ~~-(Education Code 47604)~~
5. ~~4.~~ Be nonsectarian in its programs, admission policies, employment practices, and all other operations ~~-(Education Code 47605)~~

Admission/Enrollment

6. ~~5.~~ Adhere to all laws establishing the minimum age for public school attendance ~~_(Education Code 47610)~~

- ~~7. 6.~~—Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 ~~-(Education Code 47612)~~
- ~~8. 7.~~—Serve students with disabilities in the same manner as such students are served in other district schools ~~-(Education Code 47646, 56145)~~
- ~~9. 8.~~—Admit all students who wish to attend the charter school, according to the following criteria and procedures:
- a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within that school's former attendance area. (Education Code 47605)
- If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission preference for students who are currently enrolled in that public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)
- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
 - c. Other admission preferences may be permitted by the Board of the district on an individual school basis consistent with law. (Education Code 47605)
- ~~10. 9.~~—Not discourage a student from enrolling or seeking to enroll in the charter school, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, homeless, economically disadvantaged, or a foster youth. The charter school shall not request or require a student's records to be submitted before enrollment. The charter school shall post on its web site the California Department of Education's (CDE) notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquires about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. ~~-(Education Code 47605)~~
- ~~11. 10.~~—~~Immediately enroll a homeless student, except where such enrollment would conflict~~Comply with the requirements of Education Code 47605(d) 48850-48859 regarding enrollment, identification, and placement of homeless children and unaccompanied youth (Education Code 48850, 48851, 48852.5, 48852.6; 42 USC 11431-11435)
- ~~12. 11.~~—Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth ~~-(Education Code 48853.5, 48859)~~
- ~~13. 12.~~—Allow a student who is enrolled in the charter school but receiving individual instruction at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated ~~-(Education Code 48207.3)~~

Nondiscrimination

14. ~~13.~~ — Not discriminate against any student on the basis of the characteristics listed in Education Code 220 ~~-(Education Code 47605)~~
15. ~~14.~~ — Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code 234.7
16. ~~15.~~ — Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator ~~-(Education Code 221.61)~~
17. ~~16.~~ — If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level ~~-(Education Code 221.9)~~
18. ~~17.~~ — Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. ~~-(Education Code 222, 222.5, 46015)~~
19. ~~18.~~ — If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 ~~-(5 CCR 4600)~~

Tuition and Fees

20. ~~19.~~ — Not charge tuition ~~-(Education Code 47605)~~
21. ~~20.~~ — Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
22. ~~21.~~ — Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school. The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. ~~-(Education Code 49014)~~

School Plans

23. ~~22.~~ — Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE). As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a

local control funding formula budget overview for parents/guardians, based on the template developed by the SBE. (Education Code 47604.33, 47606.5, 52064, 52064.1)

24. 23.—If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose. (Education Code 64000-64001, 65000-65001)
25. 24.—Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan by March 1 each year. (Education Code 47605)
26. 25.—Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

Curriculum and Instruction

27. 26.—Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school. (Education Code 47612.5)
28. 27.—If the charter school offers a kindergarten program, also offer a transitional kindergarten (TK) program to students ~~whose fifth birthday is from September 2 through December 2~~ (in accordance with Education Code 48000)
29. 28.—If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components. (Education Code 51224.7)
30. 29.—If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school and once in high school. (Education Code 51931, 51934)
31. 30.—If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources. (Education Code 49381)
32. 31.—If the charter school serves students in middle or high school and offers one or more courses in health education, include in those courses instruction in mental health, as specified (Education Code 51925-51929)
33. If the charter school serves students in grade 12, comply with the requirements for student completion and submission of the Free Application for Federal Student Aid and California Dream Act Application (Education Code 51225.7, 51225.8)
34. If the charter school is planning to hold a college or career fair, the charter school shall notify each apprenticeship program in the same county as the charter school with the planned date, time, and location of the fair (Labor Code 3074.2)

35. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may ~~be allowed to~~ offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) ~~-(Education Code 47612.5, 51747.3; 5 CCR 11705)~~
36. 32. Develop a plan for offering independent study to affected students pursuant to Education Code 46393 if the governing body of the charter school submits an affidavit pursuant to Education Code 46392 necessitated by an emergency condition that resulted in a school closure (Education Code 46392, 46393)
37. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, homeless student, former juvenile court school student, child of a military family, migrant student, or a student participating in a newcomer program while attending another school ~~-(Education Code 51225.2)~~
38. 33. ~~Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools ~~-(Education Code 47605, 47612.5, 60605)~~~~

Special Education

39. 34. ~~Provide assistive technology devices in a student's home or other settings if the ~~individualized education program team determines that such access is necessary. The charter school shall also provide an assistive technology device or comparable device to a student who enrolls in another local educational agency, for two months after the student leaves the charter school or until alternative arrangements can be made, whichever occurs first. ~~-(Education Code 56040.3)~~~~~~
40. 35. ~~If the charter school is an independent member of a special education local plan area and has a master contract with a nonpublic, nonsectarian school:~~
- a. ~~Pay the full amount of the tuition or fees for students with disabilities enrolled in programs or services provided pursuant to that contract (Education Code 56365)~~
 - b. ~~Conduct at least one onsite visit to the nonpublic, nonsectarian school prior to a student's placement and at least once each school year (Education Code 56366.1)~~

High School Graduation

41. 36. ~~Exempt a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers between schools after the second year of high school, or a student participating in a newcomer program for newly immigrant students in grades 11-12, from any of the charter school's graduation requirements that exceed state requirements, unless the charter school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school ~~-(Education Code 51225.1, 51225.2)~~~~
42. 37. ~~Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination ~~-(Education Code 51413)~~~~
43. ~~Require students to meet the state minimum course requirements for graduation as specified in Education Code 51225.3, as well as any additional graduation requirements required by the governing body (Education Code 51225.3)~~

Student Expression

- ~~44.~~ ~~38.~~—Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony ~~-(Education Code 35183.1)~~
- ~~45.~~ ~~39.~~—Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications ~~-(Education Code 48907, 48950)~~

Staffing

- ~~46.~~ ~~40.~~—Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) as required for the teacher's certificated assignment. ~~Teachers employed by the charter school during the 2019-20 school year shall have until July 1, 2025 to obtain the required certificate required. -(Education Code 47605, 47605.4)~~
- ~~47.~~ ~~41.~~—If the charter school offers TK, require credentialed teachers first assigned to a TK class to meet one of three specified criteria establishing qualification for the position by August 1, 2023, and to maintain adult to student ratios as specified in Education Code 48000 (Education Code 48000)
- ~~48.~~ Review potential misassignments and vacant positions in the charter school, including data from CTC, respond to the County Superintendent of Schools when necessary to show that an employee is legally authorized for an assignment, and correct any misassignments if notified by the County Superintendent that an assignment is not legally authorized (Education Code 44258.9)
- ~~49.~~ Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who ~~will have contact~~interacts with students outside of the immediate supervision and control of the student's parent/guardian or a school employee has ~~had~~ a valid criminal ~~background check~~records summary, unless an exception applies (Education Code 44830.1, 45122.1, 45125.1)
- ~~50.~~ ~~42.~~—Report to ~~the~~ CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending ~~-(Education Code 44030.5)~~
- ~~51.~~ ~~43.~~—If the charter school chooses to make the state teachers' retirement plan and/or the public employees retirement system available to its employees, meet the requirements of Education Code 47611 ~~regarding the State Teachers' Retirement System~~ ~~-(Education Code 47610)~~
- ~~52.~~ ~~44.~~—Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment ~~-(Education Code 47611.5)~~
- ~~53.~~ If the charter school employs security officers and/or security officers work on the charter school campus, provide the latest course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs in consultation with the Commission on Peace Officer Standards and Training, as specified (Education Code 38001.5; Business and Professions Code 7583.45)

Parent/Guardian Involvement

- ~~54. 45.~~—On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs -(Education Code 47605)
- ~~55. 46.~~—Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school -(Education Code 47605)
- ~~56. 47.~~—If 15 percent or more of the students at the charter school speak a single primary language other than English, provide all notices, reports, statements, or records sent to parents/guardians in English and in the primary language -(Education Code 48985)

Nutrition

- ~~48.~~—Provide ~~each eligible student with one nutritionally adequate breakfast and/or lunch free of charge during each school day to students requesting a meal regardless of the student's~~ free or reduced-price meal ~~during each school day, except as provided for a charter school that offers nonclassroom-based instruction~~ (Education Code 47613.5)
- ~~57. 49.~~—~~eligibility.~~ If the charter school participates in the National School Lunch Program and/or School Breakfast program, not Program and is a very high poverty school, as defined, the charter school shall apply to operate a federal universal meal service provision, and upon approval, apply such service (Education Code 49501.5, 49564.3)
- ~~58.~~ Not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals -(Education Code 49431.9)
- ~~50.~~—~~If the charter school participates in the National School Lunch and/or Breakfast program, notify parents/guardians within 10 days of their child's meal account reaching a negative balance; not take any action directed at a student to collect unpaid school meal fees; ensure that a student with unpaid school meal fees is not denied a meal of the student's choice, shamed, or treated differently; and prohibit student discipline from resulting in the denial or delay of a nutritionally adequate meal~~ (Education Code 49557.5)
- ~~51.~~—~~If the charter school participates in the National School Lunch and/or Breakfast program and is a very high poverty school, as defined, apply to the California Department of Education (CDE) to provide lunch and/or breakfast free of charge to all students under a federal universal service provision~~ (Education Code 49564)

Student Health

- ~~59. 52.~~—Adopt a policy on suicide prevention, intervention, and postvention for grades 7-12, and an age-appropriate policy for grades K-6, and review the policy at least every five years -(Education Code 215)
- ~~60. 53.~~—If the charter school serves grades 7-12 and issues student identification cards, print the telephone numbers of the National Suicide Prevention Lifeline and the National Domestic Violence Hotline on the identification cards -(Education Code 215.5)

61. 54.—Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community -(Education Code 49428)
62. 55.—Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment -(Education Code 44691)
63. 56.—If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. -(Education Code 33479-33479.5, 49475)
64. 57.—If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire at least one automated external defibrillator (AED) for the school, and make the AED available at on-campus athletic activities or events -(Education Code 35179.4, 35179.6)
65. 58.—If the charter school sponsors or hosts an on-campus event in or around a swimming pool that is not part of an interscholastic athletic program, provide for the presence of at least one adult with a valid certification of cardiopulmonary resuscitation training throughout the duration of the event (Education Code 35179.6)
66. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code 49414 -(Education Code 49414)
67. 59.—If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

68. 60.—Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students -(Education Code 234.4, 234.6, 32283.5)
69. 61.—Adopt and display a written policy on sexual harassment, include the policy as part of any orientation for new and continuing students, and post a poster notifying students of the policy -(Education Code 231.5, 231.6)
70. 62.—Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response -(Education Code 49005-49006.4)

71. 63.—Neither recommend for expulsion a student in grades K-12 nor suspend a student in grades K-8 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties -(Education Code 48901.1)

72. 64.—Upon request, provide a student who is suspended for two or more days with the homework assigned during the period of suspension -(Education Code 47606.2, 48913.5)

Student and Parent/Guardian Records

73. 65.—Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law -(Education Code 49076.7)

74. 66.—Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body -(Education Code 49073.2)

75. 67.—If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information -(Education Code 47605)

76. 68.—If the charter school serves high school students, submit to the Student Aid Commission, (CSAC), for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of ~~the Student Aid Commission~~ CSAC to provide test scores in lieu of the GPA. -(Education Code 69432.9, 69432.92)

77. 69.—Upon receipt of government-issued documentation of a change of name or gender or, if such documentation is not available, upon request in accordance with the procedure in Education Code 49070, update, and reissue if requested, a former student's records to include the student's updated legal name or gender -(Education Code 49062.5, 49070)

Facilities

78. 70.—Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: -(Education Code 47610, 47610.5)

- a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
- b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

79. If the charter school serves students in any of grades 6-12, stock the school's restrooms at all times with an adequate supply of menstrual products available and accessible free of cost in all women's restrooms, all-gender restrooms, and in at least one men's restroom (Education Code 35292.6)

Finance

- ~~80.~~ 71.— Promptly respond to all reasonable inquiries from the district, the county office of education, or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records ~~—~~(Education Code 47604.3)
- ~~81.~~ 72.— Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection ~~—~~(Education Code 47612.5)
- ~~82.~~ 73.— Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education ~~—~~(Education Code 47612.5, 47634.2; 5 CCR 11963.2)
- ~~83.~~ 74.— Annually prepare and submit financial reports to the ~~district~~ Board and the County Superintendent ~~of Schools~~ in accordance with the following reporting cycle:
- a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
 - b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
 - c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
 - d. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
 - e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and CDE. (Education Code 47605)
- ~~84.~~ 75.— If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds, and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion ~~—~~(Education Code 41024)

Accountability

- ~~76.~~ 85. Annually adopt a school accountability report card ~~—~~(Education Code 47612; California Constitution, Article 16, Section 8.5)

Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Business and Noninstructional Operations

Regulation 3517: Facilities Inspection

The Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, ~~he/she~~ the Superintendent or designee shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. Gas Leaks: Gas systems and pipes appear and smell safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges.
3. Windows and Doors: Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. Fences and Gates: Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. Interior Surfaces (walls, floors, ceilings): Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. Hazardous Materials: Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.
7. Structures: Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.
8. Fire Safety and Emergency Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.
9. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.

10. Lighting: Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.
11. Pest/Vermin Infestation: No visible or odorous indicators of pest or vermin infestation are evident.
12. Drinking Fountains: Interior and exterior drinking fountains are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.
13. Restrooms: Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.

In addition, any school serving any of grades 6-12 shall, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. The district shall post in a prominent and conspicuous location a notice regarding this requirement that includes an email address and telephone number for a designated individual responsible for maintaining the requisite supply of menstrual products. (Education Code 35292.6)

~~In addition, in a school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low income families, at least 50 percent of the school's restrooms are stocked with feminine hygiene products, for which students are not charged. (Education Code 35292.6; 20 USC 6314)~~

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.
15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building
16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.
17. Playground/School Grounds: Playground equipment (exterior fixtures, seating, tables, and equipment), school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.
18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, stocked, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent or designee shall provide the Governing Board with regular reports regarding the district's facility ~~inspection program~~inspections and updates of any visits to district schools by the County Superintendent of Schools to review school facilities.

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

**Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District**

**Business and Noninstructional Operations
Exhibit 3517: Facilities Inspection**

Sierra County/Sierra-Plumas Joint USD

Business and Noninstructional Operations

Exhibit 3517 – Facilities Inspection

NOTICE REGARDING MENSTRUAL PRODUCTS

Education Code 35292.6 requires that:

- a. On or before the start of the 2022–23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall stock the school’s restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women’s restrooms and all-gender restrooms, and in at least one men’s restroom.
- b. A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils.
- c. A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section. This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.
- d. For purposes of this section, “menstrual products” means menstrual pads and tampons for use in connection with the menstrual cycle.
- e. This section shall become operative on July 1, 2022.

The name and contact information for the individual responsible for maintaining the requisite supply of menstrual products is:

School Secretary:

Downieville Schools – Darcy White (dwhite@spjUSD.org), 530-289-3473 x400

Loyalton Elementary School – Amy Filippini (afilippini@spjUSD.org), 530-993-4482 x200

Loyalton High School/Sierra Pass – Stacey Hood (shood@spjUSD.org), 530-993-4454 x300

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

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Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Business and Noninstructional Operations
Policy 3550: Food Service/Child Nutrition Program

The Governing Board of Education recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and ~~to maximize their participation in~~ maintain fiscal integrity of the programs in accordance with law.

Foods and beverages available ~~programs through the district's food service program shall:~~

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law ~~and administrative regulation~~
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
5. Be available provided at no cost to students who ~~meet federal eligibility criteria at no cost~~ request a meal

At the beginning of each school year, the Superintendent or ~~at reduced prices~~ designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and to other students at reasonable prices ~~school publications.~~

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

~~The Board desires to provide students with~~ Students shall be allowed adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to ~~encourage~~ promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for ~~cafeteria eating and~~ food preparation ~~and consumption~~.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation ~~process, from~~ receiving to and service ~~process~~.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food ~~service~~ service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal ~~patterns~~ patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Business and Noninstructional Operations

Regulation 3550: Food Service/Child Nutrition Program

Nutrition Standards for School Meals

Meals, food items, and beverages provided through the district's food services program shall:
(Education Code ~~4953149501.5~~, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable
2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. ~~(7 CFR 215.47)~~

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall ~~provide ongoing staff development on food safety to ensure that~~ food service ~~directors, managers, and employees~~ staff complete an annual continuing education or training as required by law. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. ~~The~~ For each employee, the Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring

during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

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Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Business and Noninstructional Operations
Policy 3551: Food Service Operations/Cafeteria Fund

The ~~Governing Board of Education~~ intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and ~~increase~~ cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to ~~students~~, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus ~~for a legitimate purpose~~. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760. ~~Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.~~

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, ~~including delinquent meal payments.~~ Such procedures shall conform with ~~BP/AR 3553—Free and Reduced Price Meals~~, 2 CFR 200.426, and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

~~The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees or a student who is enrolled in the free or reduced-price meal program is not overtly identified by the use of special tokens, tickets, or other means and is not shamed, treated differently, or denied a meal of the student's choice. (Education Code 49557, 49557.5)~~

~~Cafeteria Fund~~

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

~~The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)~~

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Business and Noninstructional Operations
Regulation 3551: Food Service Operations/Cafeteria Fund

Payments for Meals

~~With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance.~~ The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, ~~and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible.~~ The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of ~~applications~~eligibility forms at the start of the school year
4. Posting the policy on the district's web site
5. ~~Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance~~

~~In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, and shall open a new account as appropriate for a student whose account appears to have been misused.~~

~~Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or refunded to the student's parents/guardians.~~

Unpaid and Delinquent Meal Charges

~~The district shall not direct any action toward a student to collect unpaid school meal fees. (Education Code 49557.5)~~

~~Students who have unpaid meal charges shall be served a meal of their choice throughout the school year regardless of the level of debt incurred by the household. Such students shall not be overtly identified by~~

~~the use of special tokens, tickets, or other means and shall not be shamed, treated differently, or denied a meal of their choice. (Education Code 49557, 49557.5)~~

~~No later than 10 days after a student's school meal account has reached a negative balance, the Superintendent or designee shall so notify the student's parent/guardian. Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application. (Education Code 49557.5)~~

~~The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (Education Code 49557.5)~~

~~The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.~~

~~The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.~~

~~The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.~~

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, ~~and~~ reduced-price, ~~and full-price~~ meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

Cafeteria Fund and Account

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

The cafeteria fund shall be used only for those expenditures authorized by the Governing Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district students when permitted by law.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the purpose of and basis for the expenditure. (Education Code 38101)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

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Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Business and Noninstructional Operations
Policy 3553: Free And Reduced Price Meals

The ~~Governing Board of Education~~ recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students ~~from low income families~~ in the district's food service program.

~~The Each school day, the~~ district shall provide ~~at least one, free of charge, a~~ nutritionally adequate meal ~~each school day, free of charge or at a reduced price, breakfast and lunch~~ for students whose families meet federal eligibility criteria. any student who requests a meal. (Education Code 49550, 49552)49501.5)

To provide optimal nutrition and ~~reduce the administrative burden of food service operations~~ ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to ~~provide breakfast and/or lunch free of charge to all students at the school under a federally funded~~ operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

~~If any district school meets the criteria for a "very high poverty school" through its eligibility for the. The Superintendent or designee shall submit an application to operate a federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district shall apply universal meal provision to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years. on behalf of any district school that meets the definition of a "high poverty school."~~ (Education Code 49564; 42 USC 1759a).3)

The Superintendent or designee shall ensure that meals ~~provided through the free and reduced price meals~~ served under the school nutrition program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

The Board shall approve, and shall submit to ~~the~~ CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals ~~and milk~~ are not treated differently from other students. ~~(and that meets other requirements specified in Education Code 49557).~~

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be ~~released~~ disclosed except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use records pertaining to an individual student's eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

~~The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)~~

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576

3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist ~~in the continuation of the student's meal benefits that~~ other educational agency in ensuring that the student continues to receive school meals.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the ~~local control funding formula~~LCFF and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. ~~He/she~~The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

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Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Business and Noninstructional Operations
Regulation 3553: Free And Reduced Price Meals

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled. At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

~~If any household is to receive a reduction or termination of benefits. If~~ as a result of verification activities, ~~the eligibility of a household that is receiving free or reduced-price benefits cannot be confirmed,~~ or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ~~the household's~~ ineligibility. ~~He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided.~~ At least 10 days prior to the actual reduction or termination of benefits, the Superintendent or designee shall send a notice of adverse action to the household. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to ~~use~~ disclose a student's name and eligibility status from individual meal records ~~pertaining to student participation in the free and reduced-price meal program only~~ for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

Fiscal Services Coordinator Accounting Technician III

In permitting the disclosure of student records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)

~~In using the records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)~~

1. No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law.
2. Information regarding individual student participation in the free and reduced-price meal program is not publicly released.

3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

~~The district's plan~~In implementing the district's food service programs for students ~~receiving~~who are eligible to receive free or reduced-price meals, the district shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals ~~or for milk.~~
4. ~~The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.~~

~~When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)~~

Prices

- ~~1.4. The maximum price that shall be charged to eligible students for reduced price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)~~

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Regulation approved: April 10, 2007
revised: June 10, 2008
revised: June 14, 2011
revised: April 12, 2016
revised: August 9, 2016
revised: May 8, 2018
revised: October 11, 2022

*Choose Option 1 or Option 2 under Election of Officers on page 2

*Fill in blank on page 2

Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Board Bylaws

Bylaw 9100: Organization

Annual Organizational Meeting

Each year, the Governing Board of Education shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within ~~a 15-day period beginning from~~ days following the date upon which a Board member elected at that second Friday in December after the regular election takes office. During ~~non-election~~ all other years, the meeting ~~shall~~ may be held ~~within the same 15-day period on the calendar, any date in December, but no later than December 20th.~~ (Education Code 35143)

~~The day and time of the annual meeting shall be selected by~~ During any year in which a regular election is conducted, the Board, at ~~its~~ the regular meeting held immediately prior to the ~~first day~~ second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the ~~15-day period~~ organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the ~~clerk of the Board, with the assistance of the~~ Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates
6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

Election of Officers

OPTION 1: The Board shall each year elect one of its members to be (clerk)/(vice president). This member shall be one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as (clerk)/(vice president), the elected member shall serve one year as president of the Board.

OPTION 2: The Board shall each year elect its entire slate of officers.

No Board member shall serve more than eight consecutive years/year(s) in the same office.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Bylaw adopted: April 10, 2007
revised: November 13, 2007
revised: September 8, 2015
revised: October 11, 2022

Bylaw 9100: Organization

Status: ADOPTED

Original Adopted Date: 09/01/1992 | Last Revised Date: 09/01/2022 | Last Reviewed Date: 09/01/2022

CSBA NOTE: Pursuant to Education Code 35143, as amended by AB 486 (Ch. 666, Statutes of 2021), the Governing Board is required to set and hold an annual organizational meeting, in the manner described below, prior to the end of each calendar year. If the Board fails to select a day and time for the meeting, the County Superintendent of Schools must designate and notify all Board members and members-elect of the day and time of the meeting. A city board of education whose members are elected in accordance with a city charter may, by a rule of its board, establish a different timeline for setting the annual meeting and revise the following paragraph accordingly.

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within 15 days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th. (Education Code 35143)

CSBA NOTE: Unless otherwise provided by rule of the Board, the following paragraph is required pursuant to Education Code 35143, as amended by AB 486.

During any year in which a regular election is conducted, the Board, at the regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the Superintendent shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

CSBA NOTE: The following items should be modified to reflect district practice. Education Code 35022 requires all boards with five or more members to elect a president. Education Code 35143 requires the election of a clerk and a president for high school, union high school, and joint union high school districts. City boards of education are required to elect only a president or a president and vice president, and all other types of districts are required to elect a clerk. For more information about election of officers, see the section "Election of Officers" below.

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures

CSBA NOTE: Item #4 below promotes the adoption of a Board calendar to ensure the scheduling of important governance matters such as evaluation of the Superintendent, Board self-evaluation, budget meetings, goal setting, and policy and program reviews.

4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates

CSBA NOTE: Item #6 below is recommended by CSBA through its governance trainings, including the Masters in Governance program.

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

Election of Officers

CSBA NOTE: Option 1 below is for districts that rotate offices so that each Board member has the opportunity to become president, while Option 2 is for districts that each year elect their entire slate of officers. The following options should be revised to reflect the sequence of offices used in the district.

OPTION 1: The Board shall each year elect one of its members to be (clerk)/(vice president). This member shall be

one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as (clerk)/(vice president), the elected member shall serve one year as president of the Board.

OPTION 1 ENDS HERE

OPTION 2: The Board shall each year elect its entire slate of officers.

OPTION 2 ENDS HERE

CSBA NOTE: The following optional sentence may be used with Option 2.
No Board member shall serve more than _____ consecutive year(s) in the same office.

CSBA NOTE: The following sentence may be used by all districts regardless of the option selected above. The California Attorney General has disapproved secret ballot voting in open meetings, as well as the casting of mail ballots (68 Ops.Cal.Atty.Gen. 65, 1985). As long as they do not use secret ballots, boards may elect their officers in any way they choose.
The election of Board officers shall be conducted during an open session of the annual organizational meeting.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 35143	Annual organizational meetings; date and notice
Ed. Code 35145	Public meetings
Ed. Code 5017	Term of office
Gov. Code 54953	Meetings to be open and public; attendance

Management Resources References

	Description
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 619 (1976)
Attorney General Opinion	68 Ops.Cal.Atty.Gen. 65 (1985)
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==

Cross References

	Description
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFduR9FE4g==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/b4OmvGoyuJpAPG4LxpluvskHQ==
9121	President - https://simbli.eboardsolutions.com/SU/9DePeFAaWu91NRZNdGXD0Q==
9123	Clerk - https://simbli.eboardsolutions.com/SU/qd29h4vh2vvJmtN56yncKQ==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/yjmslshNKV8wpR65FwNX38SKg==
9223	Filling Vacancies - https://simbli.eboardsolutions.com/SU/aCSlfcwxIXrZUQNe1slsheSZA==
9224	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/tKaJJ9mLslsh1HTqv3M3Bmlbw==
9230	Orientation - https://simbli.eboardsolutions.com/SU/zPgBfoLQTIvGXFEVmx3IPVA==
9240	Board Training - https://simbli.eboardsolutions.com/SU/xVjnBLTBhzybPsIshMDYIWDZg==