

AGENDA FOR THE MEETING OF THE GOVERNING BOARD OF
THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Immediately following the 6:00 pm meeting of the Sierra County Board of Education
October 10, 2017

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

Video conferencing will be available at Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118

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

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

Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at 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. Superintendent's Report

- a. Downieville Boiler Schedule**
- b. Tractor – Loyalton Elementary and Loyalton High Schools
- c. Early Release Wednesdays

2. Business Report

- a. Account Object Summary-Balance from 07/01/17 to 9/30/17**
- b. First Month Enrollments for the 2017-2018 School Year**
- c. Cafeteria Report
- d. Administrative Assistant Interview Panel

3. Staff Reports (5 minutes)

4. Board Members' Report (5 minutes)

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

- a. Current location
- b. Videoconference location

E. CONSENT CALENDAR

- 1. Approval of the minutes of the Regular Board meeting held September 12, 2017**
- 2. Approval of Board Report – Checks Dated 9/01/17 through 9/30/17**
- 3. Approval of Assignment of Augustine Corcoran to the 2017-2018 Loyalton High Boys Junior Varsity Basketball Coach position
- 4. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending September 30, 2017. 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

facilities were filed with Sierra-Plumas Joint Unified School District during the quarter ending September 30, 2017.

F. ACTION ITEMS

Unfinished Business and General Orders

1. Approval of Superintendent Goals (Grant)

New Business

1. **Public Hearing** to allow comments on the sufficiency of textbooks and instructional materials for kindergarten through 12th grade in each subject and to assure that they are aligned with the state standards adopted pursuant to Ed. Code §60605 or 60605.8 and also meet the reporting and sufficiency requirements contained in Ed. Code §60119^{^^} (Grant)
2. Adoption of Resolution No. 18-003, Sufficiency of Textbooks or Instructional Materials** (Grant)
Roll Call Vote
3. Adoption of Resolution No. 18-005, Shoes for Crews Slip Trip Fall Prevention Policy**
Roll Call Vote (Griesert)
4. Approval of Transportation Clerk hourly wage on the Classified Salary Schedule, effective September 12, 2017 (Grant)
5. Approval of Assignment of Joan Taylor-Fillman to the part-time (5 hours weekly) Transportation Clerk position, effective October 3, 2017 (Grant)
6. Approval of Assignment of Carla Truhett to the part-time (2.5 hours weekly) Custodian position, effective October 4, 2017 (Grant)
7. Approval to grant Hall/Playground Supervisors the Instructional Aide salary schedule when he/she serve in both positions in their daily assignment, effective August 28, 2017
8. Authorization for Superintendent to enter into an Addendum to Existing University Internship Agreement with National University** (Grant)
9. Authorization for Superintendent to enter into a Licensing Agreement with Document Tracking Services** (Grant)
10. CAASPP Presentation** (Jones/Grant)
11. Discussion on possibility of entering into real estate transaction regarding Sierraville School with Sierra County representatives

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

12. Board Policy Revised & Administrative Regulation Deleted, 0000, Vision^{^^}
13. Board Policy 0100, Philosophy^{^^}

Sierra-Plumas Joint Unified School District
Governing Board Agenda
October 10, 2017

13. Board Policy 2140, Evaluation of the Superintendent^^
14. Board Policy and Exhibit 6161.1, Selection and Evaluation of Instructional Materials^^
15. Board Policy 7212, Mello-Roos Districts^^
16. Board Policy 7214, General Obligation Bonds^^

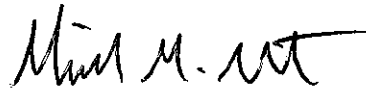
G. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on November 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.

H. ADJOURN



Dr. Merrill M. Grant, Superintendent

**enclosed

*handout

^^County agenda backup

Balances through September						Fiscal Year 2017/18
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD						
1100	Teachers Salaries	1,580,899.00	1,580,899.00	1,373,276.61	164,569.25	43,053.14
1115	Extra Duty Hourly	5,000.00	5,000.00		590.00	4,410.00
1120	Certificated Substitutes	23,161.00	23,161.00		1,420.00	21,741.00
1300	Certificated Superv/Admin Sala	220,570.00	220,570.00	167,669.28	55,889.76	2,989.04
1310	Teacher In Charge/Head Teacher	16,000.00	16,000.00			16,000.00
1900	Other Certificated Salaries	39,850.00	39,850.00	29,887.20	9,962.40	.40
	Total for Object 1000	1,885,480.00	1,885,480.00	1,570,833.09	232,431.41	82,215.50
2100	Instructional Aides Salaries	165,947.00	165,947.00	165,187.91	18,067.35	17,308.26
2200	Classified Support Salaries	285,754.00	285,754.00	187,170.17	65,918.65	32,665.18
2201	Bus Driver	65,294.00	65,294.00	23,808.85	5,613.59	35,871.56
2205	Per Diem - Same Day Travel				33.00	33.00
2220	Classified Support Substitute	5,405.00	5,405.00		11,455.79	6,050.79
2300	Classified Sup/Admin Salaries	88,827.00	88,827.00	65,000.25	21,981.75	1,845.00
2400	Clerical & Office Salaries	142,336.00	142,336.00	90,469.94	29,897.70	21,968.36
2900	Other Classified Salaries	22,526.00	22,526.00	18,499.02	2,083.44	1,943.54
	Total for Object 2000	776,089.00	776,089.00	550,136.14	155,051.27	70,901.59
3101	State Teachers Retirement Syst	397,392.00	397,392.00	217,328.67	32,370.48	147,692.85
3102	State Teachers Retirement Syst	10,328.00	10,328.00			10,328.00
3202	Public Employees Retirement Sy	105,737.00	111,522.00	77,570.70	20,129.09	13,822.21
3212	Pers Pickup-Classified Employe	5,785.00				.00
3311	OASDI-Certificated Positions	16,843.00	16,843.00	40.08	27.56	16,830.48
3312	OASDI-Classified Positions	49,896.00	49,896.00	33,116.32	9,288.71	7,490.97
3321	Medicare-Certificated Position	24,300.00	24,300.00	19,941.12	3,440.23	918.65
3322	Medicare-Classified Positions	11,918.00	11,918.00	7,745.15	2,176.93	1,995.92
3401	Health & Welfare -Certificated	381,226.00	381,226.00	398,147.13	51,773.47	68,694.60
3402	Health & Welfare-Classified Po	154,119.00	154,119.00	155,238.80	44,603.79	45,723.59
3501	State Unemployment Insurance-C	940.00	940.00	785.43	130.35	24.22
3502	State Unemployment Insurance-	420.00	420.00	274.93	77.39	67.68
3601	Workers' Compensation Insuranc	68,598.00	68,598.00	49,944.78	7,479.14	11,174.08
3602	Workers' Compensation Insuranc	31,954.00	31,954.00	18,336.34	5,153.89	8,463.77
3901	Other Benefits, Certificated P	48,000.00	48,000.00		28,238.58	19,761.42
3902	Other Benefits, Classified Pos	18,516.00	18,516.00			18,516.00
	Total for Object 3000	1,292,286.00	1,292,286.00	978,389.29	204,889.61	109,007.10
4100	Textbooks	63,634.00	63,634.00	2,181.79	7,001.62	54,450.59
4200	Books Other Than Textbooks			104.86	5,087.55	5,192.41

Balances through September						Fiscal Year 2017/18
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
4300	Class Mat'l and Supplies	32,064.00	36,564.00	6,558.98	2,506.71	27,498.31
4301	Class Consumable Mat'l	5,000.00	5,000.00	3,867.51	4,440.21	3,307.72-
4302	Class Paper/Toner	9,500.00	9,500.00	1,132.75	6,921.28	1,445.97
4305	Other Student M&S	19,525.00	19,525.00	8,927.67	1,635.42	8,961.91
4320	Custodial Grounds Supplies	42,495.00	42,495.00	6,581.43	19,667.07	16,246.50
4330	Office Supplies	17,231.00	17,231.00	1,947.65	4,666.05	10,617.30
4350	Vehicle Maint. M&S	25,900.00	25,900.00	6,534.67	331.21	19,034.12
4351	Vehicle FUEL	25,525.00	25,525.00	28,385.86	364.14	3,225.00-
4399	M&S Misc -undesignated		40,000.00			40,000.00
4400	Non-Capital Equipment (Up to \$	33,741.00	38,241.00	10,488.91	38,442.97	10,690.88-
	Total for Object 4000	274,615.00	323,615.00	76,712.08	91,064.23	155,838.69
5100	Subagreement for Services	176,461.00	176,461.00	119,249.98	39,750.02	17,461.00
5200	Travel & Conferences	58,381.00	72,498.00	9,183.77	5,628.23	57,686.00
5300	Dues & Membership	9,026.00	9,026.00	1,893.20	6,634.40	498.40
5400	Insurance-Fire, liability, etc	55,080.00	55,080.00		58,693.15	3,613.15-
5510	Power	90,183.00	90,183.00	76,865.50	12,608.50	709.00
5520	Garbage	12,813.00	12,813.00	5,981.00	1,086.68	5,745.32
5530	Water	64,350.00	64,350.00	40,160.22	8,839.78	15,350.00
5540	Propane	65,000.00	65,000.00	43,224.03	1,253.64	20,522.33
5590	Miscellaneous Utilities	15,500.00	15,500.00	15,000.00		500.00
5600	Rentals, Leases & Repairs	106,450.00	106,450.00	71,787.06	15,840.43	18,822.51
5800	Services & Operating Expense	4,300.00	4,300.00	1,500.00	300.00	2,500.00
5810	Legal Expenses	7,078.00	7,078.00	4,584.00	416.00	2,078.00
5812	Board Election Expense	2,500.00	2,500.00			2,500.00
5840	Audit Expense	17,000.00	17,000.00	10,300.00	7,000.00	300.00-
5860	Solid Waste Tax	12,161.00	12,161.00	11,811.00		350.00
5890	Contracts/Servic	445,552.00	445,552.00	399,974.37	31,527.30	14,050.33
5899	SCOE Interagency Reimburse			12,297.39	6,780.08	19,077.47-
5900	Communications	3,875.00	3,875.00		2,288.25	1,586.75
5910	Telephone-Monthly Service	17,252.00	17,252.00	6,707.08	944.63	9,600.29
5920	T Lines	4,800.00	4,800.00			4,800.00
5990	Other Communications	225.00	225.00	225.49		.49-
	Total for Object 5000	1,167,987.00	1,182,104.00	830,744.09	199,591.09	151,768.82
6200	Building & Improvements	114,545.00	114,545.00			114,545.00
6400	Equipment	135,655.00	135,655.00			135,655.00
6500	Equipment Replacement	109,875.00	109,875.00			109,875.00

Balances through September						Fiscal Year 2017/18
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
Total for Object 6000		360,075.00	360,075.00	.00	.00	360,075.00
7110	Out-of-State Tuition	104,450.00	104,450.00			104,450.00
7310	Direct Support/Indirect Costs					.00
7616	Trans fr Gen Fund to Cafeteria	68,067.00	68,067.00			68,067.00
7619	Other Interfund Transfers Out	275,000.00	275,000.00			275,000.00
Total for Object 7000		447,517.00	447,517.00	.00	.00	447,517.00
Total for Fund 01 and Expense accounts		6,204,049.00	6,267,166.00	4,006,814.69	883,027.61	1,377,323.70
Fund 13 - Cafeteria						
2200	Classified Support Salaries	70,721.00	70,721.00	66,942.36	7,267.99	3,489.35-
3202	Public Employees Retirement Sy	8,372.00	8,372.00	7,985.79	921.71	535.50-
3312	OASDI-Classified Positions	4,224.00	4,224.00	4,006.03	435.31	217.34-
3322	Medicare-Classified Positions	987.00	987.00	936.86	101.80	51.66-
3402	Health & Welfare-Classified Po	17,537.00	17,537.00	15,782.94	1,674.72	79.34
3502	State Unemployment Insurance-	36.00	36.00	33.44	3.63	1.07-
3602	Workers' Compensation Insuranc	2,648.00	2,648.00	2,218.15	241.04	188.81
Total for Object 3000		33,804.00	33,804.00	30,963.21	3,378.21	537.42-
4340	Food Service	9,011.00	9,011.00	4,840.69	248.04	3,922.27
4400	Non-Capital Equipment (Up to \$	5,000.00	5,000.00			5,000.00
4700	Food	45,758.00	45,758.00	34,960.30	6,476.89	4,320.81
Total for Object 4000		59,769.00	59,769.00	39,800.99	6,724.93	13,243.08
5200	Travel & Conferences	710.00	710.00			710.00
5600	Rentals, Leases & Repairs	2,800.00	2,800.00		1,805.32	994.68
5800	Services & Operating Expense	1,256.00	1,256.00	350.00		906.00
5890	Contracts/Servic	800.00	800.00		264.00	536.00
5900	Communications	421.00	421.00			421.00
Total for Object 5000		5,987.00	5,987.00	350.00	2,069.32	3,567.68
Total for Fund 13 and Expense accounts		170,281.00	170,281.00	138,056.56	19,440.45	12,783.99
Fund 40 - Dist Build						
6200	Building & Improvements	75,000.00	75,000.00		15,294.80	59,705.20
6500	Equipment Replacement	200,000.00	200,000.00	396,997.60	62,431.40	259,429.00-
Total for Fund 40, Expense accounts and Object 6000		275,000.00	275,000.00	396,997.60	77,726.20	199,723.80-
Fund 73 - Bechen						

Balances through September						Fiscal Year 2017/18
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 73 - Bechen						
5800	Services & Operating Expense	6,000.00	6,000.00			6,000.00
Total for Fund 73, Expense accounts and Object 5000		6,000.00	6,000.00	.00	.00	6,000.00
Total for Org 006 - Sierra-Plumas Joint Unified School District		6,655,330.00	6,718,447.00	4,541,868.85	980,194.26	1,196,383.89

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

September 12, 2017

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

Videoconferencing was unavailable/no connection possibly due to earlier power outage

A. CALL TO ORDER

President MOORE called the meeting to order at 6:14 pm.

B. ROLL CALL

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

ABSENT: Ms. Patty Hall, Vice President

VACANT: None

C. APPROVAL OF THE AGENDA

DRISCOLL/WRIGHT

4/0

D. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. It was a smooth start to the beginning of school; logistics were tight thereby preventing confusion and scrambling; student behavior and attendance was impressive.
- b. Early Release Wednesdays – staff discussed professional development the first week and Megan Meschery, Curriculum Director, led priority standards discussion/instruction the second week,
- c. AMS Network- discussion on replacing phone system, including PA system, alarm and other components.
- d. Priority Standards Presentation – Mrs. Meschery was unable to attend the board meeting
- e. Total Interdistrict Variances in effect for 2017-18 and Most Recent Interdistrict Variances were listed

2. Business Report

- a. Account Object Summary-Balance from 07/01/17 to 9/30/17
- b. First Day Enrollments for the 2017-2018 School Year
- c. Surplus Items – handout reflected two pianos as surplus items
- d. Certification Letter for Fiscal Year 2015-16
- e. Independent Study Program Enrollments for 2017-18

LOYALTON ELEMENTARY ISP

<u>Grade</u>	<u>Enrollment</u>
K	One
1	One
2	One
3	One
4	Two

6 Two

LOYALTON HIGH SCHOOL ISP

<u>Grade</u>	<u>Enrollment</u>
12	Two

Sierra-Plumas Joint Unified School District
Minutes of the School District Governing Board
Regular Meeting

3. Staff Reports (5 minutes)
Tom Jones, Loyalton High School Site Administrator, reported that tonight is back to school night. Major improvements in school grounds with time and labor and TLC from Richard McCollum and Philemon Martinez, new maintenance personnel.
Andrea Ceresola, Loyalton Elementary School Site Administrator, declared that enrollment is up to 203 students (plus one more promised next week).
new teachers in TK/K classroom;
new aide for TK/K teacher;
security cameras; back to school;
art class relocated to room 7 in the "C" Complex;
Positive Behavior Intervention Support/PAWS;
NTSS-small groups built according to assessment;
Dr. Merrill M. Grant, Site Administrator, Downieville School, reported that Robin Bolle, science and math teacher, is enthused about Mrs. Teresa Taylor, recently hired, who is taking issues with students and troubleshooting head on. New teachers are fitting in and meeting the tasks at hand;
3D printer is a popular teaching item.
4. Board Members' Report
WRIGHT: Walked through on opening day; everyone was on track; encouraged by new teachers.
DRISCOLL: Attended the inservice; acknowledged former students who come back and teach in our schools. DRISCOLL also announced the LHS football game.
MOORE: Attended the inservice (a portion) and stopped by the LHS checking on students
5. Public Comment
 - a. Current location-no comment
 - b. Videoconference location-no comment

E. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held August 11, 2017
2. Approval of minutes of the Special Board meeting held August 15, 2017
3. Approval of Board Report – Checks Dated 9/1/17 through 9/30/17
DRISCOLL/WRIGHT
4/0

F. ACTION ITEMS

Unfinished Business and General Orders

1. Board Policy & Administrative Regulation 4127, 4227, 4327, Temporary Athletic Team Coaches, revision
DRISCOLL/WRIGHT
4/0

New Business

1. Adoption of Resolution No. 18-002, Adopting the Gann Limit

Sierra-Plumas Joint Unified School District
Minutes of the School District Governing Board
Regular Meeting

WRIGHT/DRISCOLL
4/0

TRUSTEE DRISCOLL	AYE
TRUSTEE DRYDEN	AYE
TRUSTEE HALL	ABSENT
TRUSTEE MOORE	AYE
TRUSTEE WRIGHT	AYE

2. Public Hearing for the Purpose of Reviewing and Assessing ROC/P Program Per Education Code §52304.1 Opened at 6:53 pm.
Programs include: Ag Completer Program/Construction/particular Digital Arts.
A board member suggested to invite TMCC to talk to some of our vocational classes. Mr. Jones confirmed that a field trip to TMCC is planned for that very purpose.
6:56 pm

ROC/P Program Enrollment
Grade 11: 6 male/ 0 female
Grade 12: 7 male/ 2 female

3. Approval of Cara Bowling, Loyalton Elementary Instructional Aide, TK-Kindergarten, .5 FTE (3 hours daily), effective September 5, 2017
DRISCOLL/DRYDEN
4/0
4. Authorization to fill Loyalton Elementary and Alternative Education Custodian position, .06 FTE (2.5 hours/week)
DRISCOLL/WRIGHT
4/0
5. Approval of Transportation Clerk Job Description, No. 218
DRISCOLL/WRIGHT
4/0
6. Authorization to fill Transportation Clerk position .125 FTE (5 hours/week)
DRISCOLL/WRIGHT
4/0
7. Nomination of Sierra-Plumas Joint Unified School District representatives for the Student Attendance Review Board as follows:
Dr. Merrill M. Grant, Chairman
Mr. Thomas Jones, Loyalton High School Administrator
Ms. Andrea Ceresola, Loyalton Elementary School Administrator
DRYDEN/WRIGHT
4/0
8. Presentation and Approval of Superintendent/District Goals for 2017-2018
Dr. Grant presented his list of goals for the coming year.
MOORE asked that the Board take time to review these goals, make comments and recommendations and it will be brought back in October for approval.

Sierra-Plumas Joint Unified School District
Minutes of the School District Governing Board
Regular Meeting

9. Authorization for Superintendent to Enter into a Good Governance and Program Advisory Service Agreement with Schools, Innovation and Achievement
DRYDEN/WRIGHT
4/0
10. Authorization for Superintendent to Enter into an Agreement with Globaloria LLC, for Computer Science Education Courses
DRISCOLL/WRIGHT
4/0
11. Authorization for Superintendent to Enter into a Memorandum of Understanding with Placer County Office of Education for Tier 1 Preliminary Administrative Services Credential Program _Bethke
WRIGHT/DRISCOLL
4/0
12. Authorization for Superintendent to Enter into a Memorandum of Understanding with Placer County Office of Education for Administrator Induction Program_Meschery
WRIGHT/DRISCOLL
4/0
13. Approval to waive Facility Use Fee for Downieville Fire Protection District for use of one classroom at Downieville School from 11/2/17 to 1/31/18
WRIGHT/DRISCOLL
4/0
14. Approval to waive Facility Use Fee for Sierra Turnpike Players/Sierra Arts Council for use of the drama classroom and kitchen (one-night use) at Downieville School from 9/6/17 to 10/21/17
WRIGHT/DRISCOLL
4/0
15. Adoption of Unaudited Actuals for Fiscal Year End June 30, 2017
DRISCOLL/WRIGHT
4/0
DRYDEN brought up concern of cafeteria per-student cost for Downieville School (\$7.92) per student in DVL versus LES (\$5.70) and requested that an evaluation of the program be brought to the board in October.
Ms. Griesert mentioned that at the time of the revised budget it was anticipated that the district would be deficit spending by \$556,000. In actuality, the deficit spending is \$340,000, a \$216,000 difference.

G. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on October 10, 2017, at Downieville School, 130 School St., Downieville, CA 95936, beginning with Closed Session at 5 pm and the Regular Board Meeting following the Sierra County Board of Education meeting at 6:00 pm.

Sierra-Plumas Joint Unified School District
Minutes of the School District Governing Board
Regular Meeting

2. Suggested Agenda items

- a. Breakdown of cafeteria costs for Downieville School
- b. Goals and objectives

H. ADJOURN at 7:45 pm
WRIGHT/MOORE
4/0

Allen Wright, Clerk

Dr. Merrill M. Grant, Superintendent

Checks Dated 09/01/2017 through 09/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081834	09/11/2017	ACCREDITING COMM. FOR SCHOOLS	01-5300	CHANGE VISIT FEE		530.00
00081835	09/11/2017	AT&T	01-5890	PHONE SERVICES	37.99	
			01-5899	PHONE SERVICES	19.05	
			01-5910	PHONE SERVICES	351.27	408.31
00081836	09/11/2017	B & C TRUEVALUE HOME CENTER	01-4320	MISC MAINTENANCE SUPPLIES		89.92
00081837	09/11/2017	SUSAN BAKER	01-4100	Textbook Reimbursment		51.48
00081838	09/11/2017	BRADY INDUSTRIES	01-4320	CUSTODIAL SUPPLIES	2,497.58	
			01-5899	CUSTODIAL SUPPLIES	202.50	2,700.08
00081839	09/11/2017	CITY OF LOYALTON	01-5530	WATER AND SEWER - LOYALTON SITES	3,635.41	
			01-5899	WATER AND SEWER - LOYALTON SITES	209.57	3,844.98
00081840	09/11/2017	MICHELLE CLEMO	01-5200	BUS DRIVER TRAINING		131.61
00081841	09/11/2017	DAYS INN ROCKLIN	01-5200	HOTEL ACCOMODATIONS		103.69
00081842	09/11/2017	THE PRINT SHOP AT FEATHER PUBLISHING COMPANY	01-4330	OFFICE FORMS		100.97
00081843	09/11/2017	GLOBALORIA	01-5890	CODING COURSE ADD-ON		375.00
00081844	09/11/2017	MERRILL GRANT	01-5200	MILEAGE/PER DIEM/HOTEL		343.77
00081845	09/11/2017	RICHARD JAQUEZ	01-5200	MILEAGE	22.42	
			01-9510	MILEAGE	22.04	44.46
00081846	09/11/2017	MARIAN LAVEZZOLA	01-5600	TECH COTTAGE RENTAL		200.00
00081847	09/11/2017	LIBERTY UTILITIES	01-5510	ELECTRIC - LOYALTON SITES	3,362.11	
			01-5899	ELECTRIC - LOYALTON SITES	120.57	3,482.68
00081848	09/11/2017	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	01-4100	WORLD OF WONDERS TEXTBOOKS		3,487.69
00081849	09/11/2017	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		498.06
00081850	09/11/2017	MIKE MOORE	01-5200	MILEAGE	26.75	
			76-9576	H/W REIMBURSEMENT	693.17	719.92
00081851	09/11/2017	NASCO MODESTO CORP.	01-4301	ART SUPPLIES		394.34
00081852	09/11/2017	NEVADA POWER PRODUCTS, INC	01-4320	MOWER BLADES		96.07
00081853	09/11/2017	OFFICE DEPOT	01-4300	Classroom Supplies	59.80	
			01-4301	CLASSROOM SUPPLIES	301.37	361.17
00081854	09/11/2017	PACIFIC GAS & ELECTRIC COMPANY	01-5510	ELECTRIC		1,576.10
00081855	09/11/2017	PROTECH PROJECTION SYS INC. HINCKLEY CORPORATE PARK	01-4400	Document Camera	627.41	
				Unpaid Sales Tax	42.41-	585.00
00081856	09/11/2017	CALPERSFINANCIAL REPORTING & ACCOUNTING SERVICES	01-5890	GASB STATEMENT FEE		350.00
00081857	09/11/2017	QUILL CORPORATION	01-4302	Paper Supplies	1,199.07	
			01-4330	OFFICE SUPPLIES	276.42	1,475.49
00081858	09/11/2017	REALLY GOOD STUFF, INC.	01-4300	CHAIRS	185.98	
			01-4301	CLASSROOM	70.26	

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

ESCAPE ONLINE

Checks Dated 09/01/2017 through 09/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081858	09/11/2017	REALLY GOOD STUFF, INC.	01-4301	CLASSROOM SUPPLIES	103.53	
				Unpaid Sales Tax	22.13-	337.64
00081859	09/11/2017	RIDDELL ALL AMERICAN SPORTS CORP.	Reissued			1,495.63 *
		Reissued on 09/26/2017				
00081860	09/11/2017	SCHOOL SPECIALTY	01-4300	SUPPLIES	214.18	
			01-4301	CLASROOM SUPPLIES	148.15	
				Classroom supplies	314.96	
				paint/paper	81.96	
			01-4302	paint/paper	558.17	
			01-4320	CLASSROOM FURNITURE	1,961.73	3,279.15
00081861	09/11/2017	SIERRA BOOSTER	01-5890	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES		19.25
00081862	09/11/2017	SIERRA COUNTY PUBLIC WORKS	01-5890	DISPOSAL FEE		58.45
00081863	09/11/2017	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE		289.50
00081864	09/11/2017	SIERRA HARDWARE	01-4320	Misc items for school maintenance		172.26
00081865	09/11/2017	SIERRA TRANSPORTATION COMPANY, LLC	01-5100	TRANSPORTATION	13,250.00	
			01-5890	TRANSPORTATION	2,083.34	15,333.34
00081866	09/11/2017	SMARTWATT ENERGY, INC	40-6500	BOILER PROJECT	19,616.42	
			40-9515	BOILER PROJECT	980.82-	18,635.60
00081867	09/11/2017	STARFALL EDUCATION	01-5300	STARFALL MEMBERSHIP		270.00
00081868	09/11/2017	JOAN TAYLOR-FILLMAN	01-5890	BUS PHYSICAL		106.00
00081869	09/11/2017	TRI COUNTY SCHOOLS INS. GR.	01-9535	SEP 2017 HEALTH INSURANCE	11,568.00	
			76-9576	SEP 2017 HEALTH INSURANCE	71,958.16	83,526.16
00081870	09/11/2017	U.S. BANK	01-4300	Adobe Creative Cloud	59.98	
				book boxes	92.25	
				CHART	69.70	
			01-4301	INSTRUCTIONAL SUPPLIES	36.00	
				LANGUAGE STUDENT BOOKS	257.32	
				LANGUAGE WORKBOOKS	96.49	
				Projector Bulbs	19.77	
			01-4320	BULLETIN BOARD	199.43	
				Flags	52.21	
				WEEDEATER PARTS	22.70	
			01-4330	ADOBE PRO SUBSCRIPTION	11.24	
				LEADERSHIP BOOKS	125.70	
				PRINTER SUPPLIES	263.73	
				TECH SUPPLIES	148.22	

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ESCAPE ONLINE

Checks Dated 09/01/2017 through 09/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081870	09/11/2017	U.S. BANK	01-4330	WEBSITE/DOMAIN REG/ANTIVIRUS	18.13	
			01-4350	VEHICLE PARTS	17.64	
			01-4400	Weight Room Remodel	3,031.23	
			01-5890	WEBSITE/DOMAIN REG/ANTIVIRUS	36.26	
			01-5899	ADOBE PRO SUBSCRIPTION	3.75	
			01-5900	PRINTER SUPPLIES envelopes	87.92	
				Unpaid Sales Tax	42.82-	4,907.10
00081871	09/11/2017	UNITED VISUAL PRODUCTS, INC.	01-4300	CORKBOARD W/FRAME	846.04	
				Unpaid Sales Tax	46.04-	800.00
00081872	09/11/2017	US FOODSERVICE, INC.	01-4330	CAFETERIA - FOOD AND SUPPLIES	212.52	
			13-4340	CAFETERIA - FOOD AND SUPPLIES	138.79	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	1,945.26	2,296.57
00081873	09/11/2017	VERIZON WIRELESS	01-5910	CELL PHONE SERVICE		20.47
00081874	09/11/2017	WHITE'S SIERRA STATION, INC	01-5890	TRUCK SERVICE		216.70
00081875	09/11/2017	DENISE WIKE	01-5890	CPR CLASS		1,050.00
00081876	09/11/2017	WILD HARE SIGN CO.	01-4300	SIGNS		434.36
00081877	09/11/2017	ALLEN WRIGHT	01-5200	MILEAGE		6.42
00081878	09/22/2017	AIRGAS, USA, LLC	01-5600	TANK RENTAL LHS/DVL		158.27
00081879	09/22/2017	AMERIGAS	01-5540	PROPANE		775.97
00081880	09/22/2017	AT&T	01-5890	PHONE SERVICES	36.87	
			01-5899	PHONE SERVICES	18.95	
			01-5910	PHONE SERVICES	349.83	405.65
00081881	09/22/2017	BATTERIES PLUS BULBS	01-4320	Batteries		195.74
00081882	09/22/2017	THOMPSON DOORS	01-4320	DOOR HINGE	173.22	
				WEIGHT ROOM DOORS	2,007.11	2,180.33
00081883	09/22/2017	BLICK ART MATERIALS	01-4301	ART SUPPLIES		294.72
00081884	09/22/2017	CDW GOVERNMENT, INC	01-4400	COLOR PRINTER		664.82
00081885	09/22/2017	CHILLERGY	13-5600	FREEZER REPAIR		612.32
00081886	09/22/2017	CSADA	01-5300	CSADA Membership		50.00
00081887	09/22/2017	CURRENT ELECTRIC & ALARM, INC.	01-5600	ALARM MONITORING	363.75	
			01-5899	ALARM MONITORING	131.25	495.00
00081888	09/22/2017	DOWNIEVILLE PUBLIC UTILITY DIS	01-5530	Water		754.50
00081889	09/22/2017	FLINN SCIENTIFIC, INC.	01-4301	Classroom Supplies		447.70
00081890	09/22/2017	GIRARD, EDWARDS, STEVENS & TUCKER LLP	01-5810	LEGAL FEES		130.00
00081891	09/22/2017	INLAND SUPPLY	01-4320	CUSTODIAL SUPPLIES	2,197.10	
			01-5899	CUSTODIAL SUPPLIES	141.16	

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ESCAPE ONLINE

Checks Dated 09/01/2017 through 09/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081891	09/22/2017	INLAND SUPPLY	13-4340	CUSTODIAL SUPPLIES	26.54	2,364.80
00081892	09/22/2017	KP LLC - 8311	01-4330	Health Folders		82.57
00081893	09/22/2017	LES SCHWAB TIRE CENTER	01-4350	VEHICLE MAINTENANCE		113.00
00081894	09/22/2017	MARZANO RESEARCH, LLC.	01-5890	PROFICIENCY SCALES		11,904.75
00081895	09/22/2017	NORTHAM DISTRIBUTING, INC.	13-4340	CAFE FOOD/SUPPLIES	82.71	
			13-4700	CAFE FOOD/SUPPLIES	2,110.84	2,193.55
00081896	09/22/2017	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMP		21,225.50
00081897	09/22/2017	OFFICE DEPOT	01-4300	SCHOOL SUPPLIES	21.65	
				supplies	75.28	
			01-4301	Supplies	27.38	
			01-4302	supplies	256.92	
			01-4305	AD Supplies	70.52	451.75
00081898	09/22/2017	OLIVER WORLDCLASS LABS	01-5890	SMART BOARD TRAINING		1,500.00
00081899	09/22/2017	PACIFIC GAS & ELECTRIC COMPANY	01-5510	ELECTRIC		1,778.45
00081900	09/22/2017	PRO PACIFIC FRESH	13-4700	FOOD AND SUPPLIES		126.24
00081901	09/22/2017	PROMEVO, LLC	01-4400	CHROMEBOOKS		8,739.60
00081902	09/22/2017	QUILL CORPORATION	01-4301	Classroom supplies	343.79	
			01-4330	OFFICE SUPPLIES	108.15	451.94
00081903	09/22/2017	RAY MORGAN COMPANY	01-5600	COPIER AGREEMENT	253.33	
				COPIER MAINT. LHS/LES	326.64	
			01-5899	COPIER AGREEMENT	75.13	655.10
00081904	09/22/2017	SCHOLASTIC INC.	01-4301	scholastic		115.50
00081905	09/22/2017	SCHOOL HEALTH CORPORATION	01-4330	NURSE SUPPLIES		204.87
00081906	09/22/2017	SCHOOL PATHWAYS LLC	01-5800	REPORT WRITER		150.00
00081907	09/22/2017	INTERMOUNTAIN DISPOSAL, INC.	01-5520	GARBAGE SERVICE	1,100.20	
			01-5899	GARBAGE SERVICE	19.80	1,120.00
00081908	09/22/2017	SIERRA VALLEY HOME CENTER	01-4320	CUSTODIAL & MAINT. SUPPLIES	225.68	
				MAINT. SUPPLIES	602.93	828.61
00081909	09/22/2017	SIERRA-PLUMAS JOINT UNIFIED	01-5890	BANK SERVICE FEES		215.91
00081910	09/22/2017	STAPLES ADVANTAGE	01-4301	CLASSROOM SUPPLIES	358.48	
				OFFICE SUPPLIES	19.28	
			01-4302	Toner	4,907.12	
			01-4330	OFFICE SUPPLIES	603.60	
				School Supplies	488.70	
				TONER	106.98	
			01-5899	OFFICE SUPPLIES	80.89	
				TONER	35.66	6,600.71

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

ESCAPE ONLINE

Checks Dated 09/01/2017 through 09/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081911	09/22/2017	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5890	EMPLOYMENT FINGERPRINTING		113.00
00081912	09/22/2017	CDE, CASHIER'S OFFICE	13-4700	COMMODITIES	1,796.49	
			13-8221	COMMODITIES	1,674.29-	122.20
00081913	09/22/2017	VERIZON WIRELESS	01-5910	CELL PHONE SERVICE		170.47
00081914	09/22/2017	VOYAGER FLEET SYSTEMS INC.	01-4305	FUEL FOR ATHLETIC TRIPS	110.95	
			01-4351	FUEL FOR MAINTENANCE	219.48	
			01-5200	Fuel for Ag	319.21	649.64
00081915	09/22/2017	ALLEN WRIGHT	01-5200	MILEAGE		20.06
00081916	09/26/2017	RIDDEL ALL AMERICAN SPORTS CORP	01-5600	RECONDITIONING OF FOOTBALL EQUIP		1,495.63
Total Number of Checks					83	225,764.26

	Count	Amount
Reissue	1	1,495.63
Net Issue		224,268.63

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	75	106,246.64
13	Cafeteria Fund	7	5,662.96
40	Special Reserve for Capital Ou	1	18,635.60
76	Warrant/Pass Through (payroll)	3	93,876.83
Total Number of Checks		82	224,422.03
Less Unpaid Sales Tax Liability			153.40
Net (Check Amount)			224,268.63

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

ESCAPE ONLINE

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 18-003

SUFFICIENCY OF TEXTBOOKS OR INSTRUCTIONAL MATERIALS

WHEREAS, the SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT, in order to comply with the requirements of Education Code 60119, held a public hearing on October 10, 2017, at 6 o'clock, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

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

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

WHEREAS, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT, and;

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

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

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

Science	<u>California Edition</u> , Grades 2-5 <u>Earth Science</u> (High School) <u>Life Science</u> , Grade 7 <u>Physical Science</u> , Grade 8 <u>Physics</u> <u>Biology</u> <u>Chemistry</u> <u>Chemistry</u> , 8 th ed.,	Harcourt Glencoe/McGraw Hill ©2013 Glencoe/McGraw Hill ©2012 Glencoe/McGraw Hill ©2012 Pearson © 2014 Glencoe/McGraw Hill ©2012 Glencoe/McGraw Hill ©2013 Cengage Learning ©2012
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History/ Social Science	<u>Neighborhoods, Communities, US History</u> , Grades K-5 th <u>Ancient Civilizations</u> , Grades 6, 7, 8 <u>Medieval to Early Modern Times</u> , Grade 7 <u>Geography</u> <u>United States History, Independence to 1914</u> , Grade 8 <u>Modern World History</u> , Grade 10 <u>The Americans</u> , Grade 11 <u>Am. Government, Economics</u>	Houghton-Mifflin Holt Rinehart Winston Holt Glencoe Holt McDougall-Littell McDougall-Littell Prentice Hall
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English/ Language Arts (Including English Learners)	<u>Mirrors & Windows</u> <u>Continuing with Literature, Levels I-V</u> <u>British Tradition</u> <u>American Tradition</u> <u>Wonders CA Comprehensive System</u> <u>The Power of Connection</u>	EMC Publishing, LLC © 2016 McGraw-Hill Education © 2015-17
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WHEREAS, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

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

THEREFORE, IT IS RESOLVED THAT for the 2017-2018 school year, the SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED at a regular meeting of the SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT held on October 10, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Allen Wright, Clerk

**BEFORE THE BOARD OF TRUSTEES OF THE
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
CALIFORNIA**

RESOLUTION NO. 18-005

SHOES FOR CREWS SLIP TRIP FALL PREVENTION POLICY

Purpose:

Proper footwear is a critical component in preventing slips, trips and falls. Footwear needs to be appropriate for the task. In many of the work areas high-heeled shoes, dress-shoes and smooth leather soles significantly increases an employee's risk of being involved in a slip and fall injury. It is recommended that each employee performing a task in the Custodial, Cafeteria, Maintenance, Operations and Bus Driver positions obtain and maintain slip resistant footwear in a serviceable condition.

Policy:

The SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT encourages its district members to wear safe and comfortable shoes. It is the policy of the SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT to support the staff members in their goal of maintaining safe and healthful conditions in which they can conduct business. The SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT will strive to provide resource options to assist with reducing slip, trip and fall hazards. NEJPA has implemented a shoe prevention program to create an environment to reduce and prevent slip, trip and fall accidents. We encourage participation in this important initiative to ensure success of the program.

1. The SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT is committed to a safe working environment and supports a company subsidized program with a payroll deduction program to assist employees with the purchase of slip-resistant shoes that reduce slip and fall injuries.
2. The program is designed for employees' direct benefit by supplementing the cost of slip-resistant shoes that they may not otherwise be able to afford. In addition, by allowing employees to buy in bulk, the member district may be able to provide shoes at a reduced price.
3. Shoes covered under this policy require that employees in certain positions wear closed-toed, closed-heel (i.e. no clogs, mules or cros), rubber-soled shoes, those policies do not dictate the shoes be any specific brand or have any other specific feature.
4. The SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT will cover annually the purchase of one pair of safety shoes from the "SHOES FOR CREWS" catalog up to \$100 for staff employed in the Custodial, Cafeteria, Maintenance, Operations and Bus Driver positions. Any additional cost over the \$100 subsidy will be deducted from the employees' paycheck.
5. The SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT will extend the opportunity for any employee in any other capacity to purchase shoes from the "SHOES FOR CREWS" catalog at the discounted corporate rate. The cost for the order will be deducted from the employees' paycheck.

The foregoing Resolution was passed and adopted by the Board of Trustees of the SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT on the 10th day of October 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allen Wright, Clerk of the Governing Board

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT ORGANIZATION NO. 212.2

INSTRUCTIONAL AIDE

DEFINITION: Under the general or direct supervision of certificated *personnel*, the Instructional Aide provides para-professional educational services to individuals or small groups of students, assists in meeting the academic and/or special needs of students, and performs related duties as required.

EXAMPLES OF DUTIES:

Duties include, but are not limited to, the following:

- Assist certificated personnel in reinforcing educational instruction to individuals or small groups of students
- Assist certificated personnel in providing specialized academic support services in a variety of academic subjects and learning disciplines
- Assist certificated personnel in the development and preparation of lesson plans
- As directed by the certificated staff, implement lesson plans, prepares instructional materials, and maintains work areas and displays
- Under the direct supervision of certificated personnel, may review/assess student homework and/or tests
- Assist the teacher *and support staff* in supervision of students for periods of time *in the classroom, in the cafeteria, on the playground, or other designated areas as assigned*
- Establish rapport and positive relationship with students and staff members
- Assist in maintaining the assigned classroom/school area in an orderly condition
- Assist the teacher in preparing and maintaining a variety of records, files and reports related to student progress
- Operate instructional equipment, personal computer and office equipment
- Perform clerical duties
- Participate in periodic in-service as directed by certificated staff
- Perform other related duties as assigned

**SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT ORGANIZATION
NO. 212.2**

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic mathematics, spelling and grammar usage as demonstrated by passage of the District Proficiency Test or the California Basic Educational Skills Test (CBEST)
- Interpersonal relationship skills using tact, patience and courtesy
- Appropriate grade-level student classroom procedures and student conduct/behavior rules
- Age appropriate academic grade-level standards and curriculum
- Age appropriate games and activities
- Record-keeping techniques
- Verbal and written communication skills
- *District and school codes of conduct and ability to enforce those rules*
- *Basic first aid*
- Mandated child abuse reporting policies and procedures
- Safe work environment practices

ABILITY TO:

- Establish and maintain effective working relationships with others
- Effectively communicate verbally and in writing with students, teachers, support staff and parents
- Understand and follow oral and written directions
- Use proper speech articulation, give clear directions, and maintain eye contact
- Work confidentially and with discretion; demonstrate flexibility and work independently
- Learn the procedures, limitations and functions of assigned duties
- Learn to assist with students' specialized needs
- Work under the direction of certificated personnel and support staff both in and out of the classroom
- Maintain accurate records and files
- Perform clerical duties
- Operate instructional equipment, personal computer and office equipment

**SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT ORGANIZATION
NO. 212.2**

WORKING CONDITIONS:

Diversified classroom settings subject to position assignment, grade-level or location. Instructional Aide may accompany students between classes, recess, breakfast/lunch break, or on the bus. May be assigned to outdoor supervision *and exposed to occasional moderate weather conditions.*

PHYSICAL REQUIREMENTS:

- Physical abilities include standing and walking for extended periods of time; sitting/squatting, lifting/carrying, reaching/handling, bending/twisting, talking/hearing, near and far visual acuity/depth perception, manual dexterity to operate office equipment and computer
- Moderate lifting; may assist with lifting 30-40 pounds

EDUCATION AND EXPERIENCE:

Possess a high school diploma or education equivalent to graduation from high school and passing score on District Proficiency Test or CBEST. Prefer one year experience working in educational setting and/or school environment including child or youth-related activities. Tuberculin test and fingerprint *clearance* required. *Physical fitness clearance may be required.*

First Reading and Adoption: November 10, 2009

Revision: November 8, 2016

z:job description/Instructional Aide 2012.2_rev Oct 2016

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Classified Salary Schedule

Position	A	B	C	D	E	F	G	H	I	J	K
					Yr 5	Yr 8	Yr 11	Yr 14	Yr 17	Yr 20	Yr 25
Noon Supervisor	10.76	10.85	11.37	11.84	12.33	12.95	13.57	14.24	14.95	15.69	16.48
Cafeteria Work	11.00	11.69	12.33	13.01	13.65	14.32	15.04	15.79	16.56	17.40	18.27
Cashier	12.16	12.87	13.59	14.34	15.08	15.82	16.62	17.47	18.34	19.26	20.22
Instructional Aide	12.16	12.87	13.59	14.34	15.08	15.82	16.62	17.47	18.34	19.26	20.22
Cook I	13.09	13.87	14.65	15.41	16.17	16.98	17.83	18.74	19.66	20.65	21.69
Library Aide	13.36	14.16	14.95	15.75	16.53	17.35	18.17	19.10	20.06	21.06	22.12
Custodian	14.16	15.01	15.84	16.70	17.53	18.39	19.34	20.31	21.31	22.39	23.51
Maintenance Custodian	15.16	16.04	16.89	17.76	18.63	19.57	20.56	21.57	22.63	23.79	24.97
Classroom Specialist	17.51	18.52	19.60	20.60	21.61	22.69	23.82	25.06	26.30	27.63	29.00
Plant Maint./Bus Driver	18.36	19.08	19.86	20.65	21.49	22.33	23.24	24.16	25.13	26.14	27.44
Transportation Clerk	12.74	13.51	14.28	15.04	15.76	16.56	17.41	18.28	19.19	20.15	21.16

Approved August 8, 2017, Transportation Clerk added September 12, 2017



ADDENDUM TO EXISTING UNIVERSITY INTERNSHIP AGREEMENT
Teacher Education & Special Education Programs

This Addendum shall amend "Article 8, Clauses a, b & h" in the "INTERNSHIP CREDENTIAL PROGRAM AGREEMENT" with the below "Article 8. Program Support Extended" between National University and Sierra-Plumas Joint Unified.

Whereas state regulations effective January 1, 2014 mandate specific support and supervision minimums, the "Program Support" section of the existing University Internship Credential Program Agreement must be amended. Intern teachers should receive, at a minimum, 15 hours of support/mentoring and supervision per month at a rate of between two and four hours per week. A California public school year consists of approximately 36 instructional weeks or nine months; therefore, the minimum yearly number of support/mentoring and supervision hours have been set at 144 hours by the Commission (36 weeks times four hours per week).

"Article 8. Program Support Extended"

8.a. Site Support Provider (District) will mentor, coach and consult with interns on all areas of responsibility as a teacher of record by visiting the classroom to conduct real time observations with pre- and post-debriefing protocols to provide weekly course planning, modeling and coaching with attention to differentiated instruction for English Learners; assessment of language needs and progress; and support for language accessible instruction. A minimum of two hours of support / mentoring and supervision must be provided to an intern every five instructional days.

University Support Providers will provide guidance and mentorship frequently for all students including, but not limited to English Language Learners via virtual communication, in-classroom coaching and mentoring as deemed appropriate.

8.b Site Support Providers will hold a valid Clear or Life Credential, three years of successful teaching experience and hold a valid English Learner Authorization or CLAD Certificate issued pursuant to section 80015 or a valid bilingual authorization issued pursuant to section 80015.1.

University Support Providers will have current knowledge in their subject-matter area; ability to model best practices in teaching, scholarship and service; working knowledge about diversity (abilities, culture, language, ethnic, gender); and understanding of academic standards, frameworks and accountability for public schools.

8.h. District and University will share supervision and ongoing support requirements totaling a minimum of 144 hours per school year. Interns without English Language Authorization must receive 45 hours of focused English Language instruction support per school year; (b)(5)(B) requires the employer to identify and individual with EL authorization who will be immediately available to assist an intern teacher who does not yet hold EL authorization. University Support Providers will monitor the completion of employer-provided support via an Intern Support Verification Form to verify the clockwork hours provided by Site Support Providers and/or employer support personnel. Forms must be submitted as part of the intern's clinical practice course assignments. Program faculty, program supervisors, and district-employed supervisors monitor and support candidates during their progress towards mastering the TPEs.

8.i. National University begins intern support five times a year (September, October, November, February, April). Schools who hire/place interns outside these start dates are required to provide 100% of the state mandated support (4 hours per week of general support, and 1.25 hours of EL specific support if the intern does not hold EL authorization) until the next available start date (September, November, February, April) at which point the University Support provider will provide University support services as noted in article (8.h.).

By signing, National University and Sierra-Plumas Joint Unified agree to the addition of "Article 8, Clauses a, b & h" to the "INTERNSHIP CREDENTIAL PROGRAM AGREEMENT" between National University and Sierra-Plumas Joint Unified.

District: Sierra-Plumas Joint Unified

National University

Signature: _____

Signature: _____

Printed Name: Merrill M. Grant

Printed Name: _____

Title: Superintendent

Title: _____

Date: Oct. 10, 2017

Date: _____



LICENSING AGREEMENT

This Agreement effective **November 1, 2017**, is made and entered into by **Sierra- Plumas Joint Unified School** as Licensee and Document Tracking Services (DTS) as Licensor each a "Party" and collectively the "Parties".

Licensee desires that DTS provide a license to use DTS proprietary web-based application in accordance with the following provisions:

- A. License. DTS hereby grants to Licensee a non-exclusive license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.
 - (i) DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
 - (ii) Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.
- B. Internet Areas. All parties including third party licensees shall not be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval.
- C. Term of License. The term of the Agreement is for **one (1) year** from the effective date (as noted in paragraph one) of the license agreement.
- D. Personnel. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.
- E. Content. DTS will be solely responsible for loading the content supplied by Licensee into DTS secure server and provide complete access to Licensee and its representatives.
- F. Security of Data. DTS at all times will have complete security of Licensee documents on dedicated servers that only authorized DTS personnel will have access to; all login by DTS authorized will be stored and saved as to time of log-in and log-out.
 - (i) Licensee may request DTS to only store Licensee documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.
- G. Management of Database. DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.
- H. Customer License. DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.



- I. License Fee. Licensee shall pay a fee of **\$1,170**.
- J. Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **\$0**.
- K. Payment Terms. Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
- L. Number of Documents. The maximum number of documents per school district is limited to **five (5)**.
- M. Warranty. Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
- N. Definitions.
 - (i) Document. A document is defined as **a)** a specific template provided by CDE or; **b)** any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or **c)** individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.
 - * Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.
 - (ii) Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.
- O. Document Setup Fee. DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.
- P. Additional Fees. Licensee shall pay additional fees if Licensee exceeds the number of documents as described in section L of this agreement. The fee for each additional document is \$39 per document times the number of schools in the district. The fee shall be payable within thirty (30) days from DTS invoice.
- Q. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Director
Document Tracking Services
10225 Barnes Canyon Road, Suite A200
San Diego, CA 92121
858-784-0967 - Phone
858-587-4640 - Corporate Fax

Date: September 20, 2017

Licensee

By: _____

Merrill M. Grant, Superintendent
Sierra-Plumas Joint Unified
School District
P. O. Box 955
Loyalton CA 96118

Date: October 10, 2017



Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2017 School Accountability Report Card, English
2. 2017 Single Plan for Student Achievement
3. 2017 School Safety Plan
4. 2017 English Learner Master Plan
5. Others to be identified as needed.



September 20, 2017

Sierra-Plumas Joint Unified School District
 109 Beckwith Road
 Loyalton, CA 96118

Re: Document Tracking Services

INVOICE #9612608

Pursuant to the licensing agreement between Sierra-Plumas Joint Unified School and Document Tracking Services (DTS):

Document Tracking Services

Document Tracking Services [11/1/17 to 11/1/18]:	\$1,170
5 schools and District = 6 sites	
\$250 per site per year, discounted to \$195 per site	
License Agreement includes up to 5 documents	

Total Balance Due: \$1,170

Please Make Checks Payable To: Document Tracking Services

Send to:

Aaron Tarazon, Director
 Document Tracking Services
 10225 Barnes Canyon Road, Suite A200
 San Diego, CA 92121
 858-784-0967 - Phone
 858-587-4640 - Corporate Fax

Thank you!

Approved Per Payment (Signature)

Name/Role (Printed)

2017 CAASPP Comparables by District

**Percent of students grade 3, 4, 5, 6, 7, 8, 11 scoring at “standard met” or “standard exceeded”

	<u>ELA</u>	<u>MATH</u>
<u>SPJUSD</u>	45.41	33.81
<u>Mariposa Unif.</u>	35.52	25.25
<u>Plumas Unif.</u>	45.16	32.70
<u>Del Norte Unif.</u>	33.25	24.04
<u>Tahoe Truckee Unif.</u>	59.61	53.45
<u>Westwood Unif.</u>	35.53	20.69
<u>Fall River Unif.</u>	43.38	31.74