

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

April 09, 2019

5:00pm CLOSED Session

Regular Session immediately follows the 6:00pm meeting of the Sierra County Board of Education
Downieville School, 130 School St, Downieville CA 95936

Videoconferencing 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. PUBLIC COMMENT FOR CLOSED SESSION

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

E. CLOSED SESSION

The Board of Trustees, Superintendent Dr. Merrill Grant and Business Manager Nona Griesert will move into Closed Session to discuss the following item(s):

1. Government Code 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent

2. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator for the Board: Dr. Merrill M. Grant, Superintendent

Employee Organizations:

Represented Employees: Sierra-Plumas Teachers' Association

Unrepresented Employees: Classified Employees

F. RETURN TO OPEN SESSION and ADJOURN FOR BREAK

G. RECESS TO THE SIERRA COUNTY BOARD OF EDUCATION MEETING

H. RECONVENE THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEETING

I. REPORT OUT FROM CLOSED SESSION

J. INFORMATION/DISCUSSION ITEMS

1. Correspondence

a. Letter from California Department of Education, 2017/18-2019/20 LCAP approved for 2018-19 school year^^

b. California Department of Education Letter of Approval of 2018-19 Budget^^

c. 2017-18 Resolution of Audit Findings – Corrective Action**

2. Superintendent's Report
 - a. State of School Community Forums
 - b. Update on hiring for open district positions
 - c. Update on ALICE and County Safety Task Force
3. Business Report
 - a. Account Object Summary-Balance from 07/01/2018 to 03/31/2019**
 - b. Seventh Month Enrollments for the 2018-2019 School Year**
4. Staff Reports (5 minutes)
5. Board Member Reports (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

K. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held March 12, 2019**
2. Approval of Board Report-Checks Dated 03/01/2019 through 03/31/2019**
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending 03/31/2019. 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 the Sierra County Office of Education or the Sierra-Plumas Joint Unified School District Office during the quarter ending 03/31/2019.
4. Accept Donation from Fran Burgand, Craftsman variable speed wood lathe to Downieville shop class, approximate value \$1,500.00**

L. ACTION ITEMS

1. New Business
 - a. Completion of Bargaining, Administrative Employees, 2018-2019 Negotiations^^
 - b. Completion of Bargaining, Classified Management Employees, 2018-2019 Negotiations^^
 - c. Completion of Bargaining, Confidential Employees, 2018-2019 Negotiations^^
 - d. Approval of request for Leave of Absence for Stephanie Shelby, Loyalton Elementary School Instructional Aide, Effective April 1, 2019-June 30, 2019**
 - e. Accept Letter of Retirement from Teresa Taylor, Downieville Elementary Teacher, 1.0 FTE, Effective June 14, 2019**
 - f. Authorization to fill Downieville TK/K-1 Teacher position, 1.0 FTE
 - g. Discussion of Work Experience Proposal for Downieville High School**
 - h. Update on 2019 Board Planning Retreat
 - i. Discussion and Possible Approval of LES Title I Certificated Position

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- j. 1312.1—Complaints Concerning District Employees
 - 1. Board Policy, *for Board review*^{^^}
 - 2. Administrative Regulation, *for Board review*^{^^}
- k. 1312.3—Uniform Complaint Procedures
 - 1. Board Policy, *revisions*^{^^}
 - 2. Administrative Regulation, *revisions*^{^^}
- l. 1312.4—Williams Uniform Complaint Procedures
 - 1. Administrative Regulation, *revisions*^{^^}
 - 2. Exhibit(1), *revisions*^{^^}
 - 3. Exhibit(2), *revisions*^{^^}
 - 4. Exhibit(3), *NEW*^{^^}
 - 5. Exhibit(4), *NEW*^{^^}
- m. 1340—Access to District Records
 - 1. Administrative Regulation, *revisions*^{^^}
- n. 5125.2—Withholding Grades, Diploma and Transcripts
 - 1. Administrative Regulation, *revisions*^{^^}
- o. 5127—Graduation Ceremonies and Activities
 - 1. Board Policy, *revisions*^{^^}
- p. 9323.2—Actions by the Board
 - 1. Board Bylaw, *revisions*^{^^}
 - 2. Exhibit(1), *revisions*^{^^}
 - 3. Exhibit(2), *NEW*^{^^}

M. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on May 14, 2019 at Sierra County Office of Education, 109 Beckwith Rd, Loyalton CA 96118, beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting at 6:00pm.
- 2. Suggested Agenda Items
 - a. _____
 - b. _____

N. ADJOURN



Dr. Merrill M. Grant, Superintendent

** enclosed

* handout

^^ County agenda backup

CERTIFICATION OF CORRECTIVE ACTION
Resolution of 2017-18 Audit Findings

March 22, 2019

LEA: Sierra-Plumas Joint Unified

CDS #: 46-70177

Superintendent or Designee's Signature: Mark M. NT
(The Superintendent certifies that all corrective action(s) specified on the attached page(s) have been implemented and assures that the corrective procedures will be used in ensuing years.)

Contact Person: Nona Griesert E-mail Address: ngriesert@spjUSD.org
Phone Number: (530) 993-1660 x-120 Fax Number: (530) 993-0828

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INSTRUCTIONS

On a separate sheet, please describe the specific corrective action which has been taken for each audit finding identified on the enclosed Management Decision List and provide any requested documentation. Be certain that your responses are clear and concise. You will need to provide all documentation that confirms specific actions resolving the problem, i.e., copies of amended reports, certification number of the amended P-2 or Annual Reports of Attendance, revised procedures, corrective action plans, etc.

Please sign and date this Certification of Corrective Action form and submit the original certification form, response, and corresponding documentation to:

Audit Resolution Office
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814-5901
FAX: 916-327-6157

Your response must be submitted **within three weeks of the date of this letter.**

If the Superintendent, Chief Business Officer, or mailing address shown in our letter is incorrect, please report any updated information on our web page at <https://www3.cde.ca.gov/opuscads/default.aspx>.

MANAGEMENT DECISION LIST

LEA: Sierra-Plumas Joint Unified

County: Sierra

CDS#: 46-70177

Finding

CDE Decision

2018-1 Lack of Segregation
of Duties

Corrective Action/
Documentation
Required:

Mitigating controls may be implemented to minimize risks associated with failure to adequately segregate incompatible duties. LEA may need to consult with your auditor. Provide copy of additional internal control procedures.

2018-2 Transportation
Maintenance of Effort

Corrective Action/
Documentation
Required:

Education Code Section 42238.03 requires that of the funds a school district receives for home-to-school transportation programs the school district shall expend no less for those programs than the amount of funds the school district expended on home-to-school transportation in the 2012-13 fiscal year. Provide corrective action plan on how the district plans to be in compliance with the maintenance of effort requirement.

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

P.O Box 955
109 Beckwith Road
Loyalton, California 96118

Merrill M. Grant, Ed.D.
Superintendent

Phone: (530) 993-1660
FAX: (530) 993-0828
Email: mgrant@spjusd.org

April 1, 2019

Audit Resolution Office
Attn: Raquel Tucker
School Fiscal Services Division
California Department of Education
1430 N. Street, Suite 3800
Sacramento, CA 95814-5901

RE: 2017-18 Audit Finding Resolution

Dear Ms. Tucker:

SIERRA-PLUMAS JOINT UNIFIED FINANCIAL STATEMENT FINDING RESOLUTION

2018-1: Lack of Segregation of Duties

1. The activities involving the cafeteria fund revenue and cash receipts have only one key person as primarily responsible for most portion of the cash recording, depositing and collections cycle.

Resolution: At Loyalton Elementary and Downieville school to implement a two-person daily cash count, such as the site-secretary and the cafeteria cashier/cook. The deposit would be locked up. Downieville school site secretary deposit the funds daily. At Loyalton Elementary School the deposit will be locked up until a management staff employee travels to the bank for deposit (the bank is 40 miles away). A copy of the deposit slip will be sent to the business manager daily. The business manager verifies the deposit against the lunch software. The account technician reconciles the bank account and submits to the business manager for review.

2. In the areas of capital assets, grant and entitlement revenues, accounts receivable, unearned revenues, and the financial close and reporting process, the CBO has primary responsibility for recording, reconciling, and in some cases authorizing transactions, without review by any individual of comparable accounting experience, or financial knowledge of the County Office.

Resolution: Sierra County Office of Education will consult with their current audit firm, CWDL, CPA's, to identify, develop and implement procedures in the area that needs internal controls in order to eliminate the lack of segregation of duties finding.

3. Other individuals in the business office have duties crossover other areas of responsibility, such as access to recording transactions in the general ledger, yet also responsibility for preparing reconciliations.

Resolution: Sierra County Office of Education will consult with their current audit firm, CWDL, CPA's, to identify, develop and implement procedures in the area that needs internal controls in order to eliminate the lack of segregation of duties finding.

2018-2: Transportation Maintenance of Effort

1. Minimum transportation expenditure requirement not met.

Resolution: The district will continue to monitor the transportation maintenance of effort to insure that a substantially similar level of service as provided to students in the 12/13 fiscal year is provided to all students in order to comply with the spirit of the transportation maintenance of effort compliance requirement.

Sincerely,



Nona Griesert
Business Manager
Sierra-Plumas Joint Unified School District

Balances through March						Fiscal Year 2018/19
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD						
1100	Teachers Salaries	1,671,079.00	1,703,685.00	484,140.90	1,147,287.91	72,256.19
1115	Extra Duty Hourly	5,000.00	5,000.00		4,385.00	615.00
1120	Certificated Substitutes	26,394.00	51,347.00		58,166.21	6,819.21-
1300	Certificated Superv/Admin Sala	227,403.00	227,403.00	57,987.99	173,963.97	4,548.96-
1310	Teacher In Charge/Head Teacher	4,002.00	24,002.00	3,000.00	7,000.00	14,002.00
	Total for Object 1000	1,933,878.00	2,011,437.00	545,128.89	1,390,803.09	75,505.02
2100	Instructional Aides Salaries	208,195.00	194,294.00	55,213.32	123,785.24	15,295.44
2115	Inst. Aide Extra Duty		3,063.00		1,025.16	2,037.84
2120	Instructional Aides Substitute	7,000.00	4,807.00		4,623.34	183.66
2200	Classified Support Salaries	313,324.00	328,502.00	73,862.35	223,155.54	31,484.11
2201	Bus Driver	63,695.00	55,022.00	15,539.22	32,204.07	7,278.71
2215	Classified Extra Duty	6,000.00	5,862.00		6,940.60	1,078.60-
2220	Classified Support Substitute	35,000.00	35,000.00		24,097.70	10,902.30
2300	Classified Sup/Admin Salaries	89,367.00	88,609.00	22,100.01	67,515.03	1,006.04-
2400	Clerical & Office Salaries	142,980.00	150,663.00	37,617.66	95,364.50	17,680.84
2420	Clerical & Office Sub Salaries	5,000.00	5,000.00		4,555.93	444.07
2900	Other Classified Salaries	10,597.00	10,147.00	1,985.26	7,038.77	1,122.97
2915	Other Classified Extra Duty		500.00		38.23	461.77
2920	Other Classified Substitutes S		500.00		75.00	425.00
	Total for Object 2000	881,158.00	881,969.00	206,317.82	590,419.11	85,232.07
3101	State Teachers Retirement Syst	439,596.00	449,288.00	85,073.88	209,236.47	154,977.65
3102	State Teachers Retirement Syst	8,784.00	8,784.00			8,784.00
3201	Public Employees Retirement Sy		291.00		533.71	242.71-
3202	Public Employees Retirement Sy	128,414.00	132,672.00	30,640.60	91,106.50	10,924.90
3311	OASDI-Certificated Positions	1,459.00	3,457.00		1,804.28	1,652.72
3312	OASDI-Classified Positions	53,909.00	52,773.00	12,297.49	35,213.28	5,262.23
3321	Medicare-Certificated Position	24,949.00	26,845.00	7,077.06	18,646.67	1,121.27
3322	Medicare-Classified Positions	12,624.00	12,363.00	2,875.98	8,247.02	1,240.00
3401	Health & Welfare -Certificated	444,077.00	442,437.00	129,482.43	319,665.85	6,711.28-
3402	Health & Welfare-Classified Po	184,059.00	204,627.00	55,654.41	158,875.62	9,903.03-
3501	State Unemployment Insurance-C	970.00	1,024.00	272.61	712.28	39.11
3502	State Unemployment Insurance-	450.00	440.00	103.05	294.41	42.54
3601	Workers' Compensation Insuranc	61,927.00	58,406.00	15,745.95	40,343.75	2,316.30
3602	Workers' Compensation Insuranc	29,892.00	26,195.00	6,094.80	17,476.96	2,623.24
3901	Other Benefits, Certificated P	31,582.00	31,383.00		31,382.58	.42
3902	Other Benefits, Classified Pos				2,660.00	2,660.00-

Selection Filtered by User Permissions, (Org = 6, Online/Offline = N, Fiscal Year = 2019, Period = 9, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

Balances through March						Fiscal Year 2018/19
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
Total for Object 3000		1,422,692.00	1,450,985.00	345,318.26	936,199.38	169,467.36
4100	Textbooks	68,375.00	52,000.00		18,976.09	33,023.91
4200	Books Other Than Textbooks	5,500.00	750.00	104.86		645.14
4300	Class Mat'l and Supplies	45,475.00	50,845.00	5,066.56	33,530.26	12,248.18
4301	Class Consumable Mat'l	5,000.00	10,925.00	1,689.20	6,973.56	2,262.24
4302	Class Paper/Toner	9,500.00	12,000.00		9,692.28	2,307.72
4305	Other Student M&S	23,415.00	28,467.00	2,356.26	24,540.69	1,570.05
4320	Custodial Grounds Supplies	42,495.00	43,250.00	5,026.52	23,829.48	14,394.00
4330	Office Supplies	16,119.00	24,990.00	1,095.50	8,958.85	14,935.65
4350	Vehicle Maint. M&S	26,373.00	26,379.00	2,017.71	7,564.22	16,797.07
4351	Vehicle FUEL	25,525.00	29,025.00	12,105.76	15,854.27	1,064.97
4399	M&S Misc -undesignated	40,000.00	20,000.00			20,000.00
4400	Non-Capital Equipment (Up to \$	56,800.00	118,729.00	7,751.26	81,480.27	29,497.47
Total for Object 4000		364,577.00	417,360.00	37,213.63	231,399.97	148,746.40
5100	Subagreement for Services	176,461.00	180,000.00	39,749.95	119,250.05	21,000.00
5200	Travel & Conferences	63,256.00	66,305.00	11,786.09	47,833.34	6,685.57
5300	Dues & Membership	9,063.00	11,754.00	616.54	8,263.78	2,873.68
5400	Insurance-Fire, liability, etc	55,080.00	60,000.00		58,404.05	1,595.95
5510	Power	91,652.00	94,201.00	46,186.18	43,770.82	4,244.00
5520	Garbage	12,813.00	8,100.00	2,896.40	2,912.80	2,290.80
5530	Water	64,350.00	54,350.00	19,708.42	31,291.57	3,350.01
5540	Propane	65,000.00	59,125.00	16,745.68	36,593.12	5,786.20
5590	Miscellaneous Utilities	15,500.00	14,000.00	2,945.24	9,054.76	2,000.00
5600	Rentals, Leases & Repairs	106,558.00	106,558.00	62,041.73	49,232.24	4,715.97-
5800	Services & Operating Expense	4,300.00	4,200.00	750.00	900.00	2,550.00
5810	Legal Expenses	7,078.00	20,000.00		11,770.00	8,230.00
5812	Board Election Expense	2,500.00	2,500.00		2,097.51	402.49
5840	Audit Expense	17,000.00	17,600.00	5,000.00	12,600.00	.00
5860	Solid Waste Tax	12,161.00	11,211.00		10,569.32	641.68
5890	Contracts/Service	638,277.00	690,058.00	168,701.77	423,567.48	97,788.75
5899	SCOE Interagency Reimburse			8,129.64	1,891.27	10,020.91-
5900	Communications	3,875.00	3,950.00		2,965.25	984.75
5910	Telephone-Monthly Service	17,252.00	12,152.00	3,162.42	5,208.71	3,780.87
5920	T Lines	4,800.00	2,100.00			2,100.00
5990	Other Communications	225.00	500.00		229.69	270.31
Total for Object 5000		1,367,201.00	1,418,664.00	388,420.06	878,405.76	151,838.18

Selection Filtered by User Permissions, (Org = 6, Online/Offline = N, Fiscal Year = 2019, Period = 9, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

ESCAPE ONLINE

Balances through March						Fiscal Year 2018/19
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
6400	Equipment	100,957.00	142,282.00		119,076.94	23,205.06
6500	Equipment Replacement	66,625.00	118,832.00		103,832.00	15,000.00
	Total for Object 6000	167,582.00	261,114.00	.00	222,908.94	38,205.06
7110	Out-of-State Tuition	104,450.00	104,450.00	109,447.00	17,884.42-	12,887.42
7310	Direct Support/Indirect Costs					.00
7616	Trans fr Gen Fund to Cafeteria	78,590.00	78,590.00			78,590.00
	Total for Object 7000	183,040.00	183,040.00	109,447.00	17,884.42-	91,477.42
	Total for Fund 01 and Expense accounts	6,320,128.00	6,624,569.00	1,631,845.66	4,232,251.83	760,471.51
Fund 13 - Cafeteria						
2200	Classified Support Salaries	74,507.00	74,451.00	25,076.52	49,305.58	68.90
2215	Classified Extra Duty	500.00	696.00		743.94	47.94-
2220	Classified Support Substitute	1,250.00	1,172.00		410.96	761.04
	Total for Object 2000	76,257.00	76,319.00	25,076.52	50,460.48	782.00
3202	Public Employees Retirement Sy	10,113.00	10,415.00	3,095.70	7,293.01	26.29
3312	OASDI-Classified Positions	4,568.00	4,512.00	1,506.61	3,016.30	10.91-
3322	Medicare-Classified Positions	1,069.00	1,055.00	352.36	705.41	2.77-
3402	Health & Welfare-Classified Po	17,537.00	17,537.00	5,260.98	12,275.62	.40
3502	State Unemployment Insurance-	39.00	38.00	12.55	25.18	.27
3602	Workers' Compensation Insuranc	2,529.00	2,236.00	746.69	1,494.83	5.52-
	Total for Object 3000	35,855.00	35,793.00	10,974.89	24,810.35	7.76
4340	Food Service	9,011.00	9,011.00	2,741.50	3,404.82	2,864.68
4400	Non-Capital Equipment (Up to \$	5,000.00	5,000.00		2,343.23	2,656.77
4700	Food	54,580.00	54,580.00	15,071.97	37,608.73	1,899.30
	Total for Object 4000	68,591.00	68,591.00	17,813.47	43,356.78	7,420.75
5200	Travel & Conferences	710.00	710.00			710.00
5600	Rentals, Leases & Repairs	4,000.00	4,000.00		2,500.00	1,500.00
5800	Services & Operating Expense	1,256.00	1,256.00	370.75	29.25	856.00
5890	Contracts/Servic	800.00	800.00		334.00	466.00
5900	Communications	421.00	421.00			421.00
	Total for Object 5000	7,187.00	7,187.00	370.75	2,863.25	3,953.00
	Total for Fund 13 and Expense accounts	187,890.00	187,890.00	54,235.63	121,490.86	12,163.51
Fund 40 - Dist Build						
6200	Building & Improvements		59,705.00			59,705.00

Balances through March						Fiscal Year 2018/19
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 40 - Dist Build (continued)						
6500	Equipment Replacement		168,106.00		98,019.66	70,086.34
Total for Fund 40, Expense accounts and Object 6000		.00	227,811.00	.00	98,019.66	129,791.34
Fund 73 - Bechen						
5800	Services & Operating Expense	6,000.00	6,000.00		6,000.00-	12,000.00
Total for Fund 73, Expense accounts and Object 5000		6,000.00	6,000.00	.00	6,000.00-	12,000.00
Total for Org 006 - Sierra-Plumas Joint Unified School District		6,514,018.00	7,046,270.00	1,686,081.29	4,445,762.35	914,426.36

ENROLLMENT BY SCHOOL MONTH 2018-2019

	Loyalton Elementary	Loyalton Jr High	Loyalton Sr High	Downieville Elementary	Downieville Jr/Sr High	Sierra Pass Cont	Long Term ISP/SDC	TOTAL
Ending 2017-2018	197	52	103	32	22	3	included in site #	409
1st Day 2018-2019	201	59	106	23	21	1	included in site #	411
2017 CALPADS	199	52	105	27	21	3	included in site #	407

	Month	Loyalton Elementary	Loyalton Jr High	Loyalton Sr High	Downieville Elementary	Downieville Jr/Sr High	Sierra Pass Cont	Long Term ISP/SDC	TOTAL
September	1	197	60	106	26	21	2	included in site #	412
October	2	198	58	107	27	22	1	included in site #	413
November	3	199	58	107	28	23	2	included in site #	417
December	4	200	58	107	28	24	1	included in site #	418
January	5	203	58	110	30	28	1	included in site #	430
February	6	201	58	111	29	28	1	included in site #	428
March	7	201	58	111	29	28	1	included in site #	428
April	8							included in site #	0
May	9							included in site #	0
June	10							included in site #	0

2017-18	S-PJUSD	SCOE	Washoe
P1 ADA	387.09	2.65	16.31
P2 ADA	382.83	2.93	12.16
Annual	382.44	2.54	12.68

Enrollment difference from June 8, 2018, to

March 22, 2019: +19

Long Term ISP: LES 6 LHS 4

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

March 12, 2019

Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118
Videoconferenced to Downieville School, 130 School St, Downieville CA 95936
Immediately followed the 6:00pm meeting of the Sierra County Board of Education

A. CALL TO ORDER

President MIKE MOORE called the meeting to order at 7:17pm.

B. ROLL CALL

PRESENT: Mike Moore, President
Allen Wright, Vice President
Jenny Gant, Clerk
Andy Genasci, Member
Patty Hall, Member

ABSENT: None

C. APPROVAL OF AGENDA

HALL/WRIGHT

5/0

D. INFORMATION/DISCUSSION ITEMS

1. Correspondence

- a. Letter from California Department of Education, 2018-19 First Interim Reports not yet approved due to LCAP
GRANT: Mentioned in County meeting—again working to resolve LCAP issue.

2. Superintendent's Report

- a. Report on Northern California Superintendents Meeting
GRANT: Got a wide perspective on minimum wage impact across the group here. Talked about the incurred costs of Special Ed laws, and challenges there. Our settlement package around negotiations is fair and equitable and in line with other districts around Northern California.
- b. Update on Deferred Maintenance Plan
GRANT: Will attack the development of this plan after Spring Break. Spreadsheet is already being worked up by Nona.
- c. Update on LHS Math Position
GRANT: Long-term sub is still doing really well. Looks promising for FTE next school year, but still have to advertise for that position for next year.
- d. Most Recent Inter-District Variance Requests

3. Business Report

- a. Account Object Summary-Balance from 07/01/2018 to 02/28/2019
- b. Sixth Month Enrollments for the 2018-2019 School Year

4. Staff Reports

- a. LES—*CERESOLA: Successful reading program closed with pizza party last Friday. Second semester assembly next Friday and report cards going out next week as well. March 20th sports banquet. New secretary, Amy Filippini, is going great. Donkey basketball this weekend, March 17th. Booster Club Crab Feed next weekend, March 23rd.*
- b. LHS—*JONES: First semester awards and recognition given out two weeks ago—great GPA stats! Positive impact from current and new systems in place. Spring sports starting up.*

- c. *DVL—GRANT: Spring sports starting up. Enrollment is up +10 from beginning of school year which is unique for DVL. ALICE Barricade drill happening on Friday. Worked well at LES & LHS. Weather and electricity challenges in DVL this past month.*
 - 5. Board Members' Report
 - a. *HALL: Christy Folsom is looking into internship opportunities for students in the various County departments...positive feedback/response so far.*
 - 6. Public Comment
 - a. Current location – none
 - b. Videoconference location – none
- E. CONSENT CALENDAR
 - 1. Approval of minutes for the Regular Board Meeting held February 12, 2019
 - 2. Approval of Board Report-Checks Dated 02/01/2019 through 02/28/2019
 - 3. Authorization for Superintendent to enter into the Interlocal Contract with Washoe County School District, Contract 2019-08D
 - 4. Approval of Assignment of Joel Armstrong, Loyalton High School 2018-2019 Golf Coach
HALL/WRIGHT
5/0
- F. ACTION ITEMS
 - 1. New Business
 - a. Approval of School Accountability Report Cards for 2017-2018:
 - 1. Downieville Elementary School
 - 2. Downieville Jr./Sr. High School*WRIGHT/HALL*
5/0
 - b. Approval of 2018-2019 Second Interim Reports as of January 31, 2019
HALL/GANT
5/0
 - c. Review bids and award contract for auditing services for fiscal years 2018-2019, 2019-2020 and 2020-2021
HALL moved to award bid to CWDL CPAs. Second by WRIGHT.
5/0
 - d. Approval of 2019-2020 School Calendar
WRIGHT/HALL
5/0
 - e. Approval of California Department of Education Form J-13A for 2018-2019 Request for Allowance of Attendance Due to Emergency Conditions
HALL/WRIGHT
5/0
 - f. Accept Letter of Resignation from Maire McDermid, Downieville, 1.0 FTE, 4-6th Grade Teacher, Effective June 30, 2019
HALL/WRIGHT
5/0
 - g. Authorization to fill 4-6th Grade Teacher, Downieville, 1.0 FTE
HALL/WRIGHT
5/0
 - h. Accept Letter of Retirement from Susan Gressel, Loyalton High School Teacher, 1.0 FTE, Effective June 30, 2019
HALL/GENASCI
5/0

- i. Accept Letter of Retirement from Laura Calabrese, Loyalton High School Teacher, 1.0 FTE, Effective June 30, 2019
HALL/GANT
5/0
- j. Authorization to fill two Loyalton High School Teacher positions, 1.0 FTE each
HALL/GANT
GRANT: Intend to fill both positions as single-subject in Spanish and Art rather than multi-subject as these two teachers were working.
5/0
- k. Approval of Safe Schools Plan, annual review and revisions
(this plan can be found in its entirety on our website,
http://www.sierracountyofficeofeducation.org/upload/?show=/SCHOOL_SAFETY_PLAN/)
HALL/GANT
5/0

PUBLIC HEARING – Collective Bargaining Disclosure Statement

- l. Public Hearing opened at 7:45pm to receive public comment regarding Collective Bargaining Agreement (Items m-o). *Closed at 7:45pm with no comment.*
- m. Presentation and Approval of the Tentative Collective Bargaining Agreement for Administrative Employees, 2018-2019 Negotiations for salary and benefits
- n. Presentation and Approval of the Tentative Collective Bargaining Agreement for Classified Management Employees, 2018-2019 Negotiations for salary and benefits
- o. Presentation and Approval of the Tentative Collective Bargaining Agreement for Confidential Employees, 2018-2019 Negotiations for salary and benefits
- p. Approval of Addendum to Agreement 2019-02D with Dr. Merrill M. Grant, Superintendent
HALL moved to approve items m, n, o and p. Second by WRIGHT.
GRANT: Clarifying that items m-o are for 18-19 & 19-20. Item p is just for 18-19.
5/0
- q. Discussion and possible dates for 2019 Board Planning Retreat
Tentatively scheduled for May 9-10

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- r. Administrative Regulation 3311.1—Uniform Public Construction Cost Accounting Procedures, *NEW*
- s. Administrative Regulation 3543—Transportation Safety and Emergencies, *revisions*
- t. Administrative Regulation 5113—Absences and Excuses, *revisions*
- u. Administrative Regulation 5131.41—Use of Seclusion and Restraint, *NEW*
- v. Board Policy 5141.52—Suicide Prevention, *revisions*
- w. Administrative Regulation 5141.52—Suicide Prevention, *revisions*
- x. Board Policy 5144—Discipline, *revisions*
- y. Administrative Regulation 5144—Discipline, *revisions*
- z. Board Policy 5146—Married/Pregnant/Parenting Students, *revisions*
- aa. Board Policy 4161.9/4261.9/4361.9—Catastrophic Leave Program, *NEW*
- bb. Administrative Regulation 4161.9/4261.9/4361.9—Catastrophic Leave Program, *NEW*
- cc. Board Policy 6146.1—High School Graduation Requirements, *revisions*
- dd. Administrative Regulation 6183—Home and Hospital Instruction, *revisions*
GANT motioned to approve all policies and administrative regulations as they were approved in the County meeting. Second by HALL.
5/0

G. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on April 9, 2019 at Downieville School, 130 School St, Downieville CA 95936 beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting following the Sierra County Board of Education meeting at 6:00pm.
2. Suggested Agenda Items
 - a. Superintendent Evaluation in Closed Session

H. ADJOURN at 7:57pm

HALL/GANT

5/0

Jenny Gant, Clerk

Dr. Merrill M. Grant, Superintendent

Checks Dated 03/01/2019 through 03/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00083134	03/11/2019	ALICE TRAINING INSTITUTE LLC	01-5890	ALICE TRAINING SUBSCRIPTION		179.92
00083135	03/11/2019	ALPINE FIRE SERVICE, INC.	01-5600	FIRE EXTINGUISHER MAINT - ALL SITES		192.67
00083136	03/11/2019	AMERIGAS	01-5540	PROPANE	6,358.32	
			01-5899	PROPANE	1,140.86	7,499.18
00083137	03/11/2019	APPLE COMPUTER, INC.	01-4400	LAPTOPS		7,717.76
00083138	03/11/2019	AT&T	01-5890	PHONE SERVICES	38.13	
			01-5899	PHONE SERVICES	6.39	
			01-5910	PHONE SERVICES	203.38	247.90
00083139	03/11/2019	AT&T	01-5910	PHONE SERVICES		361.19
00083140	03/11/2019	B & C TRUEVALUE HOME CENTER	01-4320	MISC MAINTENANCE SUPPLIES		49.18
00083141	03/11/2019	CITY OF LOYALTON	01-5530	WATER AND SEWER - LOYALTON SITES	3,864.56	
			01-5899	WATER AND SEWER - LOYALTON SITES	231.87	4,096.43
00083142	03/11/2019	THE COLLEGE BOARD - WRO	01-5200	REGISTRATION		235.00
00083143	03/11/2019	DIRECT DIGITAL CONTROLS, INC.	01-5600	CONTROL SYSTEM REPAIR		4,959.75
00083144	03/11/2019	EASTERN PLUMAS HEALTH CARE	01-5890	EMPLOYMENT PHYSICALS		106.00
00083145	03/11/2019	EL DORADO COUNTY OFFICE OF ED	01-5200	REGISTRATION	131.25	
			01-5899	REGISTRATION	43.75	175.00
00083146	03/11/2019	GIRARD, EDWARDS, STEVENS & TUCKER LLP	01-5810	LEGAL FEES		1,595.00
00083147	03/11/2019	MERRILL GRANT	01-5200	TRAVEL EXPENSES		850.44
00083148	03/11/2019	GRAY ELECTRIC CO.	01-5890	TROUBLESHOOT/REPAIR		200.00
00083149	03/11/2019	GREENLEAF	01-4300	FLOWERS		34.45
00083150	03/11/2019	CAROLINE GRIFFIN	01-4350	WINDSHIELD		250.00
00083151	03/11/2019	HUNT & SONS, INC.	01-5590	Heating oil		2,052.56
00083152	03/11/2019	SHARIE JACKOWIAK	01-5890	DMV PHYSICAL		149.60
00083153	03/11/2019	JONES PRECISION KEY & LOCK	01-5890	KEYS		11.83
00083154	03/11/2019	K 12 MANAGEMENT DBA FUELED	01-5890	ONLINE COURSES		2,120.00
00083155	03/11/2019	MARIAN LAVEZZOLA	01-5600	TECH COTTAGE RENTAL		109.26
00083156	03/11/2019	LEARNING A-Z	01-5890	READING A-Z LICENSE		439.80
00083157	03/11/2019	LIBERTY UTILITIES	01-5510	ELECTRIC - LOYALTON SITES	4,432.15	
			01-5899	ELECTRIC - LOYALTON SITES	149.70	4,581.85
00083158	03/11/2019	LOYALTON BOOSTER CLUB	01-4305	FUEL REIMBURSEMENT		48.89
00083159	03/11/2019	MEGAN A. MESCHERY	01-5200	HOTEL		127.55
00083160	03/11/2019	MISITA TREE & LAND INC.	01-5890	TREE REMOVAL		1,500.00
00083161	03/11/2019	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		564.52
00083162	03/11/2019	MIKE MOORE	01-5200	MILEAGE	29.00	
			76-9576	H/W REIMBURSEMENT	794.47	823.47
00083163	03/11/2019	MOUNTAIN MESSENGER	01-5890	ADVERTISEMENTS AND PUBLIC HEARINGS		97.50

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ESCAPE ONLINE

Checks Dated 03/01/2019 through 03/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00083164	03/11/2019	NFHS	01-5200	COACHES TRAINING		350.00
00083165	03/11/2019	NEXVORTEX, INC	01-5899	PHONE SERVICES	26.59	
			01-5910	PHONE SERVICES	398.87	425.46
00083166	03/11/2019	NORTHAM DISTRIBUTING, INC.	13-4340	CAFE FOOD/SUPPLIES	64.26	
			13-4700	CAFE FOOD/SUPPLIES	1,278.73	1,342.99
00083167	03/11/2019	OFFICE DEPOT	01-4330	OFFICE SUPPLIES		51.95
00083168	03/11/2019	PACIFIC GAS & ELECTRIC COMPANY	01-5510	ELECTRIC		23.94
00083169	03/11/2019	PLAZA TIRE & AUTO SERVICE	01-4350	VEHICLE MAINTENANCE		51.74
00083170	03/11/2019	THOMAS POTTER	01-4320	MAINT SUPPLIES		284.05
00083171	03/11/2019	PRO PACIFIC FRESH	13-4700	FOOD AND SUPPLIES		145.33
00083172	03/11/2019	RAY MORGAN COMPANY	01-4330	Staples	150.79	
				staples for copier	75.40	226.19
00083173	03/11/2019	REED'S LOCKSMITHING, INC.	01-4320	KEYS		2.44
00083174	03/11/2019	RENAISSANCE LEARNING, INC.	01-5890	AR SUBSCRIPTION		171.25
00083175	03/11/2019	SACRAMENTO CHILDREN'S MUSEUM	01-5200	REGISTRATION		50.00
00083176	03/11/2019	SIERRA BOOSTER	01-5890	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES		35.75
00083177	03/11/2019	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE		289.50
00083178	03/11/2019	SIERRA COUNTY ARTS COUNCIL	01-4305	ART PROGRAM CONTRIBUTION		5,000.00
00083179	03/11/2019	INTERMOUNTAIN DISPOSAL, INC.	01-5520	GARBAGE SERVICE	364.10	
			01-5899	GARBAGE SERVICE	9.90	374.00
00083180	03/11/2019	SIERRA HARDWARE	01-4320	MAINTENANCE SUPPLIES		29.96
00083181	03/11/2019	SIERRA VALLEY HOME CENTER	01-4300	MISC AG SUPPLIES	106.68	
			01-4301	CUSTODIAL & MAINT. SUPPLIES	16.08	
			01-4320	CUSTODIAL & MAINT. SUPPLIES	85.23	
				MAINT. SUPPLIES	105.14	313.13
00083182	03/11/2019	SIERRA-PLUMAS JOINT UNIFIED	01-5890	BANK SERVICE FEES		203.05
00083183	03/11/2019	SIERRA TRANSPORTATION COMPANY, LLC	01-5100	TRANSPORTATION	13,250.00	
			01-5890	TRANSPORTATION	2,083.34	15,333.34
00083184	03/11/2019	STAPLES ADVANTAGE	01-4300	SUPPLIES	206.17	
			01-4330	OFFICE SUPPLIES	168.09	
				SUPPLIES	123.99	
			01-5899	OFFICE SUPPLIES	54.96	553.21
00083185	03/11/2019	TERMINIX PROCESSING CENTER	01-5890	PEST CONTROL -LES/LHS		121.00
00083186	03/11/2019	TRI COUNTY SCHOOLS INS. GR.	01-9535	MAR 19 HEALTH INSURANCE	9,846.00	
			76-9576	MAR 19 HEALTH INSURANCE	70,357.64	80,203.64
00083187	03/11/2019	US FOODSERVICE, INC.	01-5899	CAFETERIA - FOOD AND SUPPLIES	102.39	

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Checks Dated 03/01/2019 through 03/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00083187	03/11/2019	US FOODSERVICE, INC.	13-4340	CAFETERIA - FOOD AND SUPPLIES	397.97	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	1,125.52	1,625.88
00083188	03/11/2019	VERIZON WIRELESS	01-5910	CELL PHONE SERVICE		171.52
00083189	03/11/2019	ALLEN WRIGHT	01-5200	MILEAGE		7.25
00083190	03/22/2019	AIRGAS, USA, LLC	01-5600	TANK RENTAL LHS/DVL		107.18
00083191	03/22/2019	AT&T	01-5910	PHONE SERVICES		486.88
00083192	03/22/2019	CALIFORNIA ASSOC. FFA ANGIE MILES, FINANCIAL SERVICE	01-5200	State Convention registration		555.00
00083193	03/22/2019	DELTA KING HOTEL	01-5200	REGISTRATION		699.64
00083194	03/22/2019	DOWNIEVILLE PUBLIC UTILITY DIS	01-5530	Water		50.00
00083195	03/22/2019	EMC PUBLISHING ATTN: CUSTOMER SERVICE	01-4100	TEXTBOOKS		3,527.17
00083196	03/22/2019	SUSAN GRESSEL	01-5200	HOTEL/PER DIEM		157.79
00083197	03/22/2019	HUNT & SONS, INC.	01-5590	Heating oil		1,008.28
00083198	03/22/2019	IXL LEARNING	01-4300	IXL learning program		500.00
00083199	03/22/2019	JONES PRECISION KEY & LOCK	01-5890	KEYS		13.20
00083200	03/22/2019	MOUNTAIN MESSENGER	01-5300	ADVERTISEMENTS AND PUBLIC HEARINGS	5.00	
			01-5890	ADVERTISEMENTS AND PUBLIC HEARINGS	5.75	
			13-5800	ADVERTISEMENTS AND PUBLIC HEARINGS	29.25	40.00
00083201	03/22/2019	NORTHAM DISTRIBUTING, INC.	13-4340	CAFE FOOD/SUPPLIES	67.88	
			13-4700	CAFE FOOD/SUPPLIES	1,056.78	1,124.66
00083202	03/22/2019	OFFICE DEPOT	01-4300	Supplies		53.31
00083203	03/22/2019	PLUMAS UNIFIED SCHOOL DISTRICT	01-5600	TRANSPORTATION AGREEMENT	2,222.42	
			01-5890	TRANSPORTATION AGREEMENT	9,661.25	11,883.67
00083204	03/22/2019	PRO PACIFIC FRESH	13-4700	FOOD AND SUPPLIES		54.69
00083205	03/22/2019	QUILL CORPORATION	01-4302	Office supplies		316.34
00083206	03/22/2019	RAY MORGAN COMPANY	01-5600	COPIER AGREEMENT	110.68	
				COPIER MAINT.	60.26	
				COPIER MAINT. LHS/LES	530.66	
			01-5899	COPIER MAINT.	20.08	721.68
00083207	03/22/2019	SANDS INN & SUITES	01-5200	Hotel		303.07
00083208	03/22/2019	SCHOOL PATHWAYS LLC	01-5800	REPORT WRITER		150.00
00083209	03/22/2019	INTERMOUNTAIN DISPOSAL, INC.	01-5520	GARBAGE SERVICE	364.10	
			01-5899	GARBAGE SERVICE	9.90	374.00
00083210	03/22/2019	SIERRA-PLUMAS JOINT UNIFIED	01-5890	BANK SERVICE FEES		145.37
00083211	03/22/2019	SPRINGHILL SUITES ANAHEIM	01-5200	Hotel		1,097.00

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ESCAPE ONLINE

Checks Dated 03/01/2019 through 03/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00083212	03/22/2019	STAPLES ADVANTAGE	01-4330	OFFICE SUPPLIES	199.12	
			01-5899	OFFICE SUPPLIES	66.38	265.50
00083213	03/22/2019	TODAY'S CLASSROOM	01-4400	Desks	4,531.24	
				Unpaid Sales Tax	226.74-	4,304.50
00083214	03/22/2019	U.S. BANK	01-4300	ADAPTERS	94.20	
				Adobe Creative Cloud	29.99	
				Alice Supplies	228.18	
				Books	241.28	
				class supplies	708.01	
				HEADPHONES	404.60	
				Headphones for testing	93.84	
				TECHNOLOGY SUPPLIES	748.90	
			01-4301	4th grade supplies	.47-	
			01-4320	CHAIR	214.49	
				Cleaning supplies	43.18	
				FUEL	75.00	
				Led Lights	128.68	
				MAINT SUPPLIES	36.50	
				Surge Protectors	386.00	
				Switches	199.38	
			01-4330	ADOBE PRO SUBSCRIPTION	22.48	
				HANDBOOKS	53.55	
				LABOR LAW POSTERS	198.75	
			01-4400	CAMERAS	1,343.94	
				COMPUTER	981.96	
				Stools	495.23	
				TECHNOLOGY SUPPLIES	1,975.77	
			01-5200	HOTEL - POWERSCHOOL	585.00	
			01-5899	ADOBE PRO SUBSCRIPTION	7.50	
			13-4340	mats for Cafe	771.74	
				Unpaid Sales Tax	125.34-	9,942.34
00083215	03/22/2019	VERIZON WIRELESS	01-5910	CELL PHONE SERVICE		171.52
00083216	03/22/2019	VOYAGER FLEET SYSTEMS INC.	01-4305	FIELD TRIP FUEL	58.08	
				FUEL FOR ATHLETIC TRIPS	1,000.41	
			01-4351	BUS FUEL	2,295.29	
				Fuel for Maintenance	286.50	
			01-5200	FUEL FOR FFA	280.04	

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 03/01/2019 through 03/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00083216	03/22/2019	VOYAGER FLEET SYSTEMS INC.	01-5899	Fuel for Maintenance	21.00	3,941.32
Total Number of Checks					83	190,757.38

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	78	114,400.68
13	Cafeteria Fund	8	5,556.67
76	Warrant/Pass Through (payroll)	2	71,152.11
Total Number of Checks		83	191,109.46
Less Unpaid Sales Tax Liability			352.08
Net (Check Amount)			190,757.38

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

ESCAPE ONLINE

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

P. O. Box 955
109 Beckwith Road
Loyalton, California

**Merrill M. Grant, Ed.D.
Superintendent**

**Phone: (530) 993-1660
FAX: (530) 993-0828
Email: mgrant@spjUSD.org**

March 22, 2019

Fran Burgard
PO Box 115
Sierra City, CA 96125

Hello Fran,

On behalf of the Sierra-Plumas Joint Unified School District

THANK YOU!

We appreciate your donation of the Craftsman variable speed wood lathe to the Downieville shop class, approximate value \$1,500.00.

Best regards,



Dr. Merrill M. Grant
Superintendent

3/8/2019

To Whom It May Concern:

I am requesting a leave of absence from my current Instructional Aide position through the end of the 2018-2019 school year. I am pursuing an opportunity in the TK classroom at Loyalton Elementary School.

Sincerely,



Stephanie Shelby

RECEIVED

MAR 14 2019

**SCOE
SPJUSD**

March 19, 2019

Dear Dr. Grant and Members of the SPJUSD School Board,

I want to thank you for the opportunity to serve the students of Downieville School for the last two years. I have enjoyed working with the staff, families, and most importantly, the amazingly talented and diverse students of our small school. They always will hold a special place in my heart.

I had intended to serve Downieville School for at least 5 years, but alas, life changes, and it is taking me in a different direction. I have decided to retire at the end of this school year, June 14th, 2019.

I look forward to continuing to be a part of this community as a neighbor and lifelong supporter of the school and it's students.

Thank you again for the chance to teach and learn from the staff, administrators, and students. I will forever cherish this time.

Sincerely,

A handwritten signature in black ink, appearing to read "Teresa Taylor", with a long horizontal flourish extending to the right.

Teresa Taylor
TK-1st grade and Resource Teacher
Downieville School
ttaylor@spjUSD.org

RECEIVED

MAR 26 2019

March 20, 2019

Dr. Merrill Grant, Superintendent
Sierra Plumas Joint Unified School District
PO Box 955
Loyalton, CA 96118

**SCOE
SPJUSD**

RE: Work Experience Proposal

Dear Dr. Grant

Students, parents, employers and community members have shown a renewed interest in having work experience as part of the curriculum for Downieville high school students.

Downieville High School previously had a successful work experience program and me and others believe it can still play an important role today by providing the opportunity for students to learn basic employment skills like: showing up on time, appropriately dressed, well rested, dealing with others, and ready to participate in task at hand.

Partnering with other community programs provides ownership in our youth's direction from all involved, and provides students the ability to use their time wisely and steers them away from questionable behavior.

I have talked with students, parents and the Sierra County Sheriff, the Sierra County District Attorney, the Sierra County Assessor, the Sierra County Clerk Recorder, and the Downieville Fire protection District Fire Chief, I have received nothing but positive feedback from all of them and intend to follow up with other Local and private stakeholders that were unavailable at the time.

I believe that a student work experience program would have a positive impact for all those involved. The students would be the prime beneficiaries. The focus would be on job opportunities and career paths. The students would learn to take direction from people other than school staff and their parents. They would learn specific job-related skills and how to provide good public service. Parents, community members and local employers would benefit as well, mentoring students and providing opportunities for local employment as well as teaching them skills they could use where ever life takes them.

Accountability would be a big part of the program. Passing grades and approval from the school and parents would Have to be required. The School District would approve and oversee the program. The parents would approve participation and communicate with their students' preceptors as necessary. The employer overseeing the student would need to provide good direction to promote positive outcomes. Specifically setting reasonable, achievable expectations for success and measuring them based on factors such as showing up on time, ability to follow directions, communication skills, meeting commitments, quality of work, acting independently and treating others with respect and courtesy.

The work experience program should be strictly voluntary, and no pay or money would change hands. All potential employers so far have been within walking distance of the

school. The benefit would focus on opportunity for career paths, self-improvement and partnering with others working toward common goals. Some members of our local work force were influenced in work experience at Downieville High School and now work in the same place they were enrolled in during their high school years.

The Students themselves, with the help of the Downieville School, the parents, and the community, have become a respectful, competitive, and intelligent group of young adults engaged in their community. Let us continue in this direction committed to providing them every opportunity to succeed.

Respectfully,



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