

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

February 14, 2017

Immediately following the 6:00 pm meeting of the Sierra County Board of Education  
Downieville School, 130 School St., Downieville, CA 95936

This meeting will be available for videoconferencing at Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 961182017  
*In the case of a technological difficulty at either school site, videoconferencing will not be available.*

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

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

A. CALL TO ORDER

(Please be advised that this meeting will be recorded.)

B. ROLL CALL

C. APPROVAL OF AGENDA

D. INFORMATION/DISCUSSION ITEMS

1. Correspondence

a. Letter from SingletonAuman, PC

2. Superintendent's Report

a. State Budget

b. State Accountability Dashboard

c. Local Control Accountability Plan (LCAP)

d. California Assessment of Student Performance and Progress (CAASPP)

e. Association of California School Administrators (ACSA) State Superintendent Conference

3. Business Report

a. Account Object Summary-Balance from 07/01/16 to 1/31/17\*\*

b. Fifth Month Enrollments for the 2016-2017 School Year\*\*

4. Staff Reports (5 minutes)

5. Board Members' Report (5 minutes)

6. Public Comment --This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)

a. Current location

b. Videoconference location

E. CONSENT CALENDAR

1. Approval of the minutes of the Special Board meeting held January 17, 2017\*\*

2. Approval of Board Report – Checks Dated 1/1/2017 through 1/31/2017\*\*

F. ACTION ITEMS

1. New Business

- 1617-126 Accept letter of resignation from Karan Galan, K-2 teacher, Downieville School, effective June 9, 2017 (\*\*under separate cover)
- 1617-127 Authorization to fill K-2 teacher, Downieville School, 1.0 FTE
- 1617-128 Single Plan for Achievement, Loyalton High School\*\* (Jones)
- 1617-129 Approval of Western Governors University, Student Teaching Affiliation Agreement\*\* (Grant)
- 1617-130 Authorization for Superintendent to Enter into an Agreement with Direct Digital Controls for Loyalton High School Control System Upgrade\*\* (Jones)
- 1617-131 Authorization for Superintendent to assign Parental Advisory Committee for Local Control and Accountability Plan (LCAP) (Grant)
- 1617-132 Authorization for Superintendent to request surplus vehicles, 2010 Dodge Braun minivan, VIN 2D4RN4DE7AR296621 and 2011 Ford Goshen F550 Mini Bus, VIN 1FDEE3FL8BDA14911 from Sierra County\*
- 1617-133 Approval, upon Sierra County granting request, to receive surplus vehicles 2010 Dodge Braun minivan, VIN 2D4RN4DE7AR296621 and 2011 Ford Goshen F550 Mini Bus, VIN 1FDEE3FL8BDA14911
- 1617-134 Approval of Superintendent Evaluation Form\*\* (Grant)
- 1617-135 Discussion and Possible Authorization to pay for Home-to-School Transportation services not obligated by the District, to Sierra Transportation Co. LLC, for four (4) school closure days (1/9, 1/11, 1/12 and 1/20/2017). School closures occur when, by direction of the Superintendent, schools are closed to insure the health or safety of students or for any lawful reason. Total: \$3,921.32\*\* (Grant)
- 1617-136 Approval of School District Integrated Pest Management Plan\*\* (Grant)
- 1617-137 Authorization to go out to bid for propane services for all school sites (Asquith)
- 1617-138 2017 Delegate Assembly Vote, California School Boards Association \*\*  
Nominee Julann Brown (Auburn Un. EDS)  
Nominee Linda Campbell (Nevada Jt. Un. HSD)

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)

- 1617-139 Approval of Board Policy and Administrative Regulation 5141.21, Administering Medication and Monitoring Health Conditions^^


Sierra-Plumas Joint Unified School District  
Governing Board Agenda  
February 14, 2017

- 1617-140 Approval of Board Policy 6146.1, High School Graduation Requirements^^
- 1617-141 Approval of Board Policy and Administrative Regulation 6154, Homework/Makeup Work^^
- 1617-142 Approval of Board Policy and Administrative Regulation 6164.6, Identification and Education Under Section 504\*\*
- 1617-143 Approval of Board Bylaws 9240, Board Training^^
- 1617-144 Approval of Board Bylaw 9323, Meeting Conduct^^

G. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on March 14, 2017, at Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting following the Sierra County Board of Education meeting at 6:00 pm.
- 2. Suggested Agenda items
  - a. Safe Schools Plan
  - b. \_\_\_\_\_

H. ADJOURN

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

\*\*enclosed

\*handout

^^County agenda backup

October 04, 2016

Members of the Board of Directors

Sierra-Plumas Joint Unified School District  
PO Box 955  
Loyalton, CA 96118

**RECEIVED**

JAN 25 2017

SCOJE  
S-PJUSD

We have audited the accompanying financial statements of the Sierra-Plumas Joint Unified School District for the year ended June 30, 2016, and the related notes to the financial statements which collectively comprise the District's basic financial statements, as listed in the table of contents.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Sierra-Plumas Joint Unified School District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2016. We noted no transactions entered into by Sierra-Plumas Joint Unified School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Government Wide's financial statements were:

Management's estimate of the Capital Assets, Accumulated Depreciation, and Depreciation Expense is based on Management's estimate of useful life and salvage value. We evaluated the key factors and assumptions used to develop the Capital Assets, Accumulated Depreciation, and Depreciation Expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements was:

The disclosure of the defined benefit pension plan in note 8 to the financial statement regarding Net Pension Liability for compliance with GASB 68.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

**Susanville:**

1740 Main Street, Suite A, Susanville, CA 96130  
530.257.1040 Fax: 530.257.8876

sa@sa-cpas.com  
www.sa-cpas.com

**Chester:**

PO Box 795, Chester, CA 96020  
530.258.2272 Fax: 530.258.2282

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 04, 2016.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Sierra-Plumas Joint Unified School District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Sierra-Plumas Joint Unified School District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to require supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

### Restriction on Use

This information is intended solely for the information and use of the Member of the Board of Directors and management of Sierra-Plumas Joint Unified School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



SingletonAuman, PC

Balances through January						Fiscal Year 2016/17
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General FD</b>						
1100	Teachers Salaries	1,553,875.00	1,528,703.00	697,328.10	739,521.36	91,853.54
1105	Per Diem - Same Day Travel				18.00	18.00-
1115	Extra Duty Hourly		2,490.00		3,270.00	780.00-
1120	Certificated Substitutes	22,589.00	20,099.00		19,530.00	569.00
1300	Certificated Superv/Admin Sala	215,062.00	215,062.00	89,608.90	125,481.46	28.36-
1310	Teacher In Charge/Head Teacher	16,002.00	16,002.00	5,000.00	5,000.00	6,002.00
1900	Other Certificated Salaries	38,115.00	38,115.00	15,881.25	22,233.75	.00
	<b>Total for Object 1000</b>	<b>1,845,643.00</b>	<b>1,820,471.00</b>	<b>807,818.25</b>	<b>915,054.57</b>	<b>97,598.18</b>
2100	Instructional Aides Salaries	176,965.00	183,298.00	93,081.59	77,368.00	12,848.41
2200	Classified Support Salaries	289,512.00	290,410.00	104,415.15	160,599.15	25,395.70
2201	Bus Driver	56,298.00	41,090.00	18,621.50	24,746.89	2,278.39-
2205	Per Diem - Same Day Travel		53.00		53.00	.00
2220	Classified Support Substitute	7,062.00	12,489.00		9,787.33	2,701.67
2300	Classified Sup/Admin Salaries	82,241.00	83,868.00	34,042.10	48,423.94	1,401.96
2400	Clerical & Office Salaries	136,355.00	137,295.00	63,701.69	73,655.62	62.31-
2900	Other Classified Salaries	23,729.00	21,789.00	11,380.63	10,188.17	220.20
	<b>Total for Object 2000</b>	<b>772,162.00</b>	<b>770,292.00</b>	<b>325,242.66</b>	<b>404,822.10</b>	<b>40,227.24</b>
3101	State Teachers Retirement Syst	299,139.00	344,929.00	93,679.35	102,544.62	148,705.03
3102	State Teachers Retirement Syst	5,450.00	8,184.00	959.30	870.30	6,354.40
3201	Public Employees Retirement Sy	8,031.00	8,051.00	4,015.85	4,045.01	9.86-
3202	Public Employees Retirement Sy	84,436.00	85,620.00	38,527.30	46,326.88	765.82
3212	Pers Pickup-Classified Employe	5,644.00	5,644.00	2,441.30	3,168.48	34.22
3311	OASDI-Certificated Positions	4,963.00	5,328.00	1,655.35	2,208.34	1,464.31
3312	OASDI-Classified Positions	46,533.00	45,538.00	18,942.88	24,401.95	2,193.17
3321	Medicare-Certificated Position	25,557.00	23,760.00	10,165.90	12,332.02	1,262.08
3322	Medicare-Classified Positions	11,112.00	10,705.00	4,549.31	5,818.28	337.41
3401	Health & Welfare -Certificated	352,373.00	406,215.00	200,111.35	207,125.65	1,022.00-
3402	Health & Welfare-Classified Po	138,921.00	154,767.00	62,244.55	83,169.15	9,353.30
3501	State Unemployment Insurance-C	1,340.00	937.00	403.90	1,121.12	588.02-
3502	State Unemployment Insurance-	541.00	397.00	162.70	195.74	38.56
3601	Workers' Compensation Insuranc	71,835.00	65,985.00	28,921.20	33,020.67	4,043.13
3602	Workers' Compensation Insuranc	29,823.00	28,708.00	12,199.30	15,063.64	1,445.06
3901	Other Benefits, Certificated P	72,354.00	45,223.00		47,662.84	2,439.84-
3902	Other Benefits, Classified Pos		14,819.00		15,971.88	1,152.88-
	<b>Total for Object 3000</b>	<b>1,158,052.00</b>	<b>1,254,810.00</b>	<b>478,979.54</b>	<b>605,046.57</b>	<b>170,783.89</b>

Balances through January						Fiscal Year 2016/17
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General FD (continued)</b>						
4100	Textbooks	100,000.00	100,183.00	31,079.95	73,582.45	4,479.40-
4200	Books Other Than Textbooks			104.86	88.64	193.50-
4300	Class Mat'l and Supplies	26,973.00	33,267.00	3,305.33	17,590.97	12,370.70
4301	Class Consumable Mat'l	5,000.00	5,000.00	693.18	9,256.60	4,949.78-
4302	Class Paper/Toner	9,500.00	9,500.00	1,188.14	7,060.66	1,251.20
4305	Other Student M&S	21,825.00	23,515.00	2,525.43	11,202.46	9,787.11
4320	Custodial Grounds Supplies	42,495.00	42,495.00	6,024.28	32,107.64	4,363.08
4330	Office Supplies	16,492.00	17,231.00	1,202.90	6,447.07	9,581.03
4350	Vehicle Maint. M&S	25,900.00	25,900.00	4,918.99	1,685.50	19,295.51
4351	Vehicle FUEL	25,525.00	25,525.00	20,147.42	8,619.07	3,241.49-
4400	Non-Capital Equipment (Up to \$	30,148.00	28,811.00	2,450.88	43,695.91	17,335.79-
	<b>Total for Object 4000</b>	<b>303,858.00</b>	<b>311,427.00</b>	<b>73,641.36</b>	<b>211,336.97</b>	<b>26,448.67</b>
5100	Subagreement for Services	176,461.00	176,461.00	87,511.53	63,949.63	24,999.84
5200	Travel & Conferences	44,642.00	45,251.00	8,230.95	19,626.45	17,393.60
5300	Dues & Membership	1,327.00	6,068.00	954.00	8,226.60	3,112.60-
5400	Insurance-Fire, liability, etc	55,080.00	55,080.00		53,030.85	2,049.15
5510	Power	90,183.00	90,183.00	43,772.25	40,172.65	6,238.10
5520	Garbage	12,813.00	12,813.00	4,501.96	2,239.76	6,071.28
5530	Water	64,350.00	64,350.00	38,253.10	21,746.90	4,350.00
5540	Propane	65,000.00	65,000.00	47,214.03	7,785.97	10,000.00
5590	Miscellaneous Utilities	15,500.00	15,500.00	11,816.68	3,183.32	500.00
5600	Rentals, Leases & Repairs	94,512.00	106,450.00	13,308.56	1,368.61	91,772.83
5800	Services & Operating Expense	2,500.00	4,300.00	1,364.38	950.00	1,985.62
5810	Legal Expenses	7,078.00	7,078.00	866.50	6,837.50	626.00-
5812	Board Election Expense	2,500.00	2,500.00		323.78	2,176.22
5840	Audit Expense	17,000.00	17,000.00	7,700.00	9,300.00	.00
5860	Solid Waste Tax	12,161.00	12,161.00	5,885.45	5,397.42	878.13
5890	Contracts/Servic	437,634.00	551,736.00	257,253.46	162,803.45	131,679.09
5899	SCOE Interagency Reimburse			8,958.82	2,336.69	11,295.51-
5900	Communications	3,875.00	3,875.00		2,578.07	1,296.93
5910	Telephone-Monthly Service	17,252.00	17,252.00	4,741.19	2,120.43	10,390.38
5920	T Lines	4,800.00	4,800.00			4,800.00
5990	Other Communications	225.00	225.00			225.00
	<b>Total for Object 5000</b>	<b>1,124,893.00</b>	<b>1,258,083.00</b>	<b>542,332.86</b>	<b>413,978.08</b>	<b>301,772.06</b>
6400	Equipment	129,944.00	131,818.00	6,769.42	86,794.71	38,253.87
6500	Equipment Replacement	209,420.00	209,420.00			209,420.00

Balances through January						Fiscal Year 2016/17
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General FD (continued)</b>						
<b>Total for Object 6000</b>		<b>339,364.00</b>	<b>341,238.00</b>	<b>6,769.42</b>	<b>86,794.71</b>	<b>247,673.87</b>
7110	Out-of-State Tuition	104,450.00	104,450.00		6,248.25-	110,698.25
7310	Direct Support/Indirect Costs					.00
7613	Transfer to State Sch Bldg Fun	200,000.00				.00
7616	Trans fr Gen Fund to Cafeteria	61,553.00	61,553.00			61,553.00
7619	Other Interfund Transfers Out	300,000.00	275,000.00			275,000.00
<b>Total for Object 7000</b>		<b>666,003.00</b>	<b>441,003.00</b>	<b>.00</b>	<b>6,248.25-</b>	<b>447,251.25</b>
<b>Total for Fund 01 and Expense accounts</b>		<b>6,209,975.00</b>	<b>6,197,324.00</b>	<b>2,234,784.09</b>	<b>2,630,784.75</b>	<b>1,331,755.16</b>
<b>Fund 13 - Cafeteria</b>						
2200	Classified Support Salaries	70,610.00	69,329.00	35,925.66	33,718.56	315.22-
3202	Public Employees Retirement Sy	7,635.00	7,249.00	3,602.75	3,560.07	86.18
3312	OASDI-Classified Positions	4,377.00	3,910.00	2,032.62	1,897.57	20.19-
3322	Medicare-Classified Positions	1,024.00	915.00	475.37	443.80	4.17-
3402	Health & Welfare-Classified Po	13,840.00	13,774.00	6,920.20	6,853.74	.06
3502	State Unemployment Insurance-	49.00	34.00	17.95	16.85	.80-
3602	Workers' Compensation Insuranc	2,746.00	2,452.00	1,274.73	1,190.05	12.78-
<b>Total for Object 3000</b>		<b>29,671.00</b>	<b>28,334.00</b>	<b>14,323.62</b>	<b>13,962.08</b>	<b>48.30</b>
4340	Food Service	7,924.00	9,011.00	2,304.62	3,410.45	3,295.93
4400	Non-Capital Equipment (Up to \$	5,000.00	5,000.00			5,000.00
4700	Food	45,758.00	45,758.00	20,021.21	23,862.84	1,873.95
<b>Total for Object 4000</b>		<b>58,682.00</b>	<b>59,769.00</b>	<b>22,325.83</b>	<b>27,273.29</b>	<b>10,169.88</b>
5200	Travel & Conferences		710.00		1,413.61	703.61-
5600	Rentals, Leases & Repairs	2,279.00	2,800.00		3,672.07	872.07-
5800	Services & Operating Expense	1,256.00	1,256.00	121.28	288.28	846.44
5890	Contracts/Servic	800.00	800.00		264.00	536.00
5900	Communications	121.00	421.00		288.63	132.37
<b>Total for Object 5000</b>		<b>4,456.00</b>	<b>5,987.00</b>	<b>121.28</b>	<b>5,926.59</b>	<b>60.87-</b>
<b>Total for Fund 13 and Expense accounts</b>		<b>163,419.00</b>	<b>163,419.00</b>	<b>72,696.39</b>	<b>80,880.52</b>	<b>9,842.09</b>
<b>Fund 40 - Dist Build</b>						
6200	Building & Improvements	300,000.00	275,000.00			275,000.00
6500	Equipment Replacement	200,000.00	200,000.00			200,000.00
<b>Total for Fund 40, Expense accounts and Object 6000</b>		<b>500,000.00</b>	<b>475,000.00</b>	<b>.00</b>	<b>.00</b>	<b>475,000.00</b>



Balances through January						Fiscal Year 2016/17
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 73 - Bechen</b>						
5800	Services & Operating Expense	6,000.00	6,000.00			6,000.00
	<b>Total for Fund 73, Expense accounts and Object 5000</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>.00</b>	<b>.00</b>	<b>6,000.00</b>
	<b>Total for Org 006 - Sierra-Plumas Joint Unified School District</b>	<b>6,879,394.00</b>	<b>6,841,743.00</b>	<b>2,307,480.48</b>	<b>2,711,665.27</b>	<b>1,822,597.25</b>

## ENROLLMENT BY SCHOOL MONTH 2016-2017

	Loyalton Elementary	Loyalton Jr High	Loyalton Sr High	Downieville Elementary	Downieville Jr/Sr High	Sierra Pass Cont	Long Term ISP	TOTAL
Ending 2015-2016	181	63	87	22	21	9	included in site #	383
1st Day 2016-2017	177	57	97	26	23	1	included in site #	381
2016 CALPADS							included in site #	

Month	Loyalton Elementary	Loyalton Jr High	Loyalton Sr High	Downieville Elementary	Downieville Jr/Sr High	Sierra Pass Cont	Long Term ISP	TOTAL
September 1	179	57	97	23	23	3	included in site #	382
October 2	176	59	98	23	24	3	included in site #	383
November 3	173	60	98	23	23	3	included in site #	380
December 4	173	60	98	23	23	3	included in site #	380
January 5	177	59	98	22	24	3	included in site #	383
February 6							included in site #	
March 7							included in site #	
April 8							included in site #	
May 9							included in site #	
June 10							included in site #	

2015-16 P2 ADA	S-PJUSD 362.36	SCOE 0	Washoe 11.26
2016-17 P1 ADA	S-PJUSD 360.66	SCOE 1.73	Washoe 14.87

Enrollment difference from June 10, 2016, to  
January 20, 2017: 0

Long Term ISP:  
LES 8  
LHS 1

SCOE P-1:  
Extended Year .86  
Special Day Class .87

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

January 17, 2017

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

A. CALL TO ORDER

President MOORE called the meeting to order at 6:40 pm.

B. ROLL CALL

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

ABSENT: Mr. Tim Driscoll, Member  
Mr. Allen Wright, Clerk

C. APPROVAL OF AGENDA

HALL/DRYDEN

3/0

D. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. Weather Related Issues
- b. Testing procedures for CAASPP – Marlene Mongolo, District Testing Coordinator reported that schools will begin interim assessments. Loyalton High School has scheduled math and ELA interims on February 2 and 3. Mrs. Mongolo will train with LHS on January 24 at their staff meeting. New science testing: 2017 - field test; 2018 - pilot tests; for 2019 - live tests.
- c. Window Replacement – Initial Stages
- d. Governor's Budget Update – February Cash Analysis presentation
- e. Interdistrict Attendance Variance

2. Business Report

- a. Account Object Summary Balance through 12/31/16
- b. Fourth Month Enrollments for the 2016-2017 School Year

3. Staff Reports (5 minutes)

Tom Jones, Loyalton High School Site Administrator, stated that the recent storms and school closures led to a decision to postpone finals to January 23. Also, the storm revealed four leaks in the roof. Robin Bolle, Downieville Lead Teacher, announced a PLC training scheduled for this Friday based on Renaissance. Downieville is proceeding with finals this week. One student enrolled and another will be leaving at the end of the month.

Andrea Ceresola, Loyalton Elementary School Site Administrator, announced that the basketball tourney was a success. Five new students enrolled; two are EL and the EL aide is supporting those families. (The addition of an EL aide has been advantageous.) This Friday's PLC focus will be to review all curriculum.

4. Board Members' Report – None

5. Public Comment –

- a. Current location - None

Sierra-Plumas Joint Unified School District  
Minutes of the School District Governing Board  
Special Meeting (Rescheduled Regular Meeting)  
January 17, 2017

- b. Videoconference location- None

E. CONSENT CALENDAR

- 1. Approval of the minutes of the Regular Board meeting held December 13, 2016
- 2. Approval of the Board Report – Checks Dated 12/01/2016 through 12/31/2016
- 3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending December 31, 2016. It is required per Education Code 35186 section (d) *that a school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.* No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with Sierra-Plumas Joint Unified School District during the quarter ending December 31, 2016.
- 4. Authorization to submit Consolidated Application and Reporting System, Winter Release
- 5. Approval of Letter of Agency for K-12 High Speed Network  
HALL/DRYDEN  
3/0

F. ACTION ITEMS

- 1. Unfinished Business and General Orders

1617-110 Approval of Board Bylaw 9320, Meetings and Notice  
DRYDEN/HALL  
3/0

- 2. New Business

1617-111 Approval of Student Accountability Report Cards, 2015-2016

- a. Downieville Elementary
- b. Downieville Jr./Sr. High School
- c. Loyalton Elementary School
- d. Loyalton High School
- e. Sierra Pass Continuation School

HALL/DRYDEN  
3/0

1617-112 Approval of Loyalton Elementary Single Plan for Student Achievement  
HALL/DRYDEN  
3/0

1617-113 Approval of Out of State Field Trip, Loyalton High School Ag Class, Destination: National FFA Convention, Indianapolis, IN & Washington DC  
HALL/DRYDEN  
3/0

1617-114 Mid-Year Update: Superintendent Goals  
Handout  
DRYDEN again requested that an Intruder Drill organized by the Sheriff's Department with onsite training be scheduled for staff.

Sierra-Plumas Joint Unified School District  
Minutes of the School District Governing Board  
Special Meeting (Rescheduled Regular Meeting)  
January 17, 2017

- 1617-115 Authorization for Superintendent to Enter into a Lease Agreement with GTE Mobilnet of California Limited Partnership, dba, Verizon Wireless for Proposed Verizon Wireless Monopine Site located at: 305 S Lincoln St., Sierraville, CA 96126  
HALL/DRYDEN  
3/0
- 1617-116 Acceptance of Fiscal Year 2015-2016 Financial Audit  
DRYDEN/HALL  
3/0
- 1617-117 Authorization for Superintendent to enter into an agreement with SmartWatt, Inc.  
DRYDEN/HALL  
3/0

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

HALL motioned to approve 1617-118 through and including 1617-125.  
DRYDEN seconded.  
3/0

- 1617-118 Approval of Administrative Regulation 1340 Access to District Records, revision  
1617-119 Approval of Administrative Regulation 3543 Transportation Safety and Emergencies, revision  
1617-120 Approval of Administrative Regulation 3550 Food Service/Child Nutrition Program, revision  
1617-121 Approval of BP and AR 4030 Nondiscrimination in Employment, revision  
1617-122 Approval of BP and AR 4119.11, 4219.11, 4319.11, Sexual Harassment, revision  
1617-123 Approval of Board Policy 5030 Student Wellness, revision  
1617-124 Approval of Administrative Regulation 5111.1 District Residency, revision  
1617-125 Approval of Board Policy 5116.2 Involuntary Student Transfers, new

G. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on February 14, 2017, at Downieville School, 130 School St., Downieville, CA 95936, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting following the Sierra County Board of Education meeting at 6:00 pm.
2. Suggested Agenda items
  - a. Single Plan for Student Achievement (LHS, DVL, SP)
  - b. Cash analysis presentation-Asquith

H. ADJOURN at 7:37 pm  
DRYDEN/HALL  
3/0

---

Allen Wright, Clerk

---

Dr. Merrill M. Grant, Superintendent

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

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081337	01/05/2017	OFFICE DEPOT	01-4301	Toner	145.39	
			01-4302	Paper	1,273.88	
				Staffroom color copier	15.79	
			01-4330	Paper	21.92	1,456.98
00081338	01/10/2017	A & A HEATING, INC.	01-5600	Repairing heater in Gym Office		440.00
00081339	01/10/2017	A-1 CHEMICAL INC.	01-4320	Paper Towels		456.87
00081340	01/10/2017	AIRGAS, USA, LLC	01-5600	TANK RENTAL LHS/DVL		96.90
00081341	01/10/2017	AT&T	01-5890	PHONE SERVICES ALL SITES	35.70	
			01-5899	PHONE SERVICES ALL SITES	18.44	
			01-5910	PHONE SERVICES ALL SITES	374.46	428.60
00081342	01/10/2017	AVAYA, INC	01-5600	PHONE SYSTEM LOY/DVL		214.24
00081343	01/10/2017	ROBIN BOLLE	01-5200	PER DIEM/MILEAGE		406.52
00081344	01/10/2017	KATRINA BOSWORTH	01-5200	PER DIEM		29.00
00081345	01/10/2017	BSN SPORTS	01-4320	BACKBOARD/GOAL		591.20
00081346	01/10/2017	CARSON-DELLOSA PUBLISHING CO.	01-4300	ISP SUPPLIES		352.31
00081347	01/10/2017	CITY OF LOYALTON	01-5530	WATER AND SEWER - LOYALTON SITES	3,372.99	
			01-5899	WATER AND SEWER - LOYALTON SITES	209.57	3,582.56
00081348	01/10/2017	COMMERCIAL APPLIANCE	13-5600	DISHWASHER REPAIR		1,074.43
00081349	01/10/2017	CURRENT ELECTRIC & ALARM, INC.	01-5890	FIRE ALARM INSPECTION	1,125.00	
			01-5899	FIRE ALARM INSPECTION	125.00	1,250.00
00081350	01/10/2017	CALEB DORSEY	01-5200	PER DIEM/HOTEL		405.68
00081351	01/10/2017	DOUBLE TREE HOTEL	01-5200	HOTEL ACCOMODATIONS		702.34
00081352	01/10/2017	DOWNIEVILLE PUBLIC UTILITY DIS	01-5530	Water		40.00
00081353	01/10/2017	FEATHER FALLS CASINO & LODGE	01-5200	HOTEL ACCOMODATIONS		98.79
00081354	01/10/2017	FERRELLGAS	01-5540	PROPANE		1,685.40
00081355	01/10/2017	GOLD COUNTRY DISTRIBUTORS	13-4700	FOOD AND SUPPLIES		148.89
00081356	01/10/2017	RACHEL GUFFIN	01-5200	PER DIEM		29.00
00081357	01/10/2017	HUNT & SONS, INC.	01-5590	Heating oil		929.69
00081358	01/10/2017	MARIAN LAVEZZOLA	01-5600	TECH COTTAGE RENTAL		200.00
00081359	01/10/2017	LIBERTY UTILITIES	01-5510	ELECTRIC - LOYALTON SITES	6,054.96	
			01-5899	ELECTRIC - LOYALTON SITES	266.51	6,321.47
00081360	01/10/2017	LOYALTON BOOSTER CLUB	01-4305	FUEL REIMBURSEMENT		341.34
00081361	01/10/2017	HILLARY LOZANO	01-5200	PER DIEM		29.00
00081362	01/10/2017	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		1,105.34
00081363	01/10/2017	MIKE MOORE	01-5200	PER DIEM AND MILEAGE	27.00	
			76-9576	H/W REIMBURSEMENT	687.32	714.32
00081364	01/10/2017	MOUNTAIN MESSENGER	01-5890	ADVERTISEMENTS AND PUBLIC HEARINGS		37.50

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

ESCAPE ONLINE

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

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081365	01/10/2017	NASCO MODESTO CORP.	01-4301	Supplies	513.17	
			01-4305	art supplies	1,448.53	1,961.70
00081366	01/10/2017	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMP		24,301.25
00081367	01/10/2017	OFFICE DEPOT	01-4301	Supplies		164.39
00081368	01/10/2017	PACIFIC GAS & ELECTRIC COMPANY	01-5510	Estimated Electrical		2,308.46
00081369	01/10/2017	PEARSON EDUCATION	01-4100	MATH TEXT/WORKBOOKS		1,428.40
00081370	01/10/2017	PLUMAS COUNTY SPECIAL DISTRICTS ASSOCIATION	01-5300	MEMBERSHIP DUES		20.00
00081371	01/10/2017	PRO PACIFIC FRESH	13-4700	FOOD AND SUPPLIES		17.12
00081372	01/10/2017	SCHOOL PATHWAYS LLC	01-5800	REPORT WRITER		150.00
00081373	01/10/2017	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE		289.50
00081374	01/10/2017	INTERMOUNTAIN DISPOSAL, INC.	01-5520	GARBAGE SERVICE	496.10	
			01-5899	GARBAGE SERVICE	9.90	506.00
00081375	01/10/2017	SIERRA HARDWARE	01-4320	Misc Supplies		100.98
00081376	01/10/2017	SIERRA VALLEY HOME CENTER	01-4320	CUSTODIAL & MAINT. SUPPLIES	77.94	
				MAINT. SUPPLIES	58.46	136.40
00081377	01/10/2017	SIERRA-PLUMAS JOINT UNIFIED	01-5890	BANK SERVICE FEES		15.00
00081378	01/10/2017	SIERRA TRANSPORTATION COMPANY, LLC	01-5100	TRANSPORTATION	10,097.31	
			01-5890	TRANSPORTATION	1,666.65	11,763.96
00081379	01/10/2017	SINGLETON AUMAN PC	01-5840	PROFESSIONAL AUDIT SERVICES		2,300.00
00081380	01/10/2017	SMALL SCHOOL DIST. ASSN.	01-5300	MEMBERSHIP		600.00
00081381	01/10/2017	TRI COUNTY SCHOOLS INS. GR.	01-5300	AUX FEES	250.00	
			01-9535	JAN 2017 HEALTH INSURANCE	11,986.00	
			76-9576	JAN 2017 HEALTH INSURANCE	62,851.76	75,087.76
00081382	01/10/2017	U.S. BANK	01-4100	Supplies	625.57-	
			01-4200	Books for Shop class	8.67	
			01-4300	Survey Maps	90.00	
			01-4301	Teachers Books	64.48	
			01-4302	Printer supplies	205.07	
			01-4320	AIR PURIFIER	234.29	
			01-4330	ADOBE PRO SUBSCRIPTION	11.24	
				COMPUTER	49.98	
				OFFICE SUPPLIES	21.43	
				WEBSITE/DOMAIN REG/ANTIVIRUS	8.90	
			01-4350	Replacement Key (SPARE)	259.29	
			01-4400	COMPUTER	1,636.76	
			01-5600	LIFT RENTAL	579.41	
			01-5890	VEHICLE INFO	19.95	

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

ESCAPE ONLINE

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

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081382	01/10/2017	U.S. BANK	01-5890	WEBSITE/DOMAIN REG/ANTIVIRUS	11.09	
			01-5899	ADOBE PRO SUBSCRIPTION	3.75	
				OFFICE SUPPLIES	7.15	2,585.89
00081383	01/10/2017	US FOODSERVICE, INC.	13-4340	CAFETERIA - FOOD AND SUPPLIES	35.49	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	795.21	830.70
00081384	01/10/2017	VERIZON WIRELESS	01-5910	CELL PHONE SERVICE		116.86
00081385	01/10/2017	VOYAGER FLEET SYSTEMS INC.	01-4305	FUEL FOR ATHLETIC TRIPS	697.56	
			01-4351	BUS FUEL	1,396.91	
				Fuel	17.89	
				Fuel for Maintenance	73.26	
			01-5200	FUEL	79.10	
				FUEL FOR MAINTENANCE	67.95	
			01-5899	FUEL	14.01	2,346.68
00081386	01/10/2017	WASHOE COUNTY SCHOOL DISTRICT	01-9510	15-16 TUITION		90,784.75
00081387	01/10/2017	WHITE'S SIERRA STATION, INC	01-4350	Car Services		219.35
00081388	01/10/2017	ALLEN WRIGHT	01-5200	PER DIEM AND MILEAGE		6.75
<b>Total Number of Checks</b>					<b>52</b>	<b>241,210.27</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	46	150,193.46
13	Cafeteria Fund	5	3,176.48
76	Warrant/Pass Though (payroll)	3	87,840.33
Total Number of Checks		<b>52</b>	241,210.27
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>241,210.27</b>

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

ESCAPE ONLINE



SINGLE PLAN FOR STUDENT ACHIEVEMENT  
AT  
LOYALTON HIGH SCHOOL

46-70177-4634259  
CDS Code

Date of this revision: January 2017

The *Single Plan for Student Achievement* (SPSA) is a plan of actions to raise the academic performance of all students to the level of performance goals established under the California Academic Performance Index. California *Education Code* sections 41507, 41572, and 64001 and the federal No Child Left Behind Act (NCLB) require each school to consolidate all school plans for programs funded through the Consolidated Application and NCLB Program Improvement into the *Single Plan for Student Achievement*.

This is a plan of actions to be taken to raise the academic performance of students and improve the school's educational program. For additional information on school programs and how you may become involved, please contact the following person:

Contact Person: Thomas Jones  
Position: Principal  
  
Telephone Number: (530) 993-4454 Ext. 203  
Address: PO Box 37, Loyalton, CA 96118  
  
E-mail Address: [tjones@spjUSD.org](mailto:tjones@spjUSD.org)

## Sierra-Plumas Joint Unified School District

The District Governing Board approved this revision of the School Plan in January 2017.

### SINGLE PLAN FOR STUDENT ACHIEVEMENT 2016-2017 EXECUTIVE SUMMARY

School: Loyalton High School

Number of Students: 157, Grades 7-12

Number of Teachers: 13

#### **1. School-Wide Focus Areas (in alphabetical order)**

- Attendance
- Communication with Stakeholders
- Facilities and Environment
- Math, English, and Science Proficiency in California Core Content Standards
- Professional Development
- Response to Intervention
- School Culture
- Technology

#### **2. School Profile Highlights**

- Chromebooks are assigned to all students to ensure one-to-one computer use for each student at school and home.
- A mobile iBook lab is available for use throughout the school to provide students access to technology and on-line research sources.
- An interactive Texas Instruments calculator lab is available for use in all Algebra 1, Algebra 2, Trigonometry, and Calculus classes.
- An iPad lab is available for Grades 7 and 8 Science, Biology, and Earth Science students.
- A Mac computer lab is available for Journalism and newspaper production.
- Computers are available for regular use by Graphic Arts students and the yearbook staff.

- PC workstations are available for use in Chemistry, Physics, and AP Chemistry classes.
- A wide range of extra- and co-curricular activities support the academic program.
- Academic support in English Language Arts and Math is provided for students whose progress in core classes is at risk through the addition of Math Lab and ELA CAASPP support sections in the master schedule.
- Accelerated Reading has been implemented to promote reading throughout the school.
- Google classroom collaboration applications are implemented and in use in several classrooms.
- NewsELA (online adaptive reading assessment and practice) is being implemented in select classrooms to promote reading and reading comprehension.
- We offer a wide selection of Advanced Placement courses and the district office has agreed to pay the test fees for all students enrolled in these classes.
- Intervention aides provide support during the regular school day, at lunch, and after school until 4:00 Monday-Thursday.
- A full time ESL Intervention Aide was hired by the district and supports our ESL students.
- A part time Curriculum Coordinator position was established to aide Administration and Teachers in instructional improvement and Curriculum Enhancements.
- California Scholarship Federation tutoring provides support for students on Monday, Tuesday, and Wednesday afternoons from 3:00 – 4:00.
- College planning and financial aid programs continue to encourage students and families to seek higher education and/or training programs.
- Families can access available scholarships through the school website at <http://loyaltonhighschool.org/category/scholarships/>
- “Get Focused, Stay Focused,” was implemented School Wide for all Freshman with the goal of college and career exploration and long term goal setting.
- Core classes are aligned with the California State Standards.
- Courses of study are aligned district wide and adopted by the Board of Education.
- Data analysis and benchmark resources have been expanded through the purchase and implementation of STAR Math and STAR Reading.

- Four-Year Planning provides the opportunity to meet with all parents of students in grades eight through eleven to plan their academic courses of study and revisit their post-high school plans.
- Opportunities for collaboration across disciplines and grade levels are embedded in the school calendar and schedule.
- Our school library is available Monday – Friday for student and staff use.
- Participation in the TRiO program in cooperation with Feather River College promotes a college-going culture at Loyalton High School and provides funding for special programs and activities.
- PeaceMediators continues to provide support in problem solving and promotion of a positive school culture.
- Professional development activities include scheduled opportunities for working as a Professional Learning Community.
- The Smithneck Creek Learning Landscape is available for all classes to participate in outdoor education aligned with curriculum.
- SmartBoards are installed in all regular classrooms, and on-going support is provided to assist teachers in using the technology.
- For the 2016-2017 school year, a rotating 8 period schedule was implemented to minimize the impact of absences on the alternating block schedule.
- Agriculture Science 1, Agriculture Science 2, and Floriculture were granted a-g credit for students applying to UC/CSUs beginning in 2014. Ag Science 1 and 2 classes earn elective credit and Floriculture is considered an a-g Fine Arts course.
- Scheduling reflects the school value of smaller daily English and Math 7 and 8 classes.
- A newly adopted weekly grade check for students involved in athletics and extra-curricular activities promotes our academic goals and assists students in maintaining eligibility for participation in these activities.
- Agriculture students have the opportunity to earn college credit through an articulation agreement with Lassen College.
- The consolidation of Loyalton Middle and High Schools continues to provide a diversity of staff and allows for different course offerings for students at all levels.
- The PSAT is offered on site to juniors, sophomores, and freshmen to promote academic achievement and college preparation.
- The ASVAB is offered to sophomores, juniors, and seniors who wish to participate in a career explorations assessment

## Barriers

- Absences and missed class time due to athletics, field trips, and student activities continue to challenge administration and staff.
- Declining enrollment trends continue to cause reductions in funding, making it more difficult to maintain a comprehensive academic program with a variety of vocational and elective options.
- A limited schedule may not allow all students to access classes desired to meet academic goals.
- Some students do not complete homework assignments on a regular basis.
- Teachers have multiple class assignments that require extra time for planning.
- The consolidation of the Loyaltown Middle and High Schools in 2013-14 created challenges with scheduling and diversity of programs and activities to meet the needs of all students at all levels.
- The school community continues to be challenged to promote meaningful parental involvement in our schools.
- The shrinking school staff requires more time per teacher for advising and supervising school activities and makes it difficult to maintain the variety of extra- and co-curricular activities historically offered to LHS students.
- There is a lack of local or nearby professional development that addresses the needs of the staff including technology training.
- Transportation limitations adversely affect student involvement in co- and extra-curricular activities.
- An aging infrastructure places stress upon maintenance and janitorial staff.

## Actions

- Communication with parents will be timely and proactive in setting and tracking student academic goals.
- Maintenance and beautification of the school facilities will continue on an on-going basis.
- New technology will be purchased to replace discarded computers and to provide additional computers for teacher and student use.
- Peace Mediators will be supported to provide students opportunities for leadership and problem solving.
- Professional development will be supported to allow teachers to improve their teaching skills and alignment to the Common Core.
- School improvement will be on going as need is determined to create a school culture and system that meets the needs of all students at all grade levels.

- Weekly staff meetings, monthly Professional Learning Communities, and sessions with the District Curriculum Coordinator, provide teachers support when difficulties arise.

### 3. Overview of Data Analysis

- All 2016 graduates met the CAHSEE requirement before graduation in June.
- Loyaltan High School had a three-year weighted API of 805. Since there was no API calculated in 2014, the California Department of Education is allowing the use of a three-year average of the three most recent API scores. Please visit [cde.ca.gov Data/Statistics](http://cde.ca.gov/Data/Statistics) to read more about this calculation.
- Loyaltan High School was not included in the AYP calculation for 2014 because of low student enrollment and being part of a *unified* school district. Please visit [cde.ca.gov Data/Statistics](http://cde.ca.gov/Data/Statistics) to read about this policy.
- Of the 2016 graduating class, 50% met the UC/CSU admission requirements.
- All required students took the 2015-16 CAASPP but due to unforeseen scheduling errors scheduling, scores were not attainable for the year.

### 4. Goals Based on Data Analysis

- Closely track attendance and involve parents, students, teachers, and other support personnel to improve student attendance as well as utilize the SARB board as needed.
- Continue to develop strategies to provide additional academic support in the area of reading comprehension and English Language Arts.
- Continue to develop strategies to provide additional academic support in the area of mathematics.
- Continue to employ an EIA/ELL Aide to work with English Language Learners.
- Continue to offer professional development to support school goals.
- Continue to provide an academic adviser, career specialist, and transition coordinator to work individually with all seniors on transition plans to higher education, training programs, or careers.
- Continue to schedule core intervention classes into the school schedule to allow for remediation and academic support where needed.
- Utilize RTI to work on solutions for student behavior, attendance, and academic deficiencies of students.
- Schedule and conduct Interim Block CAASPP practice exams in order to identify the issues with administration of this exam so that they can be addressed prior to the spring comprehensive exam.

## **5. Professional Development Plan**

- Allow athletic director to attend training programs offered by CIF.
- Encourage faculty to create individual professional development plans.
- Encourage faculty to request and attend curricular specific professional development.
- Offer Professional Development to assist Advanced Placement teachers.
- Offer professional development to increase use of technology in the classrooms including SmartBoard training.
- Provide Professional Development to paraprofessionals to increase their effectiveness with students.
- Schedule and promote district curricular collaboration through the use of video conferencing equipment, release time, minimum days, and/or other digital means.
- Train teachers in Response to Intervention techniques, classroom management, and technology.
- Train and plan for the Implementation of the Get Focused Stay Focused program for the Fall of 2016 (Enhanced Freshman induction program with the emphasis of college and career exploration and goal setting).
- Continue training on CAASPP data analysis and using CAASPP interims as a diagnostic tool.
- Survey all teachers to assess for instructional strengths and areas that can be supported by future professional development.

## **6. School Leadership**

- A teacher-in-charge meets site needs in the absence of the principal.
- The District Curriculum Coordinator meets with the principal to help create the school's vision and mission for instructional and curricular improvement.
- The principal allocates school resources based on recommendations of the School Site Council and ensures that School Site Council members are trained and actively involved in oversight of the school's funds.
- The principal maintains regular, productive communication with parents, teachers, and students.
- The principal maintains the role of instructional leader.
- The principal meets regularly with staff to maintain positive communication and an academic environment that promotes student learning.

- The principal monitors student attendance, behavior, and achievement and thereby assists students in improving academic performance.
- The principal oversees the operation of the school facilities to ensure that an optimal learning environment is maintained.
- The principal shares student successes with the learning community on a regular basis.
- The principal supports and leads the staff in school improvement strategies and meeting WASC recommendations.



Sierra-Plumas Joint Unified School District  
**Single Plan for Student Achievement**

Loyalton High School  
 School Demographics for 2016-2017

School Enrollment	157
Percent Economically Disadvantaged	32.48%
Percent English Learners	4.79%
<b>Ethnicity</b>	
African American	0.63%
American Indian/Alaskan Native	1.27%
Asian	0.00%
Caucasian	73.88%
Hispanic	14.65%

**Loyalton High School  
 Academic Performance Index (API) Growth**

	2011 API Actual	2012 API Actual	2013 API Actual	Three-Year Weighted API Average
School-wide	818	806	787	805
Hispanic/Latino	790	791	769	784
White	822	803	788	806
Socioeconomically Disadvantaged	796	820	811	808

## Single Plan for Student Achievement

### School Profile

Loyalton High School is located in Loyalton, California, near the communities of Sierra Brooks, Sierraville, Beckwourth, Chilcoot, and Vinton. This school is one of five in the Sierra-Plumas Joint Unified School District. The present Loyalton High School site has been opened since 1959. With the consolidation of Loyalton Middle and Loyalton High Schools beginning in August 2013, the school currently serves approximately 155 students in Grades 7-12.

Loyalton High School staff includes: 1 Administrator, 1 School Secretary, 12 full-time equivalent (FTE) Regular Education Teachers, and 1 Special Education Teacher. Two of the teachers work part-time for the William R. Rouse Regional Occupation Program and one teacher has accepted the responsibility of Academic Adviser equating to .118 FTE. The school also employs the following part-time employees: one Instructional Aide, one Intervention Aide, one Library Aide, one Workability Coordinator, one Career Specialist, and one EIA/ELL aide. We also have one Custodian and one Maintenance person, both hired full time, but beginning in the fall of 2014 the maintenance person drives a school bus approximately three hours a day, significantly reducing our maintenance time. Support personnel provided by the Sierra County Office of Education include a Speech Therapist, School Psychologist and Curriculum Coordinator.

An attendance-monitoring program has been established district-wide and on site. Our school secretary and administrator monitor attendance. The office staff helps families by providing information about available resources, as well as addressing student attendance issues with parents and students, including the School Attendance Review Board (SARB). SARB is comprised of school officials, a parent, a probation representative, a mental health representative, the District Attorney, and the sheriff. SARB is poised to solve situations where school attendance has become a problem and is affecting student achievement. All schools in the Sierra-Plumas Joint Unified School District have implemented Power School, a student information system. Parents and students have access to attendance data and grades through the Internet. We maintain a three-season athletic program for Grades 9-12 and two-season athletic program for Grades 7-8. We recognize that attendance improves for most students during their season(s) of sport. The district closely collaborates with Sierra County Behavioral services and has a close partnership working with Sierra County's Parent/Student Navigator who can help the schools by conducted home visits and assistance to families with needs greater than what the school can provide for.

Response to Intervention (RTI) teams are designed to meet the needs of each student requiring intervention for academic achievement, attendance, or behavior. Membership typically includes the designation RTI staff coordinator, student, parents, teachers, principal, instructional aides, and resource specialist, but membership varies depending upon the student needs. At RTI meetings, a student's strengths, weaknesses, short- and long-term goals, and expected outcomes are documented as specifically as possible. Parent input is always encouraged. During RTI, an action plan is developed to assist students with identified goals. A follow-up meeting can be scheduled to assess the effectiveness of the action plan. Informal monitoring occurs on at least a

weekly basis. RTI may recommend special education testing when necessary and/or appropriate and can recommend alternative educational placements such as continuation high school or independent study. This is a vital part of our Response to Intervention (RTI) plan.

The School Site Council (SSC) is composed of the principal, three parents, three students, four teachers, and one support staff. The SSC is charged with implementing this Single Plan for Student Achievement and ensuring that all students have access to the core curriculum, that the program of support services is coordinated to minimize duplication and maximize effectiveness, and that school funding is used appropriately to meet the school's mission.

Loyalton High School academics are measured by benchmark and formative assessments, the Annual Yearly Performance indicator (AYP), results on the California High School Exit Exam (CAHSEE), and the Academic Performance Index (API). Our three-year weighted average API score is above 800 in 2014, all of our seniors in 2015 met the CAHSEE requirements prior to graduation last year, and over 53% of the graduation class of 2014 met UC/CSU entrance requirements. In 2012 Loyalton High School received a full six-year accreditation from the Western Association of Schools and Colleges (WASC); copies of the accreditation report are available in the school office. Because of the absence of state standardized testing since spring of 2014, and the size of our school, we did not receive an AYP rating this fall. The State has created a new formula for the calculation of API. In 2016 it was reported that Loyalton High School met its API goal.

1. Alignment of curriculum instruction and materials to content and performance standards:

The district has adopted state-approved curriculum in Career Technical Education, English Language Arts, History/Social Science, Mathematics, Physical Education, Science, and Visual and Performing Arts. The governing board has approved all courses of study and syllabi for courses taught at Loyalton High School. Teachers use materials to assure that students receive instruction in all curricular areas based on California's performance standards. All Loyalton High School students are expected to master course standards in order to earn appropriate credits and to meet graduation requirements.

In all curricular areas Loyalton High School is using state-recommended and/or district-approved textbooks. The texts are aligned with the Sierra-Plumas Joint Unified School District adopted curriculum and California State Standards. In the spring of 2005 science textbooks were adopted and purchased for the 2005-2006 school year. Science lab equipment was purchased for the 2005-2006 school year and updated again in 2010 with USDA grant funds to meet compliance with the Williams Act and to ensure that science equipment was available to meet science standards. The district Math curriculum was updated in 2015 to reflect the changes in California Content Standards. The district's English Language Arts textbook adoption committee made a recommendation for textbook purchase during the 2015-16 school year. The ELA textbook adoption team attended training and reviewed many publishers for both Common Core alignment and alignment to the needs of Loyalton High School. The new texts were implemented in the fall of 2016. World History textbooks were purchased for the 2010-11 school year and Spanish books were purchased during the summer of 2011. The Social Studies textbook adoption process will begin this year. New AP Government textbooks and on-line Geography textbooks

were purchased in 2013. Our Agriculture curriculum is being supported through the purchase of on-line curriculum that is updated annually and keeps our agriculture instruction current. Any reported shortage of texts is dealt with immediately; there is a textbook for each student in each core subject in keeping with the requirements of the Williams Act.

All textbooks used in the Honors and Advanced Placement (AP) courses meet UC/CSU requirements. All Advanced Placement teachers at Loyalton High School have attended week-long training courses in Advanced Placement strategies and submitted a syllabus of their curriculum to the College Board for approval. AP Chemistry students received new textbooks in September 2011. Loyalton High School currently offers AP Studio Art 2D, AP US Government and Politics, and AP Calculus AB annually. AP English Language and Composition and AP English Literature and Composition are offered on alternating years. We also offer Honors Trigonometry/ Advanced Math Topics and Honors Spanish 4.

2. Availability of standards-based instructional materials appropriate to all student groups:

The goal of our instructional program is to ensure access to standards-based curriculum and instruction so all students can make satisfactory progress toward acquiring the standards. All students have equal access and opportunity to master grade-level standards. Funding is available to purchase standards-based instructional materials each year in the core content areas. Additionally, a Curriculum Coordinator position has been created to assist in instructional alignment to curriculum standards.

Students identified with special needs have an Individualized Education Plan (IEP). Each plan is written by the IEP team and specifically designed to meet the student's academic needs. Special education teachers use standards-based materials to assist each student in meeting his or her educational goals. In addition, each student at Loyalton High School is mainstreamed into the general education setting for at least part of each day. With the support of special education personnel, all students are given the opportunity to access and master grade-level standards. Targeted instruction is provided to all students with disabilities to assist in meeting graduation requirements and passing the California High School Exit Exam. The core education staff works collaboratively with special education staff to ensure that all students with disabilities have access to No Child Left Behind (NCLB) compliant teachers in core subject areas.

English Language Learners (ELL) are also mainstreamed into core classes. All teachers at LHS hold BCLAD (Bilingual Cross-cultural Language and Academic Development), CLAD (Cross-cultural Language and Academic Development), or SDAIE (Specially Designed Academic Instruction in English) certification. Teachers use standards-based materials and instructional strategies in order for ELLs to master the curriculum. A full-time aide works with our ELL students district wide and annually assesses English proficiency.

3. Alignment of staff development to standards, assessed student performance, and professional needs:

Student achievement and staff needs are evaluated on a yearly basis. The District Advisory Committee (DAC) allocates funds to support staff development during the school year. Past training has included:

- Administrative training
- Advanced Placement training
- Agriculture teacher training
- Classroom management and discipline training
- Common Core State Standards and Smarter Balanced Assessments training
- Direct instruction/whole brain training
- General and specific technology training
- Math and science curriculum training
- Reading and literacy training
- Safety training
- Science, Technology, Engineering, and Math (STEM) training
- SmartBoard training
- Strategies and techniques for teaching diverse student populations
- Training in the content areas
- Workshops on increasing student engagement in the classroom
- Writing across the curriculum strategies

During a recent PLC the staff broke into ELA, Math, and student behavior teams. ELA and Math met to identified data trends and analyze the results of the 2014-15 CAASPP results. Both departments made recommendations for adjustments based on the data. The student behavior team analyzed student referral information to identify behavior trends, and where school misbehavior most occurred. The student behavior team noted the hallway and common areas in need of supervision and plans to address this through direct instruction of hallway expectations. Additional time was allocated to instructional aides to increase the supervision in common areas.

In addition, an inservice on whole-brain teaching was attended by a large percentage of staff during the summer of 2014 to encourage alternative teaching strategies to maintain student engagement in the classrooms and minimize student disruptions of the learning environment. This program has yielded great success in the 7<sup>th</sup> and 8<sup>th</sup> grade classrooms.

4. Services provided by the regular program to enable under-performing students to meet standards.

At Loyaltan High School all students participate in assessment programs. Student assessment data from STAR Reading/STAR Math benchmark assessments, CAASPP Interims, are analyzed at the beginning of each school year and when results arrive throughout the year. The underperforming students are targeted for intervention. Students are provided with a wide variety of academic support options including lunch tutoring, one-on-one intervention with

teachers and aides, and core intervention courses. In 2016 the district provided funding for a teacher to run an afterschool tutoring session in conjunction with the California Scholarship Federation tutoring. These support strategies are designed to assist students in meeting the core standards. An EIA/ELL aide provides one-on-one tutoring. CSF members continue to offer peer academic tutoring Wednesdays after school.

At RTI meetings, members collaborate to help underperforming students meet the state standards and teacher expectations. Teams may include classroom teachers, instructional aides, special education staff, parents, students, the RTI staff coordinator and the principal. As a result of these meetings, students may be referred for special education assessments, counseling, 504 planning, and/or tutoring. A plan is developed at each meeting to assist the students in meeting course standards. The RTI staff coordinator maintains RTI plans for intervention and/or academic support.

Beginning in the fall of 2014, a stricter-than-CIF academic policy was instituted by the school staff for student athletes, student leaders, and students involved in extra curricular activities. Any of these students who have an “F” in any class on Monday, will be denied time out of the failing class for school activities, athletic contests, or field trips. This policy immediately improved the academic culture of our school.

5. Services provided by categorical funds to enable under-performing students to meet standards.

Loyalton High School provides extensive services to students to enable them to access the core curriculum. While many of these supports were originally funded with categorical funding, many categorical accounts have been moved into flex spending to allow school districts to maintain programs and services during this period of declining enrollment and funding.

- a. Assistance is provided to students striving to pass core classes and improve on the CAASPP both during instructional time and outside the instructional day. Students can access tutoring during lunch and after school by appointment with staff members. Instructional Aides work directly under the supervision of credentialed teachers and the school administrator. The EIA/ELL aide provides one-on-one tutoring for targeted students during the school day. The schedule provides core intervention courses to assist students with academic improvement in core subjects as needed. An instruction aide remains after school one hour Monday through Thursday to tutor students who need help in any of their classes. Teachers are also available by appointment after school and during flex periods.
- b. Supplemental materials are purchased to assist teachers in designing and implementing curriculum that provides all students access to course standards. Much of the funding for instructional materials and supplies comes from Lottery Prop 20 revenue and funding that has been moved into the flex spending accounts. These materials assist teachers in preparing scaffolding activities to give support to students needing extra assistance with course standards. English Learner funds provide materials to assist in intervention and with English Learners at Loyalton High School.

- c. The Career Technical Education Program continues to be supported by Sierra County Office of Education. In addition, the district continues to provide financial support to purchase materials and supplies for vocational classes that support the core curriculum through hands-on application of standards. Through these courses all students are able to access the core vocational curriculum that prepares them for entry-level skills training through the William R. Rouse Regional Occupational Program (ROP).
- d. Agriculture Incentive funding provides for materials and supplies for the LHS Agriculture courses. LHS students who meet the Agriculture Completer requirements receive graduation credit for two years of science. This helps some students meet graduation requirements through hands-on acquisition of the science. Beginning in 2014 students completing Ag Science 1, Ag Science 2, and Floriculture receive a-g credit. Ag Biology continues to receive a-g science credit. A recent CTE incentive grant has allowed the program to update its transportation of students and livestock greatly enhancing the program.
- e. While the majority of Title I funding is spent on salaries for teachers of intervention courses and instructional aides, funding is also being provided for a parent newsletter that will be sent home to parents with progress reports and report cards. Our hope is that parents will become more involved in the education of their child(ren) and thereby provide additional academic support to the under-performing students.
- f. Several categorical funds are used to provide teachers and instructional aides professional development to support and enhance effective instructional practices. Some of these funds require that professional development be provided to assist the teachers and aides in using technology to support the students. Teachers and aides will continue to be trained in the use of our assessment and intervention programs.
- g. Title VI Small Rural School Achievement Program funding is being used this year to provide students with updated technology resources and field trip opportunities. The Physical Education students were able to travel again in 2016 to Truckee for a day of water safety training and instruction at the Truckee Pool.
- h. Categorical funding ensures that the CAASPP is administered properly and that students who do not score well on the exam have the materials to prepare for future exams. This year CAASPP remediation classes have been placed in the master schedule.
- i. The School and Library Block Grant funds have been moved to the flex funding but funds are used to pay the salary of a Library Aide who maintains the LHS library and makes it accessible to students. The Aide also provides computers for use in research and completion of classwork. With the school's incentive program in reading that was started two years ago, more library books are being circulated than it years past.
- j. Funding for William R. Rouse Regional Occupational Program (ROP) courses at LHS continues to provide for entry-level job training for students age 16 and above or juniors and seniors. This training is invaluable for students who wish to enter the work force part-time while enrolled in school or full-time upon graduation. These courses are aligned to the Career Technical Education (CTE) Standards and support

the core curriculum. This funding has been moved to the flex accounts, but the Sierra County Office of Education continues to support CTE programs.

- k. Categorical funds have been made available to fund a team building ropes course field trip for 7<sup>th</sup> and 8<sup>th</sup> graders to build a collaborative student culture as well as enhance school culture.

With many of the categorical funding designations changing to the general fund through the state budget revisions, the School Site Council will continue to budget according to the needs of the school and students regardless of the changes in designation.

- 6. Use of the state and local assessments to modify instruction and improve student achievement:

Both state and local assessments are used to inform instructors and to address individual student gaps in academic performance. Early each year, the LHS staff at faculty meetings and PLC's, analyzes assessment results. Assessment data from the CAHSEE and STAR programs have been used in the past to identify students for specific intervention. Recently the CAASPP has replaced the STAR program and the CAHSEE has been phased out. Loyalton High School staff will continue to review data as well as other measures on an ongoing basis to identify students who are in need of intervention.

With the phasing out of the CAHSEE, the framework for data analysis exists and stands ready to analyze the results of any future high school graduation requirement exam.

Teachers utilize local measures such as standards-aligned tests and projects to determine where intervention may be needed. The staff uses this information to create class activities to support struggling students and to challenge students who demonstrate advanced proficiency. Students who repeatedly fail to make satisfactory progress are referred to RTI.

In the fall semester of 2012, we purchased Accelerated Reader and STAR Reading. In addition, the STAR Reading assessment places students in a reading range that identifies the most appropriate level of books for increasing reading comprehension and overall reading achievement.

As textbooks in other classes are purchased and as we transition from CST STAR testing to Smarter Balanced Common Core testing, we are implementing textbook-company prepared benchmark assessments whenever available to ensure that students are achieving the course specific standards. Over time, the data provided by these benchmarks will provide teachers data to improve their instruction and student learning. Additionally, teachers have met by departments to establish grade level benchmarks they may be used to screen for intervention.

The Principal monitors individual student progress through meetings with students, grade checks, attendance tracking, and use of district assessment programs. The Principal also participates actively in RTI and IEP meetings.



Sierra-Plumas Joint Unified School District and the Sierra County Office of Education also support Loyalton High School students. A part-time district testing coordinator works closely with the school to provide support for student assessment. The SELPA (Special Education Local Plan Area) Director works with staff in developing RTI plans for students not making satisfactory progress in meeting academic standards. A District Technology Coordinator works to ensure that computer equipment is meeting the needs of students and trains teachers in use of specialized programs. LHS students have access to counseling services provided by the district psychologist. All of these services are important to student success at LHS.

7. Number and percentage of teachers in academic areas experiencing low student performance:

Based on 2015 California Assessment of Student Performance and Progress (CAASPP) and STAR scores (Science), the following classes experienced low academic performance. 2016 data is not available due to testing errors in that year.

Grade/Subject	Standards not met	Standards nearly met
7 <sup>th</sup> Grade ELA	31%	34%
8 <sup>th</sup> Grade ELA	40%	30%
11 <sup>th</sup> Grade ELA	4%	29%
7 <sup>th</sup> Grade Math	19%	44%
8 <sup>th</sup> Grade Math	35%	40%
11 Grade Math	36%	32%

7 Teachers teach math and English at Loyalton High School that equates to 53% of teachers teach in an area experiencing low student performance. It has been identified that the ELA adoption, with Common Core aligned curriculum, should help increase the performance. Math scores should receive the same boost as the curriculum in place in the fall of 2015, is Common Core aligned replacing curriculum that was antiquated.

Science courses had no groups higher than 30% of students receiving Below Basic or Far Below Basic scores. In fact Grade 8 had only 24% percent of students scoring Below Basic or Far Below Basic and Grade 10 had only 12% percent of student scoring Below Basic and no students scoring Far Below Basic. There was no science teacher where 30% or more of the students scored Below Basic or Far Below Basic.

8 Family, school, district, and community resources available to assist these students:

Loyalton High School teachers open their classrooms before and after school so students may complete homework and get assistance. The school also provides tutoring at lunch daily and after school Monday through Thursday. Loyalton High School remains committed to promoting a college-going culture that supports academic excellence by participating in TRiO with Feather River College. The TRiO program provides a goal-setting retreat for Grade 9, College and Career Participation, academic field trips, on-going support for college readiness, and professional development.

Intervention courses are being offered at Loyalton High School to assist students needing remediation in English Language Arts and mathematics. Additionally, there have been curriculum adoptions (math) and proposed curriculum adoptions (ELA) that will ensure that the curriculum delivered will match what is assessed in the CAASPP. Students are able to access the services of the Resource Specialist, Intervention Teachers, and Instructional Aides without IEPs once they have been identified as needing specific remediation. All available resources are brought to the table at RTI meetings and as RTI plans are written and revised. Students identified to need intensive intervention in ELA can be assigned to CAASPP intervention course which exists in the master schedule.

Math Intervention is offered during Math Lab and after school tutoring. In addition, STAR Math was purchased in December 2012 to serve as a means of identifying students with special needs in math at all levels offered at LHS.

Staff, parents, and students can access class assignment information and grades through PowerSchool over the Internet. Parents receive their password information each time a progress or grade report is mailed home – eight times a year. These passwords do not change to make it easy for parents to keep close watch over their child(ren)'s academic progress. This program makes it easier for parents and staff to respond to needed intervention before too much time has passed. The newly adopted athletic eligibility program has increased the use of PowerSchool by students, parents, and staff.

Credit recovery courses have been offered in the LHS schedule for students who need to make up credits during the school year to stay on track for graduation and who cannot fit the course needed into their regular school schedule. These courses can be offered via distance learning using the fuel.ed suite of online courses.

The Family Resource Center offers parenting classes to both parents of students and students who are parents. Courses are designed to assist parents with discipline strategies and balancing competing needs. In addition, some students have accessed the Family Resource Center anger management and adolescent relationship programs. Other county and community programs support students who are dealing with substance abuse in their homes and families.

Sierra County Mental Health lost its Intervention Specialist just prior to the beginning of the 2009-2010 school year, and this person has not been replaced. The district school psychologist is filling this need and provides group and one-on-one counseling sessions. In spring 2014 the School Psychologist worked with a Sierra County Therapist to plan and provide group sessions for students in Grades 7 and 8 to help them stay on course during these important transitional years. The School Psychologist continues to form student groups to support academics as needed. Additionally, LHS has partnered with the County's Parent/Student Navigator, a position that has been created to serve as a family advocate that can make home visits and provide access to county services.

Loyalton High School offers an Independent Study Program (ISP) to students who wish to participate in this full-time alternative program. An ISP teacher provided by the district works

closely with LHS teachers and administration to ensure smooth transitions in and out of LHS as needed. LHS staff and administration handle short-term ISP internally.

9. School, district, and community barriers to improvements in student achievement:

Loyalton High School is a rural school suffering many of the same issues as rural schools across the nation. Because of the location of LHS in the Sierra near the Nevada border, additional challenges are faced. The district is experiencing declining enrollment trends, and with declining enrollment comes a reduction of funds to operate programs. In addition, the demise of Forest Reserve Funds that historically provided a significant portion of our district's budget continues to be a concern. With these two events, some changes have taken place at Loyalton High School that may become barriers to improvements in student achievement over time.

- Loyalton High School changed from an eight-period alternating block schedule to a seven-period daily schedule during the 2006-07 school year. This change resulted in a decrease in overall sections offered to LHS students and increased class sizes of some of the core academic subjects. Because of further staff reductions, we returned to the alternating eight-period block schedule during the 2010-11 year. Some teachers do not like the reduced class time that is the result of an alternating block schedule. During the 2015-16 year, teachers met to find a solution to reduced class time, while at the same time protecting class offerings. The result was a period schedule that meets on a 7 period rotating schedule. On each school day one period is skipped. The following day begins with the
- Decrease in enrollment resulted in a reduction of teaching staff, further limiting courses available to students. The combination of Loyalton Middle and High Schools in 2013 has alleviated some of the pressure and allows for greater flexibility in setting a schedule to meet the needs and goals of the school each year.
- The school board approved the combining of Loyalton Middle School and Loyalton High School in the 2013-14 school year. This allowed for consolidation of administration and sharing of staff, but has made developing a separate culture for the pivotal seventh and eighth grades a challenge. We are still brainstorming how to make this transition more effective for students at all levels.
- There is a lack of nearby professional development to provide training for staff in California standards curriculum. Travel for relevant professional development is expensive and often treacherous during winter months.
- District schools are separated by miles and geographic barriers during winter months and as a result, opportunities for collaboration across disciplines and grade levels are challenging. Efforts have been made to use electronic methods to communicate during curricular meetings with mixed results.
- Recently a greater portion of our student population is transient. Students who move into our program more often than previously come with standards deficiencies that are difficult to assess and correct in a timely manner.

- The many students who use school transportation daily have difficulties accessing after-school tutoring and participating in extracurricular activities.
  - Loyaltan High School faces the typical challenges of a school in a socio-economically depressed community: lack of parental involvement in education, lack of health care, absenteeism, child neglect, and family instability.
10. Limitations of the current program to enable under-performing students to meet standards:

Many items on the list above are evidence of limitations of the current program to meet the needs of under-performing students. However, with similar challenges facing us in the future, we are by necessity, forced to continue seeking creative ways to meet the needs of all our students. As our student population and staffing decreases, it is more difficult to provide instructional courses for the very few students who need intensive intervention. It is a challenge we recognize and continue to address.

## Single Plan for Student Achievement Schoolwide Action Plan

---

---

### English Language Arts and Mathematics

**Area:** *To continue to develop strategies to provide academic classroom support especially in the areas of literacy and mathematics.*

**Growth:** *It is our expectation that during 2015-16 the population of students scoring "standards met" or higher will increase by 10% on the CAASPP this year.*

**Rationale:** *To provide students with stronger literacy and mathematics skills to meet their present and future academic, vocational, and personal needs.*

**ESLR Link:** *Knowledgeable, Critical Thinkers, and Effective Communicators*

**LCAP Links:** *All students receive instruction and services to support their intellectual, social, emotional, and physical development.*

*All students engage in a rigorous curriculum and acquire the knowledge, critical thinking skills, and characteristics needed for success in college, career, and life.*

#### Means of Achievement:

1. Offering core intervention in the school schedule to assist students with foundational language arts and math skills to enable them to successfully access the core curriculum.
2. Purchase and maintain, mobile computers and other technology at Loyaltan High School to support course goals.
3. Scheduling a period of math intervention and after school tutoring to assist students with foundational mathematics skills to enable them to successfully access the core curriculum.
4. Scheduling daily middle school English and math whenever possible to offer more time for mastery of math and English standards.
5. Maintaining small class sizes in English, math, and science whenever possible in the school schedule.
6. Providing Title I and EIA/ELL aides to assist students in gaining foundational skills needed to successfully complete core classes by offering tutoring in class, during lunch, and after school.
7. Implementing a weekly grade check on Monday mornings to ensure that students who are participating in athletics, field trips, or extra curricular activities are receiving the academic support they need to continue access to these programs and activities.

8. Motivating students to increase time spent in reading by providing materials for reading and continuing to promote the Accelerated Reader program at Loyalty High School.
9. Maintaining a vocational program that provides students with opportunities to apply and enhance the core academic skills in hands-on vocational settings.
10. Scheduling for core intervention in English and mathematics to address needs of students who are more than two grades levels behind or who scored Far Below Basic on the most recent standardized test.
11. Developing or acquiring Common Core writing preparation bellwork materials and encouraging implementation by all mathematics teachers.
12. Requesting that the district reinstate a textbook adoption schedule to allow for purchase of textbooks, which will enhance educational opportunities for students and more closely align course content with updated curriculum standards.
13. Updating grades weekly on PowerSchool to effectively communicate achievement to stakeholders, parents, and students and to involve students in their achievement.

Funding Source: Title I: Basic Part A, Title VI: Part B, Rural Education Achievement Program, Agriculture Incentive Block Grant, Local Control Funding Formula

Categorical Funds: \$ 15,600

Implementers: Administration, Staff, Technology Coordinator, District Testing Coordinator, and Data Coach

Timeline: Ongoing

Means to Assess: Comparison of CAASPP Math scores and ELA scores from fall 2015 to spring 2016, school schedule, teacher assessments, and annual review of action plan at faculty meetings.

---

---

## Professional Development

**Area:** *To offer training to the faculty and staff at Loyalton High School to foster professionalism and collaboration, to further develop the craft of teaching, and to enhance the love of learning and teaching that originally led them to careers in education.*

**Growth:** *Loyalton High School will have all teachers scoring proficient or advanced on their latest evaluations.*

**Rationale:** *To provide students with the academic and vocational skills needed to become productive, successful workers and community members.*

**ESLR Link:** *Knowledgeable, Critical Thinkers, and Effective Communicators.*

**LCAP Link:** *All stakeholders are involved in promoting a district culture where student success is realized, communicated, and celebrated.*

**Means of Achievement:**

1. Providing professional development opportunities to staff.
2. Providing funding for teachers who are planning to teach or teaching Advanced Placement courses to attend AP Institute workshops.
3. Scheduling minimum days to allow all teachers to participate in district Professional Learning Communities activities.
4. Offering professional development to all staff in the use of technology.
5. Providing funding for staff to attend local professional development programs.
6. Encouraging staff to attend subject-specific training and/or to visit other schools.
7. Providing funding for school teams to continue to work with Sacramento County Office of Education and Placer County Office of Education professional development programs.
8. Staffing a Curriculum Coordinator to assist in teacher professional development, instructional improvement, and curriculum adoptions.

**Funding Source:** Title I: Part A Schoolwide Program, Title II: Preparing, Training, and Recruiting Highly Quality Teachers and Principals

**Categorical Funds:** \$ 4,000

**Implementers:** Administration, Staff, Business Manager

**Timeline:** Ongoing

**Means to Assess:** AYP annual review, annual review of action plan at faculty meetings, annual preparation of Single Plan for Student Achievement.

---

---

## Core Intervention Enrollments

**Area:** *To continue to ensure that placement in Core Intervention and Math Intervention courses is limited to students with specific academic needs determined by student grades and/or standardized test scores.*

**Growth:** *Loyalton High School seniors will all meet the district graduation requirements prior to graduation, and Loyalton High School will increase CAASPP scores for 2016-17.*

**Rationale:** *To ensure academic progress for all students toward meeting their individual academic goals and the school's overall academic goals.*

**ESLR Link:** *Knowledgeable, Critical Thinkers, and Effective Communicators; Effective Communicators*

**LCAP Links:** *All students receive instruction and services to support their intellectual, social, emotional, and physical development.*

*All students engage in a rigorous curriculum and acquire the knowledge, critical thinking skills, and characteristics needed for success in college, career, and life.*

### Means of Achievement:

1. Evaluating student report cards at the end of each semester and making appropriate course placements.
2. Annual review of assessments to accurately place students in core intervention courses to provide needed support.
3. Working closely with Grade 6 teachers prior to scheduling and four-year planning in the spring to determine proper placement of students in core intervention classes.
4. Using intervention materials and software programs, such as STAR Reading and STAR Math to accurately assess student placement in core intervention classes.
5. Mandating enrollment in Standards Support for students in Grades 7, 8, and 11 who are scoring not met.
6. Analyzing results from annual assessments in English and Math.
7. Evaluating student grades in PowerSchool each Monday morning to identify students who may benefit from tutoring and motivating them by mandating tutoring to participate in athletics, field trips, or extra curricular activities during any week in which they have had an "F" in any subject at that checkpoint, if appointed by the classroom teacher.



Funding Source: Title I: Basic Part A, Local Control Funding, Sierra COE,  
Categorical Funds: \$ 8,000  
Implementers: Administration, Staff, Business Manager, RTI Coordinator, Resource Specialist, Curriculum Coordinator  
Timeline: Initial placement each fall, ongoing throughout the year as scores and grades indicate need  
Means to Assess: Annual review of assessment scores, review of grades each semester, decreased number of students on ineligibility list each quarter, ongoing review of CAASPP scores, and annual review of action plan at faculty meetings

---

---

### Attendance

Area: *To value time spent in the classrooms by implementing policies and practices that maximize instructional time and student attendance.*

Growth: *Truancy rate for 2016/2017 will be at or below the state average.*

Rationale: *Daily attendance and adequate instructional time are necessary components for student achievement, the achievement of our other focus growth areas, and the Expected Schoolwide Learning Results.*

ESLR Link: *Healthy Individuals*

LCAP Links: *All students engage in a rigorous curriculum and acquire the knowledge, critical thinking skills, and characteristics needed for success in college, career, and life.*

*All schools and facilities are accessible, safe, and healthy places for students, staff, and community; and all classrooms are designed and furnished for optimal learning.*

Means of Achievement:

1. Promoting attendance through a system of recognition and rewards.
2. Teachers reinforce benefits of attendance in classes.
3. Calling daily to check on student absences.
4. Remaining active on the SARB.

Funding Source: Local Control Funding, Non Proposition 20: Lottery  
Categorical Funds: \$ 1,000  
Implementers: Administration, Staff, Students, Parents, Community  
Timeline: Daily  
Means to Assess: Annual review of action plan at faculty meetings, annual revision of Single Plan for Student Achievement

---

---

### School Culture

Area: *To create an environment conducive to student learning where students learn to value education and feel safe, welcome, and comfortable.*

Growth: *The percentage of students involved in extra- and co-curricular activities will be at least 60 percent, attendance will be at or above the state average, and suspensions will decrease by five percent.*

Rationale: *When a school focuses on learning and maintains a safe, welcoming, comfortable environment; students actively participate.*

ESLR Link: *Healthy Individuals, Effective Communicators*

LCAP Links: *All students receive instruction and services to support their intellectual, social, emotional, and physical development.*

*All schools and facilities are accessible, safe, and healthy places for students, staff, and community; and all classrooms are designed and furnished for optimal learning.*

#### Means of Achievement:

1. Supervision of students during lunch in the gym by hiring Noon Supervisors for this purpose.
2. Working closely with Sierra County Office of Education in accessing the services of the School Psychologist to work with student groups or individuals as recommended by RTI or SARB.
3. Keeping the school facilities and grounds in good repair and clean to promote student pride, health, and safety.
4. Continued implementation of Peace Mediators curriculum at Loyalton High School to promote a school climate that promotes a positive school culture and student achievement.

5. Continued communication with parents, students, and stakeholders to improve involvement in our school and commitment to our school's goals. Funds will be used for stationery and postage and other forms of communication.
6. Cooperation with district office, project manager, and maintenance staff in obtaining funding for facility improvements including those indicated on our Facilities Inspection Tool and recommended by School Site Council.
7. Installation of signage to promote a welcoming environment and assist visitors to the school.
8. Replacement of flooring as needed at Loylton High School.
9. Maintaining the exterior of Loylton High School and planning for grounds improvement.
10. To implement a plan to replace classroom furniture on a reasonable and regular schedule.
11. Supporting Future Farmers of America as a co-curricular organization that allows students to gain leadership skills and apply their academic skills in competition, career development, community service, and conference activities.
12. Promoting and developing existing co- and extra-curricular activities.
13. District funding for four field trips a year for Grades 7 and 8 to promote a sense of belonging and to foster stronger relationships between students and teachers.
14. Scheduling Leadership periods for Grades 7 and 8 to allow time for activities that promote leadership, vision, and team building.
15. Scheduling for Grades 7 and 8 to have daily science and PE instead of alternating block periods in their subjects.
16. Maintaining a schedule that rotates to allow for all classes to have their share of coveted morning sections.
17. Continue promoting communication of all aspects of the school and community culture through the Professional Learning Communities, School Site Council, advisory committees, student leadership organizations, clubs, and athletics.
18. In fall of 2014, the ASB officers began the tradition of having an annual school theme. This year the theme is, "The best is yet to come!"
19. Supporting student clubs in meeting their stated goals as they relate to leadership development, community service, and academic enhancement.
20. Maintaining an interscholastic athletic program that promotes athletic development, sportsmanship, student academic achievement, and healthy lifestyles.
21. Providing a period in the schedule for a teacher to serve as Academic Adviser to assist students with setting academic and career goals, funding post-high school education and/or training, and applying to colleges and universities.
22. Providing a period in the schedule for a teacher to serve as Leadership Advisor to assist students in promoting student activities and a positive school culture.

Funding Source: Title I: Basic Part A; Carl Perkins Vocational Education Funds, Title VI: Part B, Rural Education Achievement Program, **TRiO**, Agriculture Incentive Block Grant, Sierra COE

Categorical Funds: \$18,449

Implementers: Administration, Staff, Students, Parents, Community

Means to Assess: Annual review of action plan at faculty meetings, annual facilities review at School Site Council, Facilities Inspection Tool results.

**CATEGORICAL FUNDING ALLOCATED TO THIS SCHOOL**

The following state and federal categorical funds were allocated to this school through the Consolidated Application, Part II. Additional funds (listed under “Other”) may be allocated to the school in accordance with district policy.

**Title I** **Amount: \$ 26,000**

These funds will be used at Loyaltan High School to provide teacher salaries for three periods of intervention, to provide salaries for two part-time Instructional Aides, and to purchase materials and supplies for parent newsletters and communication.

**Title II** **Amount: \$ 6,000**

These funds will be used at Loyaltan High School to support professional development for administrator, teachers, and paraprofessionals.

**Vocational Education Carl D. Perkins Funds** **Amount: \$ 29600**

These funds will be used to purchase equipment for the new Floriculture class in the Agriculture program.

**Agricultural Incentive Block Grant** **Amount: \$ 8,000**

These funds are used to support the agricultural program at Loyaltan High School through the purchase of instructional materials, supplies, equipment, and funding of field trips.

**Title VI, Part B: Rural Education Achievement Program** **Amount: \$9,000**

These funds are to support instruction and academic programs for students in rural communities. We traditionally use the funding for technology and distance education.

**Educator Effectiveness** **Amount \$9,000**

These funds are to provide beginning teachers and administrators support and mentoring, professional development, coaching and support services for teachers identified as needing improvement or additional support, professional development for teachers and administrators aligned to the state standards, and to promote educator quality and effectiveness.

**TRiO Funds through Feather River College** **Amount: \$2,000**

These funds are to support a college-going culture for students who are economically disadvantaged. Funding will provide for student field trips.

<b><i>State and Local Programs</i></b>		<b><i>Allocation</i></b>
✓	Agricultural Incentive Block Grant <b><i>Purpose:</i></b> Promote agricultural education and completion of FFA goals.	\$ 8,000
✓	<b>Educator Effectiveness</b> These funds are to provide beginning teachers and administrators support and mentoring, professional development, coaching and support services for teachers identified as needing improvement or additional support, professional development for teachers and administrators aligned to the state standards, and to promote educator quality and effectiveness.	\$9,000
✓	TRiO, Feather River College Grant <b><i>Purpose:</i></b> Provide funds to promote college-readiness primarily to economically disadvantaged students.	\$ 2,000
	<b><i>Total amount of state categorical</i></b>	<b><i>\$ 19,000</i></b>

<b><i>Federal Programs under No Child Left Behind (NCLB)</i></b>		<b><i>Allocation</i></b>
✓	Title I, Part A: Schoolwide Program <b><i>Purpose:</i></b> Upgrade the entire educational program of eligible schools in high poverty areas.	\$ 26,000
✓	Vocational Education Carl D. Perkins Funds <b><i>Purpose:</i></b> Students receive vocational and technology skills that support academic standards.	\$ ,900
✓	Title II: Preparing, Training, and Recruiting Highly Quality Teachers and Principals <b><i>Purpose:</i></b> Provide Professional Development	\$6,000
✓	Title VI, Part B: Rural Education Achievement Program <b><i>Purpose:</i></b> Allow rural schools to provide academic opportunities and technology for students.	\$ 9,000
	<b><i>Total amount of federal categorical funds allocated to this school</i></b>	<b><i>\$ 43,900</i></b>

## SCHOOL SITE COUNCIL MEMBERSHIP

*Education Code* Section 64001(g) requires that the SPSA be reviewed and updated at least annually, including proposed expenditures of funds allocated to the school through the Consolidated Application by the School Site Council. The current make-up of the school site council is as follows:

Names of Members	Principal	Certificated Staff	Classified Staff	Parent, Community	Student
Armstrong, Staci				X	
Bergstrom, Sequoia					X
Calabrese, Laura		X			
Hughes, Dorothy			X		
Jaquez, Barbara, Secretary		X			
Mann, Nick					X
Mann, Nikki				X	
McKinney, Kim		X			
Meschery, Grace					X
Sheridan, Mandie				X	
Jones, Thomas	X				
<i>Number of members in each category</i>	1	3	1	3	3


**Recommendations and Assurances**

The School Site Council recommends this school plan and proposed expenditures to the district governing board for approval and assures the board of the following:

1. The School Site Council is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The School Site Council reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the school plan requiring board approval.
3. The School Site Council sought and considered all recommendations from the following groups or committees before adopting this plan:
  - a. School Advisory Committee for State Compensatory Education Programs
  - b. English Learner Advisory Committee
  - c. Community Advisory Committee for Special Education Programs
  - d. Associated Student Body of Loyalton High School
  - e. Loyalton High School Booster Club
4. The School Site Council reviewed the content requirements for school plans of programs included in the *Single Plan for Student Achievement* and believes all such content requirements have been met, including those found in district governing board policies and in the LEA Plan.
5. This school plan is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This school plan was adopted by the School Site Council at a public meeting on January \_\_\_\_, 2017.


Attested:

Thomas C. Jones  
Printed Name of School Principal

  
Signature of School Principal

1/25/17  
Date

Nikki Mann  
Printed Name of SSC Chair

  
Signature of SSC Chair

1/26/17  
Date



# Western Governors University

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

## STUDENT TEACHING AFFILIATION AGREEMENT

This Student Teaching Affiliation Agreement (“Agreement”) is entered into this 24<sup>th</sup> day of January, 2017 (“Effective Date”) by and between Western Governors University, a Utah non-profit corporation (“WGU”), and Sierra Plumas Joint Unified School District (“District”).

### Recitals

WGU is regionally accredited by the Northwest Commission on Colleges and Universities. The WGU Teacher Education programs are further accredited by the National Council for the Accreditation of Teacher Education (NCATE);

WGU conducts teacher training programs leading to degrees and desires to obtain student teaching experiences for the teacher candidates enrolled in its educational programs; and

The District recognizes the need for and desires to aid in the educational development of student teachers and is willing to make its premises available for such purposes.

### Agreement

In consideration of the foregoing premises, the mutual covenants and agreements set forth herein, and other good and valuable consideration, WGU and the District agree as follows:

#### A. Definitions

1. “Teacher Candidate” shall refer to a student enrolled in a program at WGU leading to an education credential.
2. “Host Teacher” shall refer to a District employee who is the teacher-of-record in the classroom where the Teacher Candidate is assigned. A Host Teacher may or may not be a Clinical Supervisor.
3. “Clinical Supervisor” shall refer to a present or former employee of the District, retired educator, or any other individual meeting the criteria of “supervisor” established by WGU for this position, and engaged by WGU or the District to supervise Teacher Candidate progress. WGU shall be responsible for the selection, assignment, and compensation of Clinical Supervisors.
4. “Student Teaching” shall refer to the active participation by a Teacher Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Host Teacher and/or Clinical Supervisor.
5. “Student Teaching Assignment” shall refer to the greater of the WGU 12-week requirement (16 weeks for special education assignments) or the State’s and/or District’s minimum requirement for Student Teaching. Student Teaching shall satisfy all WGU and State requirements.

#### B. WGU Responsibilities

1. Selection of Students. WGU shall be responsible for the selection of qualified Teacher Candidates with the appropriate educational background and skills to participate in the Student Teaching Assignment.
2. Education of Students. WGU shall assume full responsibility for the education of its Teacher Candidates, monitoring and evaluating individual Teacher Candidate progress, the administration of the program, the curriculum content, matriculation requirements, and other issues required by its Student Teaching program.
3. Clinical Supervisor. The District or WGU shall appoint a Clinical Supervisor who shall observe Teacher Candidates in the classroom on six separate occasions during a Student Teaching Assignment and will assess the Teacher Candidate’s progress toward mastery of teaching competencies.



4. Host Teacher Compensation. If District policies allow, WGU shall compensate either the District or Host Teacher **\$150.00 per Teacher Candidate** for the services described in this Agreement. The District acknowledges that the issuance of such compensation directly to the Host Teacher will not render the Host Teacher an employee or agent of WGU. No Host Teacher compensation will be provided where a Teacher Candidate acts as teacher-of-record within the District.

5. Clinical Supervisor Compensation. If the Clinical Supervisors are employees of the District, WGU shall compensate either the District or the Clinical Supervisors **\$500.00 per Teacher Candidate** for Clinical Supervisor services. The District acknowledges that where District policies allow the issuance of such compensation directly to employee Clinical Supervisors, WGU may contract directly with those individuals for Clinical Supervisor services.

6. Compensation upon Termination of Assignment. In the event a Student Teaching Assignment is terminated prior to completion, compensation for Host Teacher and Clinical Supervisor services shall be pro-rated to the number of weeks completed.

7. Background Check. WGU shall require each Teacher Candidate to submit to a complete background check, including criminal history, as a condition of Student Teaching. District shall inform WGU of the acceptable background check requirements. WGU shall attest to District that a background check has been completed for each Teacher Candidate recommended for a Student Teaching Assignment.

8. Representations. WGU represents that each Teacher Candidate assigned to the District for Student Teaching is validly enrolled in an approved WGU credentialing program and meets the District's background requirements. WGU makes no other representation, express or implied, about, or assumes any responsibility for, the Teacher Candidate's fitness or qualification to participate in the Student Teaching Assignment. Nothing in this Agreement shall be construed as a delegation by the District to WGU of any of the District's duties and responsibilities for operation or supervision of the school or classes of the District.

### C. District Responsibilities

1. Host Teacher. The District shall provide the Teacher Candidate with Student Teaching experience in a school and classes of the District under the direct supervision and instruction of a Host Teacher that meets these minimum requirements:

- a. Holds a teaching credential or license for the subject area and/or grade level being taught;
- b. Has a minimum of 3 years of teaching experience with strong evaluations;
- c. Demonstrates a positive impact on student learning in the classroom;
- d. Successfully and with positive impact mentored teacher candidates, colleagues, and/or adults;
- e. Use a computer to correspond with WGU staff and complete online evaluation forms and
- f. Consistently models the dispositions and ethical considerations expected of WGU teacher candidates:
  - o caring and considerate
  - o affirming of diversity and cross-culturally competent
  - o reflective practitioner
  - o equitable and fair
  - o committed to the belief that all students can learn
  - o collaborative
  - o technologically proficient
  - o professional leadership

2. Access for Clinical Supervisor. The District shall allow the Clinical Supervisor on-going access to the host school and classroom for the specific purpose of observing the Teacher Candidate.
3. District Policies. The District shall provide Teacher Candidates with any of the District policies and procedures to which Teacher Candidates are expected to adhere during Student Teaching Assignments and while on District premises.
4. Right to Accept or Terminate. The District may refuse to accept for placement, or may terminate the Student Teaching Assignment, of any Teacher Candidate based upon its good faith determination that the Teacher Candidate is not meeting performance standards or is otherwise deemed unacceptable to the District. Notices of such decisions shall be provided to WGU in writing and shall state the reasons for such decision. When possible, District shall make reasonable efforts to consult with WGU prior to terminating the assignment of a Teacher Candidate.
5. Evaluations. The District, through the involvement of the Host Teacher, shall participate with the Clinical Supervisor and the Teacher Candidate in two evaluations of Teacher Candidates: one mid-way through the Student Teaching Assignment, and another at the end. WGU shall be responsible for the format of the evaluations.
6. Facilitation of Professional Development. The District shall facilitate Teacher Candidate professional development through educational assignments and shall make available an appropriate working environment, including adequate space, equipment, and supplies to meet the objectives of training.

#### **D. Insurance and Indemnification**

1. WGU Insurance. WGU shall provide and maintain general liability insurance in the minimum amounts of \$1,000,000 per occurrence and \$2,000,000 in the aggregate and, upon request of the District, shall furnish proof thereof in the form of a certificate of insurance. WGU shall maintain at its sole expense workers' compensation insurance for participating Teacher Candidates.
2. Professional Liability Insurance. Teacher Candidates will be responsible for procuring and maintaining professional liability insurance at their own expense. The limits of the policy shall be a minimum of \$1,000,000 per occurrence and \$3,000,000 in the aggregate. Such policy shall remain in full force and effect for the duration of the Student Teaching Assignment.
3. District Insurance. Upon request, District shall provide evidence that it is self-insured or maintains adequate general liability insurance coverage to satisfy the requirements of this Agreement.
4. Indemnification. WGU shall hold harmless, defend and indemnify District and its elected and appointed governing board members, officers, employees, and agents from any and all losses, claims, damages (including costs and attorney's fees), or causes of action arising from any negligent or willful acts or omissions of WGU, its officers, employees, or Teacher Candidates incurred in the performance of this Agreement. To the extent allowed by law or District policies, District shall hold harmless, defend and indemnify WGU and its officers, employees, and agents from any and all losses, claims, damages (including costs and attorney's fees), or causes of action arising from the gross negligence or willful act of the District, its officers, employees, students, or agents incurred in the performance of this Agreement or in the unlawful refusal to accept a Teacher Candidate.

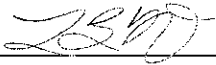
## E. Mutual Terms and Conditions

1. Term. This Agreement shall commence on the Effective Date and shall continue until such time as either party gives the other party thirty (30) days written notice of its intent to terminate the Agreement; provided, however, that all Teacher Candidates at the District as of the date of such notice shall be permitted to complete their Student Teaching Assignment.
2. Educational Records.
  - a. Teacher Candidate Records. The District acknowledges that the education records of assigned Teacher Candidates are protected by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g. The Parties agree to comply with the requirements of FERPA and its implementing regulations at 34 C.F.R. Part 99 and to protect the privacy of education records concerning any Teacher Candidate assigned to the District under this Agreement. As a result of this Agreement, District shall be considered to be a "school official" of WGU and may transmit, share, or disclose education records, including evaluations and attendance records of Teacher Candidates, without the Teacher Candidate's written consent to other school officials of WGU who have a legitimate educational interest in the records.
  - b. District Student Records. WGU shall instruct Teacher Candidates of the necessity of maintaining the confidentiality of all District student records. The District shall not grant Teacher Candidates or WGU employees access to individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.
3. Designation of Representative. Each party shall designate a representative to serve as a point of contact between the parties for communication and coordination of Student Teaching Assignments.
4. Status of Parties. Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties.
5. Non-Discrimination. Both parties agree to fully comply with all applicable non-discrimination laws of the District's state and municipality, and of the United States. Both parties will accept, assign, supervise and evaluate qualified Teacher Candidates regardless of race, sex, sexual orientation, creed, national origin, age, disability, Vietnam-era veteran status, or any other basis protected by law.
6. Notices. All notices given under this Agreement shall be in writing and sent to the address listed at the end of this Agreement, and shall be effective upon receipt if delivered by personal or overnight delivery, facsimile, or e-mail transmission, or effective five (5) days after being placed in the United States mail, postage pre-paid.
7. Arbitration. The parties agree that disputes arising hereunder shall be subject to arbitration pursuant to the rules of the American Arbitration Association and judgment upon the award may be entered in any court having jurisdiction thereof. All arbitration activities shall be conducted via telephone and/or video conference.
8. Entire Agreement and Severability. This Agreement represents the entire understanding between the parties and supersedes all prior oral or written agreements, and no modification or change to the Agreement shall be valid unless the same is in writing and signed by both parties. The invalidity of any provision of this Agreement will not affect the validity of any other provisions. No Teacher Candidate or other third party shall be a beneficiary of, or have any right to enforce the terms of this Agreement.
9. General Provisions. This Agreement: (i) shall be binding and enforceable by the parties hereto and their respective legal representatives, successors, or assigns; and (ii) may be executed in two or more counterparts including by facsimile or scanned image, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement effective the day and year first above written.

Western Governors University ("WGU")

Sierra Plumas Joint Unified School District ("District")

By:   
Title: Field Experience Outreach Specialist  
Date: 24 January 2017

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

For notice purposes, contact:  
Terry Miller  
Field Experience Outreach Specialist  
Western Governors University  
4001 South 700 East, Suite 700  
Salt Lake City, UT 84107-2533  
Phone: (385) 428-5217  
Fax: (801) 401-7961  
[fieldplacement@wgu.edu](mailto:fieldplacement@wgu.edu)

For notice purposes, contact:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
District: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Status? 1/31  
a Leadership

**From:** Rick Zilkie  
**Direct Digital Controls, Inc.**

**Phone:** (916) 851-1600  
**Cell:** (916) 870-1442

**Ext.:** 1109

**Date:** December 14, 2016

Loyalton High School Control System Upgrade Proposal by Direct Digital Controls

As we discussed, the existing Windows XP software that controls the Loyalton High School Building Management System has been officially discontinued by Microsoft. The NCM350 Master Controller that controls the heating systems has also been discontinued and only communicates with Windows XP.

We would like to suggest eliminating the XP Computer and replacing the NCM350 Master Controller with a new Web Based Master Controller that is independent of the computer being used. Any PC with Windows Explorer, Chrome or Fire Fox Internet Browsers will work to access the new system Web Page Graphics.

The proposed scope of work is as follows:

Scope of Work

1. Reverse engineer the NCM350 Software and Convert to Web Graphics.
2. Provide an FX 60 Web Page Server.
3. Program the new Web Based Graphic Software.
4. Program the new Graphics for 18 Furnace Units and associated exhaust fans.
5. Program new floor plans showing the locations of all furnaces and room thermostats.
6. Commission the New custom Graphics, New custom trend logs, new custom alarm histories and email and text alarms.
7. Provide 4 hours of on-site training on new FX Software, Time Schedules, Alarm History.

On this basis, the new control system will cost: \$14,780.00

If we find any broken Furnace Controls, the cost for repair would be extra. This proposal only upgrades the NCM350 Master Controller.

Refer to the example graphics that follow. Loyalton High School Graphics will be similar.

Please call if you have any questions.

Rick Zilkie  
Engineering Manager

Direct Digital Controls



# Lindhurst High School BMS

Home Page

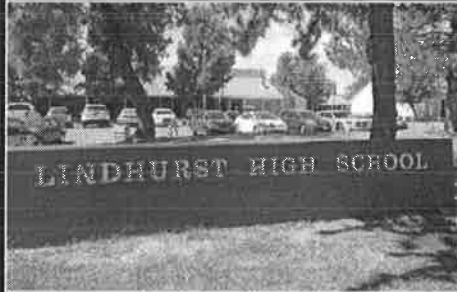
Home Alarms Trends

Outside Air Temp:

## Lindhurst High School

## Main Menu

## Systems



**Floor Plans**  
C-1st Floor C-2nd floor F Building

### Time Clock Schedules

Bldg C **Occupied**

Bldg F **Occupied**

### Morning Purge Schedules

Bldg C **Normal**

Bldg F **Normal**

AC-C1 Occ Cmd: **Occupied**

AC-C2 Occ Cmd: **Occupied**

AC-C3 Occ Cmd: **Occupied**

[AC-C1 Overview](#)

[AC-C2 Overview](#)

[AC-C3 Overview](#)

[AC-F1 Overview](#)

[AC-F2 Overview](#)

[Control Drawings](#)

### AC Unit C1

Room C-102 - VAV C-1  
Room C-103C - VAV C-2  
Bull/Tutor Office 2nd Fl - VAV C-3  
Room C-101B - VAV C-4  
Room C-103A - VAV C-5  
Room C-201 - VAV C-6  
Room C-112 East - VAV C-7  
Room C-113 West - VAV C-7  
Room C-207 - VAV C-10  
Room C-204 - VAV C-11  
Room C-203 - VAV C-12  
Room C-101B - VAV C-13  
Room C-101A - VAV C-14

### AC Unit C2

Social Science Office - VAV C-15  
Classroom 38 East C108A - VAV C-16  
Room E-205 - VAV C-17  
Classroom 38 East C108B - VAV C-18  
Reading/Discussion 23 - VAV C-19  
Room C-204A - VAV C-20  
Room C-105A - VAV C-21  
Room C-109B - VAV C-22  
Alone at Room C-109 - VAV C-23  
Lab 21 East Stage Deck - VAV C-24  
Room C-207 - VAV C-25  
Stage C-106 - VAV C-26  
Room C-107 - VAV C-27

### AC Unit C3

Office - VAV C-28  
Classroom 1 East - VAV C-29  
Spark Area 9 East - VAV C-30  
Classroom 1 West - VAV C-31  
Alone 19A South - VAV C-32  
Reading/Discussion 19 - VAV C-33  
Classroom 13 - VAV C-34  
Classroom 11 West - VAV C-35  
Spark Area 9 West - VAV C-36  
AV Equipment 8 - VAV C-37

### AC Unit F1

E.H.R. Classroom - VAV F-1  
Teacher Conf. 76 - VAV F-2  
Library Lounge 69 - VAV F-3  
Office 77 - VAV F-4

### AC Unit F2

ROTC Classroom - VAV F-5  
Room C-102 - VAV F-6  
E.H. Classroom - VAV F-7  
L.I.C. Classroom - VAV F-8

### AC Unit F3

Office 61 - VAV F-9  
Band Room 58 - VAV F-10  
Office 55 - VAV F-11  
Classroom 02 - VAV F-12

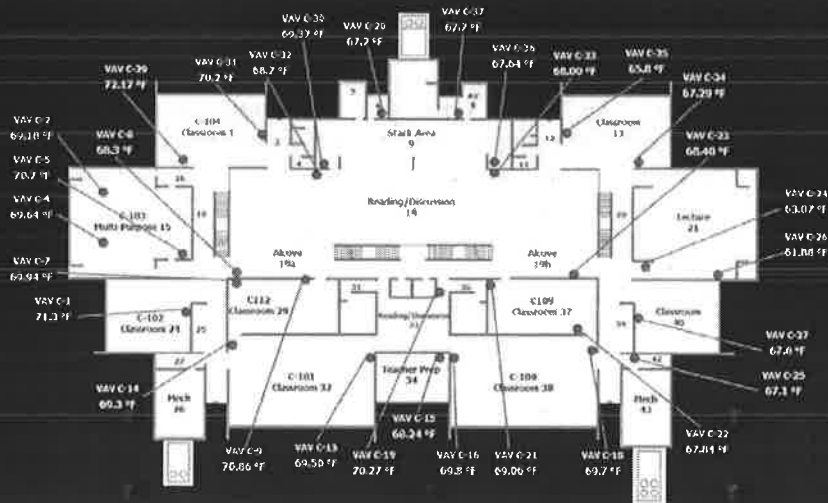


# Lindhurst High School BMS

1st Floor Plan

Home Alarms Trends

Outside Air Temp: 59.28 °F





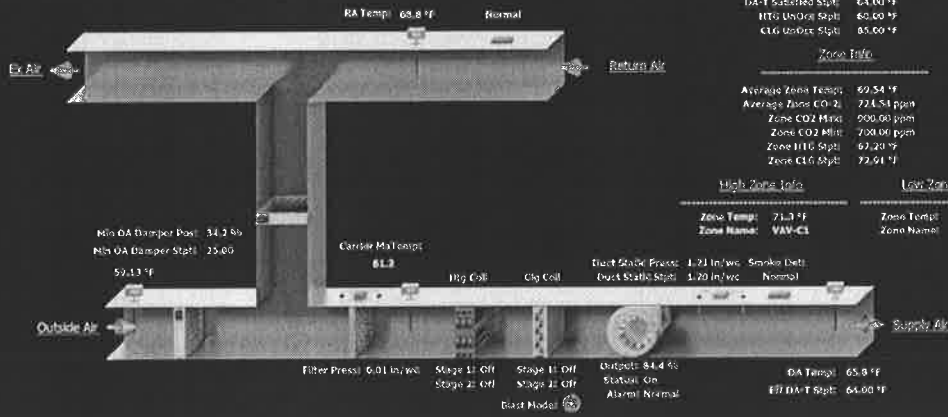
# Lindhurst High School BMS

## AC-C-1

Home Alarms Trends

Outside Air Temp: 59.13 °F

Occ Status: Occupied  
Occ Command: Occupied



### Subdata

DA-T H10 Stpt: 110.00 °F  
 DA-T CLG Stpt: 55.00 °F  
 DA-T Substpt Stpt: 64.00 °F  
 H10 Under Stpt: 65.00 °F  
 CLG Under Stpt: 85.00 °F

### Zone Info

Average Zone Temp: 69.54 °F  
 Average Zone CO 2: 721.51 ppm  
 Zone CO2 Max: 950.00 ppm  
 Zone CO2 Min: 700.00 ppm  
 Zone H10 Stpt: 67.20 °F  
 Zone CLG Stpt: 72.91 °F

### High Zone Info

Zone Temp: 71.3 °F  
 Zone Name: VAV-CE1

### Low Zone Info

Zone Temp: 67.8 °F  
 Zone Name: VAV-C11







## Quotation

NV License #80630

CA License #996654

DIR Registration #1000021571

*200 S. Virginia St. 8<sup>th</sup> Floor, Ste. #80172, Reno, NV 89501 • Tel. (775) 525-1065 • Fax (530) 500-2778 • info@FixMyControls.com*

Quote No:  
16HQ-60

Date:  
December 15, 2016

To:  
Rose Asquith  
Business Manager

Re:  
Loyalton High School

**We propose to provide the following equipment and/or services:**

1. Reverse engineer the NCM350 software and convert to web graphics.
2. Provide an FX 60 equivalent web page server.
3. Program the new web-based graphical software.
4. Program the new graphical pages for 18 Furnace Units and any associated exhaust fans.
5. Design the new floorplans to depict locations of all furnaces and room thermostat locations.
6. Commission the new custom graphical pages, trend logs, and alarms. Set up the email service to send out all alarms (note: this will require coordination with IT into the local network).
7. Provide 4 hours of training on the new system, including how to use the graphical pages, alter schedules, and make system adjustments.

**Price for items listed above:**

**\$15,500**

We look forward to serving you and working with you on this project. Please let me know if you have any questions.

*Nathan Mulder*

This quote, when signed by the purchaser or a representative, implies that this quote has been accepted including the terms and conditions as listed above and becomes a contract in full force and effect. All quotes are written for prompt acceptance and are subject to change without notice after 60 days.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**TERMS AND CONDITIONS**

The proposal by Open Control Systems ("OCS") is based upon and subject to the following terms and conditions:

1. **SCOPE OF WORK:** This proposal is based upon the use of straight time labor only, and does not include any overtime labor that might be required to complete any other work and/or changes requested by the Purchaser. Plastering, patching and painting are excluded. "In-line" duct and piping devices, including, but not limited to, valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by OCS, shall be distributed and installed by others under OCS' supervision but at no additional cost to OCS. For clarity, all such costs will be the responsibility of Purchaser. Purchaser agrees to provide OCS with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge to OCS. OCS agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge OCS for any costs or expenses without OCS' written consent and agreement to any such back charges.  
Unless specifically detailed in the statement of the scope of work or services agreed to be performed by OCS under this agreement, OCS' obligations under this agreement expressly exclude any work or service of any nature associated with or connected with the identification, abatement, clean up, control, removal, or disposal of environmental hazards or dangerous substances, to include but not be limited to asbestos or PCB's, discovered on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower Purchaser to change, modify, or alter the scope of work or services to be performed by OCS shall not operate to compel OCS to perform any work relating to the foregoing without OCS' express written consent.
2. **INVOICES AND PAYMENTS:** OCS may invoice Purchaser on a monthly basis for all material delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site by Purchaser, its subcontractors, fabricators, and/or suppliers. Purchaser shall pay OCS at the time Purchaser signs this agreement an advance payment equal to ten percent (10%) of the contract price or \$1,000 (whichever is less) which advance payment shall be credited against the final payment (but not any progress payment) due hereunder and Purchaser agrees to pay OCS additional amounts invoiced upon receipt of invoice. At the discretion of OCS, lien waivers may be furnished by OCS covering only the work or services for which payment has been made to OCS by Purchaser. All work or services invoiced by OCS shall be paid in full by Purchaser within thirty (30) days of each invoice issued by OCS. OCS may bill monthly for work or services provided to projects lasting more than thirty (30) days. Materials may be billed at time they are provided. In the event that OCS or its agents or subcontractors are asked by Purchaser, the owner of the project, a government representative or inspector, or any agents, to provide materials or services not detailed in the Proposal, or to otherwise alter OCS' performance, Purchaser shall pay OCS additional compensation for the charges performed at OCS' ordinary rates, including any overtime paid by OCS to complete such work in a timely manner. If OCS' invoice is not paid within thirty (30) days of its issuance, Purchaser shall be deemed delinquent, interest will accrue at the greater of one and one-half percent (1 ½ %) per month or the highest rate allowed by applicable law, and OCS will be allowed to stop any work for the Purchaser.
3. **MATERIALS:** If the materials or equipment included in the proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of OCS, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, OCS shall be (a) excused from furnishing said materials or equipment, and (b) reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefore.
4. **LIMITED WARRANTY:** OCS warrants that for equipment furnished and/or installed but not manufactured by OCS, OCS will extend the same warranty terms and conditions which OCS receives from the manufacturer of said equipment. For equipment installed by OCS, if Purchaser provides written notice to OCS of any defect in such equipment within thirty (30) days after appearance of discovery of such defect, OCS shall, at its option, repair or replace the defective equipment. For equipment not installed by OCS, if Purchaser returns the defective equipment to OCS within thirty (30) days after appearance or discovery of such defect, OCS shall, at its option, repair or replace the defective equipment and return said equipment to Purchaser. All transportation charges incurred in connection with the warranty for warranties outlines herein do not extend to any equipment which has been repaired by others, abused, altered, or misused, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANT ABILITY AND FITNESS FOR A SPECIFIC PURPOSE.
5. **LIABILITY:** OCS SHALL NOT BE LIABLE FOR ANY MATTER UNDER THIS AGREEMENT FOR AMOUNTS IN EXCESS OF THE PAYMENTS PURCHASER HAS MADE TO OCS HEREUNDER. OCS SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES ARISING IN ANY MANNER FROM, AMONG OTHER THINGS, THE FAILURE OR MALFUNCTION OF THE EQUIPMENT OR MATERIAL FURNISHED OR THE WORK PERFORMED PURSUANT TO THIS AGREEMENT. THIS PROVISION SHALL APPLY TO ANY LOSS, DAMAGE, OR INJURY, IRRESPECTIVE OF CAUSE OR ORIGIN, WHICH RESULTS DIRECTLY OR INDIRECTLY TO ANY PERSON OR PROPERTY FROM PERFORMANCE OR NON PERFORMANCE OF OBLIGATIONS IMPOSED BY THIS AGREEMENT OR FROM THE NEGLIGENCE, ACTIVE OR OTHER WISE, STRICT LIABILITY, BREACH OF WARRANTY, VIOLATION OF ANY APPLICABLE CONSUMER PROTECTION LAW OR ANY OTHER ALLEGED FAULT ON THE PART OF OCS OR ITS SUBCONTRACTORS. NO SUIT OR ACTION SHALL BE BROUGHT AGAINST OCS OR ITS SUBCONTRACTORS MORE THAN ONE (1) YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION THEREFORE.
6. **TAXES:** The price of this proposal includes use tax, if applicable. Purchaser shall pay, in addition to the stated Proposal amount, all taxes not legally required to be paid by OCS or, alternatively, shall provide OCS with acceptable tax exemption certificates. OCS shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
7. **DELAYS:** OCS shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond OCS' control, including but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, owner, or other subcontractors or delays caused by suppliers or subcontractors of OCS, etc.
8. **COMPLIANCE WITH LAWS:** OCS shall comply with all applicable federal, state, and local laws and regulations and shall obtain all temporary licenses and permits required for OCS' work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.
9. **DISPUTES:** All disputes involving more than \$10,000 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall be entitled to recover all legal costs and attorney's fees incurred in connection with the enforcement of the terms of the parties' agreement. Nothing herein shall limit any rights available to OCS under any applicable construction lien laws or other applicable laws.
10. **INSURANCE:** Insurance coverage in excess of OCS standard limits will be furnished when requested and required by Purchaser in writing. No credit will be given or premium paid by OCS for insurance provided or covered by others.
11. **INDEMNITY:** Subject to Section 5, each party (the "Indemnifying Party") agrees to indemnify the other party and its officers, directors, managers, representatives and agents from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.
12. **OCCUPATIONAL SAFETY AND HEALTH:** The parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.
13. **ENTIRE AGREEMENT:** This proposal, upon acceptance shall constitute the entire agreement between the parties and supersedes any prior representations, negotiations, agreements or understandings, either written or oral.
14. **CHANGES:** No change or modification of any of the terms and conditions stated herein shall be binding upon OCS unless accepted by OCS in writing.
15. **ACCESS TO PROPERTY:** Purchaser, owner, and/or their agents shall provide OCS with reasonable access to property, project, or premises whenever reasonably necessary, so that OCS can timely perform and complete its work.
16. **GOVERNING LAW:** THIS AGREEMENT SHALL BE CONSTRUED AND INTERPRETED IN ACCORDANCE WITH THE State of Nevada and any dispute arising out of or relating to this agreement shall be brought and maintained in the state or federal courts of the State of Nevada.









Sierra Transportation Company LLC

# Invoice

PO Box 6  
Downieville, CA 95936

Date	Invoice #
2/1/2017	D-090653

<b>Bill To</b>
Sierra-Plumas Joint Unified School Dist Rose Asquith, Business Mgr 109 Beckwith Road PO Box 955 Loyalton, CA 96118

<b>Terms</b>
Due on receipt

Item	Serviced	Description	Quantity	Amount
School Bus-SPJ...		Westside Bus Service for Jan. 2017 20 days minus 1 snow day Jan. 3rd. All other emergency days approved by Dr. Grant. 19 days total.	19	18,626.27

			<b>Total</b>	\$18,626.27
--	--	--	--------------	-------------

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
PUPIL TRANSPORTATION SERVICES

- B. In the event that an authorized DISTRICT employee schedules an "add-on" bus trip, notice of cancellation must be received by CONTRACTOR not less than 12 hours in advance or DISTRICT will be obligated to pay a \$100.00 cancellation fee. Cancellation fee will be waived if cancellation was due to an act of God, including weather, road hazards or closures or cancellations by CONTRACTOR.
- C. **Unscheduled Closing of Schools:** DISTRICT shall not be obligated to accept or pay for any transportation service herein agreed to be furnished by CONTRACTOR, on those days when by direction of the Superintendent or designee of the S-PJUSD, DISTRICT's schools are closed to insure the health or safety of the students, or for any other lawful reason.

XXVI. **Dry Runs:** Prior to the beginning of each new school year and/or extended session, CONTRACTOR shall conduct a dry run for each route with the assigned driver and a driver orientation for all drivers assigned to perform services under this Contract. The driver orientation shall include, but will not be limited to pupil management and safety; establishing and maintaining appropriate relationships with school personnel and the general public; maintaining appropriate pupil conduct on the school bus; sexual harassment and other pertinent safety information. The cost of said dry-runs and driver orientation shall be borne by CONTRACTOR.

XXVII. **Liquidated Damages:** From the nature of the services to be rendered, it is impractical and extremely difficult to fix the actual damages and the resulting loss to DISTRICT, if any, which may result from failure on the part of CONTRACTOR to perform any of its obligations hereunder. This liability shall be incurred on a per-incident basis, and will apply to each early, late or missed trip or route segment, or in instances in which it is necessary for DISTRICT to provide service or any instance where CONTRACTOR fails to comply with any term or condition of this Agreement.

1. **Early, late, and missed runs:** For purposes of assessing charges under this section, a "trip" shall mean the picking up of pupils at their homes or bus stops and delivering them to their school or other designated location, or the picking up of pupils at their schools and returning them to their homes, bus stops or other designated location. Any bus that arrives fifteen (15) minutes early or late to a destination be it school, home, bus stop or other designated location, shall be deemed to have missed a trip. Each day a bus misses a trip, the pro-rata cost of the trip, calculated as a percentage of the Minimum Daily Charge (Base Rate) for the bus, shall be assessed against CONTRACTOR.

# of Trips Missed x Minimum Daily Charge (Base Rate)  
# of Trips Scheduled/Day

In addition, for each morning, mid-day, or afternoon trip missed a charge of one hundred dollars (\$100) per trip per day shall be assessed against CONTRACTOR.

2. **Number of Pupils Not Transported.** For each pupil CONTRACTOR fails to transport, as set forth in the route(s) and schedule(s), by reason of CONTRACTOR negligence/error, a charge of five hundred dollars (\$500) per pupil per day shall be



## School District Integrated Pest Management Plan

When completed, this template meets the Healthy Schools Act requirement for an integrated pest management (IPM) plan. An IPM plan is required if a school district uses pesticides<sup>1</sup>.

### Contacts

School District Name <b>Sierra-Plumas Joint Unified School District</b>	Address <b>109 Beckwith Road Loyalton, CA 96118</b>	
District IPM Coordinator <b>Dr. Merrill M. Grant</b>	IPM Coordinator's Phone Number <b>530 993-1660 Ext *837</b>	Email <a href="mailto:mgrant@spjUSD.org">mgrant@spjUSD.org</a> ; <a href="mailto:htomatis@spjUSD.org">htomatis@spjUSD.org</a>

### IPM statement

It is the goal of Sierra-Plumas Joint Unified School District to implement IPM by focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

Our pest management objectives are to: *(Example: Focus on long-term pest prevention)*

To use the least toxic and most effective methods possible for long term pest prevention while maintaining a healthy school environment.

### IPM team

In addition to the IPM Coordinator, other individuals who are involved in purchasing, making IPM decisions, applying pesticides, and complying with the Healthy Schools Act requirements, include:

Name and/or Title	Role in IPM program
Superintendent	Pest management decision making
Maintenance Team, All School Sites	Pest management decision making, purchasing pesticides and management tools, pesticide application
Custodians	Antimicrobials decision making, purchasing antimicrobials and management tools and application

### Pest management contracting

- Pest management services are contracted to a licensed pest control business.  
Pest Control Business name(s): TERMINIX for services at Loyalton Elementary School and Loyalton High School.
- Prior to entering into a contract, the school district has confirmed that the pest control business understands the training requirement and other requirements of the Healthy Schools Act.

### Pest identification, monitoring and inspection

Pest identification is done by: maintenance staff and pest control business (LES and LHS only)  
*(Example: College/University staff, Pest Control Business, etc.)*

Monitoring and inspecting for pests and conditions that lead to pest problems are done regularly by maintenance and other staff and results are communicated to the IPM Coordinator. Kitchen staff observe traps daily and report any pests to maintenance staff. Our school sites are small and therefore enable staff to keep an eye on their areas and communicate to maintenance staff. This is an ongoing practice.

**Notification**

This school district has made this IPM plan publicly available by the following methods (check at least one):

This IPM plan can be found online at the following web address: www.sierracountyofficeofeducation.org

This IPM plan is sent out to all parents, guardians and staff annually.

**Review**

This IPM plan will be reviewed (and revised, if needed) at least annually to ensure that the information provided is still true and correct. Date of next review: February 2018

*I acknowledge that I have reviewed this school district's IPM Plan and it is true and correct.*

Signature: 

Date: 2-23-17

<sup>1</sup> These pesticides are exempt from all Healthy Schools Act requirements, except the training requirement: 1) products used in self-contained baits or traps, 2) gels or pastes used as crack and crevice treatments, 3) antimicrobials, and 4) pesticides exempt from U.S. EPA registration. (Education Code Section 17610.5)