

**AGENDA for the Joint Meeting of the
Sierra County Board of Education
and the
Sierra-Plumas Joint Unified School District Governing Board**

February 14, 2023

5:00pm CLOSED Session

6:00pm Regular Session

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

Patty Hall, Area 1 – phall@spjUSD.org
Annie Tipton, Vice President, Area 2 – atipton@spjUSD.org
Christina Potter, Area 3 – cpotter@spjUSD.org
Kelly Champion, President, Area 4 – kchampion@spjUSD.org
Dorie Gayner, Clerk, Area 5 – dgayner@spjUSD.org

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

Zoom: <https://us02web.zoom.us/j/86808495035>

Phone dial-in: 669-900-9128
(Press *6 to unmute)

Webinar ID: 868 0849 5035

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

A. CALL TO ORDER

Please be advised that this meeting will be recorded.

B. ROLL CALL

C. APPROVAL OF AGENDA

D. Approval of utilizing AB 361 for meetings conducted through March 14, 2023

~This suspends the Brown Act teleconferencing posting requirements for any Board members that choose to participate via Zoom videoconferencing

~AB 361 expires January 01, 2024, OR upon the cessation of the current State of Emergency which may be ending February 28, 2023

~Zoom may be available for the public with or without utilizing AB 361

E. PUBLIC COMMENT FOR CLOSED SESSION

At this time, the meeting opens for any public comments regarding the Closed Session item(s).

F. CLOSED SESSION

The Board of Trustees, Superintendent, James Berardi, and Director of Business Services, Nona Griesert, will move into Closed Session to discuss the following item(s):

1. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator for the Board: James Berardi, Superintendent

Employee Organizations:

Unrepresented Employees: Superintendent
Sierra-Plumas Teachers' Association
Classified Employees
Confidential Employees
Administrative Employees

G. RETURN TO OPEN SESSION and ADJOURN FOR BREAK

H. 6:00PM – RECONVENE

I. FLAG SALUTE

J. REPORT OUT FROM CLOSED SESSION

K. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. Budget Workshop held January 19th
- b. Board Training – dates
- c. AB 2449 – Teleconferencing**
- d. Facilities
- e. Grant Updates:
 - 1. Mental Health Students Services Act (MHSSA)
 - 2. Student Behavioral Health Incentive Program (SBHIP)
 - 3. North-State Together
 - 4. Garden
- f. Tiny Eye Therapy Services
- g. Custodial Staff
- h. Bus update

2. Business Report

- a. Account Object Summary-Balance from 07/01/2022 to 01/31/2023
 - 1. SCOE**
 - 2. SPJUSD**
- b. Fifth Month SPJUSD Enrollments for the 2022-2023 School Year**

3. Staff Reports

- a. SCOE
- b. SPJUSD

4. SPTA Report

5. Committee/Board Member Reports

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. Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

L. CONSENT CALENDAR

1. Approval of minutes for the Regular Joint Meeting held January 10, 2023**
2. Approval of minutes for the Special Joint Meeting held January 19, 2023**
3. Approval of minutes for the Special Joint Meeting held February 02, 2023**
4. Approval of Board Report-Checks Dated 01/01/2023 through 01/31/2023
 - a. SCOE**
 - b. SPJUSD**
5. Authorization for the Superintendent to enter into the 2023-2024 Interlocal Contract with Washoe County School District, Contract 2023-008D**

M. ACTION ITEMS

1. Old Business

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

BATCH FROM JANUARY 10TH MEETING

- a. 3250—Transportation Fees
 1. Board Policy, *revisions*^^
 2. Administrative Regulation, *revisions*^^
 - b. 3260—Fees and Charges
 1. Administrative Regulation, *revisions*^^
 - c. 3460—Financial Reports and Accountability
 1. Board Policy, *revisions***
 2. Administrative Regulation, *revisions*^^
 - d. 3515—Campus Security
 1. Board Policy, *NEW*^^
 2. Administrative Regulation, *NEW*^^
 - e. 3516.2—Bomb Threats
 1. Administrative Regulation, *revisions***
 - f. 3540—Transportation
 1. Board Policy, *revisions***
 - g. 9323—Meeting Conduct
 1. Board Bylaw, *revisions*^^
2. New Business
 - a. Approval to build Wellness center on LES campus – grant-funded*
 - b. Approval of Safe Schools Plan, annual review and revisions (excerpt)**
(this plan can be found in its entirety on our website,
http://www.sierracountyofficeofeducation.org/upload/?show=/SCHOOL_SAFETY_PLAN/)
 - c. Approval of piloting Second Step curriculum
 - d. Approval of search for a Grant Writer
 - e. Board Bylaw 9320 – add verbiage to post agendas at each Post Office**
 - f. Work Sessions for policy review

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

Board Bylaw 9310: “The Superintendent or designee shall develop and present a first reading at a public Board meeting and action may be taken on the proposed policy.

The Board may require additional readings if necessary.”

NEW BATCH FOR FEBRUARY 14TH MEETING

- g. 0430—Comprehensive Local Plan for Special Education
 - 1. Board Policy, *revisions***
 - 2. Administrative Regulation, *revisions***
- h. 0460—Local Control and Accountability Plan
 - 1. Board Policy, *revisions***
 - 2. Administrative Regulation, *revisions***
- i. 5141.3—Health Examinations
 - 1. Administrative Regulation, *revisions***
- j. 6164.4—Identification and Evaluation of Individuals for Special Education
 - 1. Administrative Regulation, *revisions***

N. ADVANCED PLANNING

- 1. The next Regular Joint Board Meeting will be held on March 14, 2023, at Sierra County Office of Education, Room 4, 109 Beckwith Rd, Loyalton CA 96118 at 6:00pm. If needed, Closed Session may be held before the Regular session beginning at 5:00pm. Zoom videoconferencing may be available for the public.
- 2. Suggested Agenda Items

O. ADJOURN



James Berardi, Superintendent

** enclosed

* handout

^^ prior meeting handout

James Berardi, Superintendent – jberardi@spjUSD.org

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

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

Office: 530-993-1660 x0

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

LEGAL

Remote participation in meetings by board members

What is allowed and when under the Brown Act, AB 361 and AB 2449?



In March 2020, in response to the COVID-19 pandemic, Gov. Gavin Newsom issued several executive orders that suspended many of the Brown Act requirements and allowed for board meetings to be conducted remotely. In September 2021, as the executive orders were set to expire and the COVID-19 pandemic carried on, the Legislature passed Assembly Bill 361, which added to the Brown Act an option for fully remote meetings during a declared State of Emergency. Most recently, the Legislature passed AB 2449, which added a third remote meeting option with a distinct set of requirements.

All these requirements are similar yet distinct and can create confusion as to what option board members should use should they wish to participate in a meeting remotely. The following is a summary of the various requirements and timeframes for each option.

Traditional teleconferencing (current law)

Most of the Brown Act requirements for governing bodies' meetings relate to in-person meetings; however, the act also has a series of requirements that has for decades allowed members to participate remotely through teleconferencing. Those "traditional teleconferencing" requirements include:

All votes shall be by rollcall.

The agenda for the meeting must be posted at all teleconference locations.

All teleconference locations must be identified in the notice and agenda.

All teleconference locations must be open to the public.

A quorum of the members must participate from locations within the boundaries of the local agency.

Public comment must be allowed at all locations.

AB 361 – State of Emergency option (current law, expires upon termination of any State of Emergency or Jan. 1, 2024)

AB 361 was passed in response to the ongoing pandemic and provided clarity for how public bodies could conduct remote meetings during a proclaimed State of Emergency. If a state of emergency is proclaimed, then the following actions may be taken to allow for fully remote meetings without following the traditional teleconferencing requirements:

The board must make a factual determination that there is a state of emergency.

The board must also make a factual determination that there is an imposed requirement of social distancing or that in-person meetings create an imminent risk to the health and safety of attendees.

Once these actions are taken, governing bodies may meet remotely without following the traditional teleconferencing requirements. However, other Brown Act requirements such as those related to posting notice and agendas are still required. For more information, see CSBA's Q&A that further describes the requirement for remote meetings under AB 361, as well as a sample resolution for the required factual findings (blog.csba.org/ab-361-followup).

AB 2449 – Specific circumstances option (effective Jan. 1, 2023, and expires Jan. 1, 2026)

The Governor signed AB 2449 in September 2022. The purpose of the bill was in part to “ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings.” To accomplish this objective, AB 2449 adds a slew of requirements related to access to the meeting, notice, agendas and cause for remote participation to the existing Brown Act requirements. Distinct from AB 361, boards do not have to make any findings, including the findings required every 30 days by AB 361, related to a state of emergency to use this option. Among the new requirements are the following:

At least a quorum of members must participate in person from a single location within the territory and that location must be open to the public.

Members of the public must be able to remotely hear, visually observe and address the board through either a two-way audiovisual platform or a two-way telephonic service and live webcasting.

The meeting notice must include the in-person location and describe the means available for the public to access the meeting and engage in the comment process.

The agenda must describe the public's ability to attend the meeting and to address the board through an internet-based option, a call-in

option and an in-person option.

Board members may participate remotely but only pursuant to the requirements and limitations described below:

For “just cause,” which is defined as 1) a child care or caregiving need of a child parent, grandparent, grandchild, sibling, spouse or domestic partner, or 2) a contagious illness, or 3) a need related to a physical or mental disability, or 4) to travel for the board or another public agency.

– To participate remotely by “just cause,” the member must notify the board of the need to meet remotely and provide a general description of the reason. This notice can be given as late as the start of the meeting.

– Importantly, remote appearances for “just cause” can only occur twice a year per board member.

For an “emergency circumstance,” which is defined as a physical or family medical emergency that prevents the member from attending in person.

– The member must request to participate remotely and provide a general description that is 20 words or less of the circumstances requiring remote participation. The description does not need to include any personal medical information. This request process must be used for each instance of remote participation.

– The board must approve any request and can take action to do so even if it is not included on the posted agenda.

Remote appearances are limited to three consecutive months or 20 percent of regular meetings in a calendar year or more than two

meetings if the board meets less than 10 times per year.

Members participating remotely must disclose whether any individuals 18 years or older are in the remote location. If there is such an individual, the relationship with that individual must also be disclosed.

The remote appearance must be by audio and visual technology.

The board must have and implement a procedure for receiving and resolving requests for reasonable accommodations and when notice of the meeting or the agenda is posted, the procedure for resolving reasonable accommodation requests must be included.

Timeline for each option

The traditional teleconferencing option is currently in the Brown Act and has no expiration date. AB 361 expires either on Jan. 1, 2024, or upon the cessation of the current State of Emergency by the Governor, who has announced it will end on Feb. 28, 2023. AB 2449, which goes in effect on Jan. 1, 2023, expires three years later on Jan. 1, 2026.

Balances through January						Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	374,473.00	453,973.00	152,023.45	171,155.26	130,794.29
1115	Certificated Extra Duty	1,000.00	1,000.00		170.00	830.00
1120	Certificated Substitutes	10,416.00	10,416.00		2,260.00	8,156.00
1200	Certificated Pupil Support Ser	37,716.00	38,716.00	14,256.70	21,608.95	2,850.35
1300	Certificated Supervisor Admini	216,098.00	220,098.00	88,582.30	124,015.22	7,500.48
1310	Teacher in Charge	10,000.00	10,000.00			10,000.00
	Total for Object 1000	649,703.00	734,203.00	254,862.45	319,209.43	160,131.12
2100	Instructional Aides' Salaries	168,282.00	185,032.00	83,311.33	72,158.24	29,562.43
2115	Classified Extra Duty	1,000.00	1,000.00		236.28	763.72
2120	Classified Substitutes	7,500.00	7,500.00		1,771.51	5,728.49
2200	Classified Support Salaries	86,325.00	97,725.00	27,151.12	27,358.04	43,215.84
2215	Classified Support Extra Duty	1,000.00	1,000.00			1,000.00
2220	Classified Substitute Salaries	4,000.00	4,000.00			4,000.00
2300	Classified Supervisors' Admini	170,982.00	170,982.00	60,882.35	84,990.00	25,109.65
2400	Clerical Technical Office Staf	218,422.00	236,922.00	94,859.16	128,808.52	13,254.32
2900	Other Classified Salaries	20,520.00	20,520.00		1,800.25	18,719.75
	Total for Object 2000	678,031.00	724,681.00	266,203.96	317,122.84	141,354.20
3101	STRS Certificated Positions	189,095.00	205,235.00	48,678.75	58,685.57	97,870.68
3102	STRS Classified Positions	1,719.00	1,719.00		191.00	1,528.00
3202	PERS Classified Positions	163,936.00	175,772.00	62,078.48	80,015.27	33,678.25
3301	OASDI Certificated Positions	4,081.00	4,081.00		43.40	4,037.60
3302	OASDI Classified Positions	41,647.00	44,540.00	16,214.20	19,530.00	8,795.80
3311	Medicare Certificated Position	9,371.00	10,598.00	3,562.85	4,707.28	2,327.87
3312	Medicare Classified Positions	9,742.00	10,420.00	3,791.94	4,582.01	2,046.05
3401	Health & Welfare Benefits Cert	103,992.00	121,528.00	51,248.25	56,670.38	13,609.37
3402	Health & Welfare Benefits Clas	111,030.00	155,412.00	72,982.10	77,650.04	4,779.86
3501	SUI Certificated	3,327.00	3,750.00	1,274.30	1,713.74	761.96
3502	SUI Classified	3,392.00	3,626.00	1,331.07	1,602.59	692.34
3601	Workers' Compensation Certific	23,090.00	26,548.00	9,918.75	13,104.71	3,524.54
3602	Workers' Compensation Classifi	24,012.00	25,896.00	10,556.43	12,755.62	2,583.95
3901	Golden Handshake	15,689.00	15,689.00		15,688.50	.50
	Total for Object 3000	704,123.00	804,814.00	281,637.12	346,940.11	176,236.77
4100	Approved Textbooks Core Curric	1,300.00	6,081.00			6,081.00
4300	Materials and Supplies	44,714.00	61,625.00	7,618.48	27,341.51	26,665.01
4320	Custodial Grounds Supplies	1,250.00	1,478.00			1,478.00

Balances through January						Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
4330	Office Supplies	1,750.00	1,750.00	249.99	163.16	1,336.85
4350	Vehicle Upkeep	3,500.00	3,500.00	1,191.12	253.35	2,055.53
4399	Mat & Sup Undesignated Bal	8,433.00	9,742.00			9,742.00
4400	Noncapitalized Equipment	9,714.00	10,714.00		1,752.42	8,961.58
	Total for Object 4000	70,661.00	94,890.00	9,059.59	29,510.44	56,319.97
5100	Subagreements for Services	40,000.00	40,000.00			40,000.00
5200	Travel and Conference	15,948.00	35,087.00	969.71	13,131.44	20,985.85
5300	Dues and Membership	19,847.00	32,847.00	803.05	26,915.54	5,128.41
5400	Insurance	15,000.00	25,000.00		24,457.60	542.40
5500	Operation Housekeeping Service	14,500.00	14,500.00	3,217.44	4,513.12	6,769.44
5600	Rentals, Leases, Repairs, Nonc	3,000.00	3,000.00	168.18	618.22	2,213.60
5801	Legal Services	18,500.00	25,415.00	2,492.50	2,507.50	20,415.00
5805	Personnel Expense	1,000.00	1,000.00	102.00	98.00	800.00
5808	Other Services & Fees	1,500.00	1,500.00	1,074.19	425.81	.00
5810	Contracted Services	462,653.00	695,097.00	175,200.37	232,267.07	287,629.56
5899	SPJUSD to Reimburse			1,331.52	1,838.82	3,170.34-
5900	Communications	12,500.00	17,000.00	6,084.30	6,851.14	4,064.56
	Total for Object 5000	604,448.00	890,446.00	191,443.26	313,624.26	385,378.48
6200	Building and Improvement of Bu		77,935.00			77,935.00
6400	Equipment	20,000.00	20,000.00			20,000.00
6500	Equipment Replacement	25,855.00	25,855.00			25,855.00
	Total for Object 6000	45,855.00	123,790.00	.00	.00	123,790.00
7110	County Tuition Inter Dist Agre	25,000.00	25,000.00			25,000.00
7141	Tuition, excess cost etc betwe	24,428.00	24,428.00			24,428.00
7310	Direct Support/Indirect Costs					.00
	Total for Object 7000	49,428.00	49,428.00	.00	.00	49,428.00
	Total for Fund 01 and Expense accounts	2,802,249.00	3,422,252.00	1,003,206.38	1,326,407.08	1,092,638.54
Fund 11 - ADULT ED						
1100	Teachers Salaries	4,500.00	88,802.00		17,768.29	71,033.71
1300	Certificated Supervisor Admini	110,566.00	110,566.00	46,069.20	64,496.88	.08-
	Total for Object 1000	115,066.00	199,368.00	46,069.20	82,265.17	71,033.63
2100	Instructional Aides' Salaries	2,000.00	20,000.00			20,000.00
2200	Classified Support Salaries	3,415.00				.00
2400	Clerical Technical Office Staf	27,394.00	31,947.00	14,206.18	18,174.61	433.79-

Balances through January							Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance	
Fund 11 - ADULT ED (continued)							
Total for Object 2000		32,809.00	51,947.00	14,206.18	18,174.61	19,566.21	
3101	STRS Certificated Positions	27,178.00	43,279.00	8,799.20	12,617.87	21,861.93	
3202	PERS Classified Positions	8,173.00	13,113.00	3,099.45	4,610.92	5,402.63	
3301	OASDI Certificated Positions				1,004.59	1,004.59-	
3302	OASDI Classified Positions	2,035.00	3,221.00	804.34	1,044.20	1,372.46	
3311	Medicare Certificated Position	1,668.00	2,891.00	660.75	1,182.68	1,047.57	
3312	Medicare Classified Positions	475.00	753.00	188.10	244.20	320.70	
3401	Health & Welfare Benefits Cert	13,019.00	13,019.00	5,424.50	7,594.30	.20	
3402	Health & Welfare Benefits Clas	17,536.00	17,536.00	7,306.90	7,306.90	2,922.20	
3501	SUI Certificated	576.00	997.00	230.35	411.33	355.32	
3502	SUI Classified	164.00	260.00	71.04	90.87	98.09	
3601	Workers' Compensation Certific	4,111.00	7,536.00	1,839.45	3,292.49	2,404.06	
3602	Workers' Compensation Classifi	1,172.00	2,023.00	523.70	679.85	819.45	
Total for Object 3000		76,107.00	104,628.00	28,947.78	40,080.20	35,600.02	
4100	Approved Textbooks Core Curric	3,000.00	10,000.00		8,416.41	1,583.59	
4300	Materials and Supplies	12,967.00	12,085.00	1,685.85	849.20	9,549.95	
4320	Custodial Grounds Supplies	1,000.00	2,500.00	53.71	1,222.18	1,224.11	
4330	Office Supplies	2,500.00	2,000.00	295.43	370.17	1,334.40	
4350	Vehicle Upkeep	2,000.00	2,000.00		1,222.33	777.67	
4400	Noncapitalized Equipment	5,000.00	22,556.00	10,386.33	4,844.11	7,325.56	
Total for Object 4000		26,467.00	51,141.00	12,421.32	16,924.40	21,795.28	
5200	Travel and Conference	6,500.00	6,500.00	783.07	200.97	5,515.96	
5203	MILEAGE	1,000.00	1,000.00			1,000.00	
5300	Dues and Membership	1,500.00	1,500.00		1,130.00	370.00	
5500	Operation Housekeeping Service	4,200.00	5,000.00	3,024.01	3,833.61	1,857.62-	
5600	Rentals, Leases, Repairs, Nonc	2,600.00	2,679.00	1,246.03	846.98	585.99	
5801	Legal Services	1,000.00	1,000.00			1,000.00	
5805	Personnel Expense	100.00	100.00	51.00	49.00	.00	
5808	Other Services & Fees	1,000.00	1,000.00			1,000.00	
5810	Contracted Services	21,500.00	15,497.00		21,321.93	5,824.93-	
5900	Communications	1,600.00	2,000.00	318.58	1,481.96	199.46	
Total for Object 5000		41,000.00	36,276.00	5,422.69	28,864.45	1,988.86	
6200	Building and Improvement of Bu	34,054.00	212,087.00	103,207.59	83,934.92	24,944.49	
6400	Equipment	5,000.00				.00	
Total for Object 6000		39,054.00	212,087.00	103,207.59	83,934.92	24,944.49	

Balances through January						Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 11 - ADULT ED (continued)						
7619	Other Authorized Interfund Tra	6,722.00	6,615.00			6,615.00
Total for Fund 11 and Expense accounts		337,225.00	662,062.00	210,274.76	270,243.75	181,543.49
Fund 16 - FOREST RES						
7211	Transfers of Pass-through Rev	262,000.00	262,000.00			262,000.00
7619	Other Authorized Interfund Tra	46,000.00	46,000.00			46,000.00
Total for Fund 16, Expense accounts and Object 7000		308,000.00	308,000.00	.00	.00	308,000.00
Total for Org 001 - Sierra County Office of Education		3,447,474.00	4,392,314.00	1,213,481.14	1,596,650.83	1,582,182.03

Balances through January						Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD						
1100	Teachers Salaries	2,121,520.00	2,587,123.00	989,531.90	1,016,408.23	581,182.87
1115	Extra Duty Hourly	2,000.00	73,217.00		5,231.73	67,985.27
1120	Certificated Substitutes	37,000.00	40,277.00		30,780.00	9,497.00
1300	Certificated Superv/Admin Sala	246,305.00	286,305.00	102,626.75	143,677.45	40,000.80
1310	Teacher In Charge/Head Teacher	14,000.00	14,000.00	5,000.00	5,000.00	4,000.00
	Total for Object 1000	2,420,825.00	3,000,922.00	1,097,158.65	1,201,097.41	702,665.94
2100	Instructional Aides Salaries	260,790.00	260,966.00	128,957.78	115,179.54	16,828.68
2115	Inst. Aide Extra Duty	1,000.00	28,000.00		1,380.68	26,619.32
2120	Instructional Aides Substitute	3,500.00	3,500.00		728.31	2,771.69
2200	Classified Support Salaries	409,531.00	391,363.00	156,982.60	199,878.01	34,502.39
2201	Bus Driver	62,442.00	62,755.00	24,374.85	24,629.23	13,750.92
2215	Classified Extra Duty	7,500.00	7,500.00		1,950.69	5,549.31
2220	Classified Support Substitute	25,000.00	25,000.00		16,753.00	8,247.00
2300	Classified Sup/Admin Salaries	2,700.00	77,700.00	1,243.15	1,035.00	75,421.85
2400	Clerical & Office Salaries	166,820.00	207,585.00	93,256.54	107,901.51	6,426.95
2420	Clerical & Office Sub Salaries	5,000.00	5,000.00		1,863.90	3,136.10
2900	Other Classified Salaries	4,513.00	4,513.00	2,092.50	1,209.00	1,211.50
	Total for Object 2000	948,796.00	1,073,882.00	406,907.42	472,508.87	194,465.71
3101	State Teachers Retirement Syst	658,067.00	755,389.00	203,159.28	209,323.45	342,906.27
3102	State Teachers Retirement Syst	9,567.00	9,567.00			9,567.00
3201	Public Employees Retirement Sy	1,000.00	1,000.00			1,000.00
3202	Public Employees Retirement Sy	239,492.00	265,420.00	80,157.87	99,840.52	85,421.61
3311	OASDI-Certificated Positions	1,878.00	2,748.00		972.00	1,776.00
3312	OASDI-Classified Positions	57,766.00	64,945.00	24,552.79	29,036.84	11,355.37
3321	Medicare-Certificated Position	33,649.00	41,683.00	15,097.36	16,611.87	9,973.77
3322	Medicare-Classified Positions	13,523.00	15,191.00	5,742.27	6,790.87	2,657.86
3401	Health & Welfare -Certificated	453,215.00	653,869.00	227,020.00	233,186.83	193,662.17
3402	Health & Welfare-Classified Po	159,027.00	221,427.00	98,309.70	113,087.74	10,029.56
3501	State Unemployment Insurance-C	12,371.00	15,092.00	5,573.42	6,515.50	3,003.08
3502	State Unemployment Insurance-	4,743.00	5,363.00	2,034.65	2,408.98	919.37
3601	Workers' Compensation Insuranc	74,912.00	102,887.00	37,892.08	40,987.63	24,007.29
3602	Workers' Compensation Insuranc	29,260.00	37,247.00	14,082.14	16,654.05	6,510.81
3901	Other Benefits, Certificated P	52,610.00	52,610.00	46,764.10	43,841.34	37,995.44
	Total for Object 3000	1,801,080.00	2,244,438.00	760,385.66	819,257.62	664,794.72
4100	Textbooks	26,605.00	267,506.00		235,679.40	31,826.60

Balances through January						Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
4300	Class Mat'l and Supplies	54,724.00	72,557.00	7,057.05	34,541.30	30,958.65
4301	Class Consumable Mat'l	6,000.00	6,000.00		4,303.60	1,696.40
4302	Class Paper/Toner	9,000.00	9,000.00	205.36	6,940.03	1,854.61
4305	Other Student M&S	28,500.00	29,500.00	4,322.59	8,827.69	16,349.72
4320	Custodial Grounds Supplies	30,000.00	79,582.00	8,098.88	26,761.99	44,721.13
4330	Office Supplies	19,500.00	19,500.00	3,353.84	6,645.92	9,500.24
4350	Vehicle Maint. M&S	18,000.00	19,000.00	5,531.68	4,635.22	8,833.10
4351	Vehicle FUEL	20,500.00	20,500.00	5,336.78	14,590.39	572.83
4399	M&S Misc -undesignated	469.00	56,703.00			56,703.00
4400	Non-Capital Equipment (Up to \$	65,933.00	165,000.00	24,123.82	83,732.95	57,143.23
	Total for Object 4000	279,231.00	744,848.00	58,030.00	426,658.49	260,159.51
5100	Subagreement for Services	185,000.00	185,000.00	174,000.00		11,000.00
5200	Travel & Conferences	22,577.00	166,956.00	2,636.62	12,723.95	151,595.43
5300	Dues & Membership	10,000.00	10,128.00	910.50	8,150.50	1,067.00
5400	Insurance-Fire, liability, etc	160,000.00	210,000.00		207,851.59	2,148.41
5510	Power	153,000.00	153,000.00	80,053.77	72,908.92	37.31
5520	Garbage	7,000.00	7,000.00	3,167.97	3,699.35	132.68
5530	Water	60,000.00	60,000.00	31,426.25	28,573.75	.00
5540	Propane	132,000.00	132,000.00	63,939.94	68,060.06	.00
5590	Miscellaneous Utilities	15,000.00	15,000.00	6,272.64	8,727.36	.00
5600	Rentals, Leases & Repairs	83,500.00	83,500.00	52,805.23	15,359.57	15,335.20
5800	Services & Operating Expense		25,000.00		5,842.72	19,157.28
5810	Legal Expenses	20,000.00	113,698.00	4,166.50	6,310.20	103,221.30
5812	Board Election Expense	2,000.00	2,000.00		2,464.99	464.99-
5840	Audit Expense	14,523.00	14,523.00			14,523.00
5860	Solid Waste Tax	10,000.00	12,500.00		11,820.20	679.80
5890	Contracts/Servic	613,910.00	987,229.00	392,379.63	337,517.75	257,331.62
5899	SCOE Interagency Reimburse			14,282.42	10,027.81	24,310.23-
5900	Communications	3,500.00	28,500.00	3,090.36	22,347.47	3,062.17
5910	Telephone-Monthly Service	12,275.00	15,775.00	8,968.69	8,144.29	1,337.98-
	Total for Object 5000	1,504,285.00	2,221,809.00	838,100.52	830,530.48	553,178.00
6200	Building & Improvements		90,000.00	128,151.07	17,852.93	56,004.00-
6400	Equipment	25,000.00	40,000.00	9,021.87	27,111.09	3,867.04
6500	Equipment Replacement	55,000.00	80,000.00	10,482.22		69,517.78
	Total for Object 6000	80,000.00	210,000.00	147,655.16	44,964.02	17,380.82

Balances through January						Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
7110	Out-of-State Tuition	104,450.00	104,450.00	104,450.00		.00
7310	Direct Support/Indirect Costs					.00
7616	Trans fr Gen Fund to Cafeteria	100,654.00	115,713.00			115,713.00
	Total for Object 7000	205,104.00	220,163.00	104,450.00	.00	115,713.00
	Total for Fund 01 and Expense accounts	7,239,321.00	9,716,062.00	3,412,687.41	3,795,016.89	2,508,357.70
Fund 13 - Cafeteria						
2200	Classified Support Salaries	92,270.00	103,918.00	47,284.12	48,850.21	7,783.67
2215	Classified Extra Duty	1,500.00	1,500.00		931.13	568.87
2220	Classified Support Substitute	1,500.00	1,500.00		730.24	769.76
	Total for Object 2000	95,270.00	106,918.00	47,284.12	50,511.58	9,122.30
3202	Public Employees Retirement Sy	22,055.00	23,954.00	9,328.70	11,802.58	2,822.72
3312	OASDI-Classified Positions	5,716.00	6,312.00	2,836.21	3,036.33	439.46
3322	Medicare-Classified Positions	1,337.00	1,476.00	663.30	710.08	102.62
3402	Health & Welfare-Classified Po	17,537.00	17,537.00	8,768.30	8,768.30	.40
3502	State Unemployment Insurance-	476.00	525.00	236.42	252.56	36.02
3602	Workers' Compensation Insuranc	2,893.00	3,621.00	1,626.70	1,741.47	252.83
	Total for Object 3000	50,014.00	53,425.00	23,459.63	26,311.32	3,654.05
4340	Food Service	7,500.00	7,500.00	4,470.94	2,513.27	515.79
4400	Non-Capital Equipment (Up to \$	4,900.00	4,900.00			4,900.00
4700	Food	55,000.00	69,341.00	17,151.93	41,528.25	10,660.82
	Total for Object 4000	67,400.00	81,741.00	21,622.87	44,041.52	16,076.61
5200	Travel & Conferences	500.00	500.00			500.00
5600	Rentals, Leases & Repairs	8,070.00	8,070.00	600.00	2,287.63	5,182.37
5800	Services & Operating Expense	400.00	400.00	300.00		100.00
5890	Contracts/Servic	500.00	500.00		406.00	94.00
	Total for Object 5000	9,470.00	9,470.00	900.00	2,693.63	5,876.37
	Total for Fund 13 and Expense accounts	222,154.00	251,554.00	93,266.62	123,558.05	34,729.33
Fund 40 - Dist Build						
6200	Building & Improvements		113,093.00	2,500.00	21,616.60	88,976.40
	Total for Fund 40, Expense accounts and Object 6000	.00	113,093.00	2,500.00	21,616.60	88,976.40
Fund 73 - Bechen						
5800	Services & Operating Expense	15,000.00	15,000.00		13,000.00	2,000.00

Balances through January						Fiscal Year 2022/23
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
	Total for Fund 73, Expense accounts and Object 5000	15,000.00	15,000.00	.00	13,000.00	2,000.00
	Total for Org 006 - Sierra-Plumas Joint Unified School District	<u>7,476,475.00</u>	<u>10,095,709.00</u>	<u>3,508,454.03</u>	<u>3,953,191.54</u>	<u>2,634,063.43</u>

ENROLLMENT BY SCHOOL MONTH - 2022-2023

****As of 01/31/2023**

	Downieville Elementary	Loyalton Elementary	Downieville Jr High	Loyalton Jr High	Downieville Sr High	Loyalton Sr High	Sierra Pass Continuation	Long-Term ISP/SDC	TOTAL
Ending 2021-2022	27	184	8	63	14	93	7	included in site #	396
1st Day 2022-2023	25	192	8	60	12	101	5	included in site #	403

	Month	Downieville Elementary	Loyalton Elementary	Downieville Jr High	Loyalton Jr High	Downieville Sr High	Loyalton Sr High	Sierra Pass Continuation	Long-Term ISP/SDC	TOTAL
September	1	25	191	8	62	12	100	6	included in site #	404
08/24/22-09/16/22										
October	2	25	191	8	63	12	100	6	included in site #	405
09/19/22-10/14/22										
November	3	25	191	8	62	11	100	6	included in site #	403
10/17/22-11/10/22										
December	4	25	191	8	62	11	99	7	included in site #	403
11/14/22-12/09/22										
January	5	23	191	8	61	11	98	8	included in site #	400
12/12/22-01/20/23										
February	6								included in site #	0
01/23/23-02/17/23										
March	7								included in site #	0
02/21/22-03/17/23										
April	8								included in site #	0
03/20/23-04/14/23										
May	9								included in site #	0
04/17/23-05/12/23										
June	10								included in site #	0
05/15/23-06/09/23										

2021-2022	SPJUSD	SCOPE	Washoe
P1 ADA	348.74	0.42	15.10
P2 ADA	347.95	0.42	14.54
Annual	349.64	0.42	14.59

Long-Term ISP	
DES	0
LES	1
DHS	0
LHS	6

2019-2020	SPJUSD	SCOPE	Washoe
P1 ADA	410.52	5.54	18.74
P2 ADA	409.30	5.07	15.36
Annual	409.30	5.07	15.36

**MINUTES for the Joint Meeting of the
Sierra County Board of Education
and the
Sierra-Plumas Joint Unified School District Governing Board**

January 10, 2023

5:30pm CLOSED Session

6:00pm Regular Session

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

Zoom videoconferencing was also available for the public.

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

A. CALL TO ORDER

President KELLY CHAMPION called the meeting to order at 5:34pm.

B. ROLL CALL

PRESENT: *Patty Hall, Area 1 (via Zoom)
Annie Tipton, Vice President, Area 2
Christina Potter, Area 3
Kelly Champion, President, Area 4
Dorie Gayner, Clerk, Area 5*

ABSENT: *None*

C. APPROVAL OF AGENDA

*TIPTON/HALL
5/0*

D. Approval of utilizing AB 361 for meetings conducted through February 14, 2023

~This suspends the Brown Act teleconferencing posting requirements for any Board members that choose to participate via Zoom videoconferencing

~AB 361 expires January 01, 2024 OR upon the cessation of the current State of Emergency which may be ending February 28, 2023

~Zoom may be available for the public with or without utilizing AB 361

*POTTER/TIPTON
5/0*

E. PUBLIC COMMENT FOR CLOSED SESSION

None

F. CLOSED SESSION

The Board of Trustees, Superintendent James Berardi and Director of Business Services Nona Griesert moved into Closed Session at 5:39pm to discuss the following item(s):

1. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator for the Board: James Berardi, Superintendent

Employee Organizations:

Unrepresented Employees: Sierra-Plumas Teachers' Association
Classified Employees
Confidential Employees
Administrative Employees

G. RETURN TO OPEN SESSION *at 6:03pm* and ADJOURN FOR BREAK

H. *6:07PM* – RECONVENE

I. FLAG SALUTE

J. REPORT OUT FROM CLOSED SESSION

TIPTON: Discussed labor negotiations—as a pretty new board it was mainly getting caught up with what has been going on and developing a plan for how we move forward.

K. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

a. Board Training – Next Steps

BERARDI: Board Training with Mike Walsh went well. A lot of good information—focused on roles and responsibilities and process. Recommended to have another training to go over Climate and Culture before going into Strategic Planning.

b. Budget Training

BERARDI: Setting up a Budget Training session with our Director of Business Services and the board members, tentative for January 19th.

c. Substitute pay comparisons

BERARDI: There is a wide range of pay for substitutes in surrounding districts. The one we compete with for subs the most is Plumas. Plumas has higher rates, but increasing our pay doesn't necessarily help with the lack of people able and willing to be on the sub list. There is a rigorous test that they need to pass to qualify. Lack of people is a problem around the state. After the last increase to our sub pay, we did not see a significant increase in subs.

d. Technology Plan

BERARDI: Setting up meeting with the board's Technology Committee, SPJUSD Technology Specialist, Michael Muyanja, and Technology Consultant, Gary Habeeb. We need a plan for 2, 3 and 5 years out—where are we going, what do we want to accomplish with technology to support all the technology needs for SPJUSD?

e. Facilities

BERARDI: Setting up meeting with the board's Facilities Committee to look at needs at all of the sites in the district and set priorities.

f. Contract with Einen Grandi – land use

BERARDI: Looked into what the contract entails in regards to water. We own 10 acres of land used by Mr. Grandi to grow hay, which half of that hay goes to the Ag program at LHS. Grandi does not use water from the well that SPJUSD owns for anything other than the hay grown on that property.

g. District Nurse

BERARDI: We still have a position that is open (flown for a fully credentialed nurse), but we have someone filling in currently as a Classroom Specialist with Nurse Duties as she is not a fully credentialed nurse.

h. Adult Education site update

BERARDI: Parking lot—Some of the equipment has been removed, but it is still a dirt parking lot. Poor weather conditions these past few weeks for asphalt work. Aware of basketball tournament coming up—hired contractor to deal with snow removal as needed. Will try to have someone remove pieces of rebar before this weekend.

GAYNER—Who is ultimately responsible for the parking lot area?

BERARDI—Adult Ed program operates on SPJUSD property, shared parking lot with old middle school gym used for sports. Worth a discussion to come up with an MOU between Adult Ed and SPJUSD regarding parking lot.

i. County Personnel Items:

1. Resignation for Taya Hernandez, Instructional Aide, Loylton High School, .67 FTE (4 hours/day), effective 12/22/2022

2. Business Report

a. Account Object Summary-Balance from 07/01/2022 to 12/31/2022

1. SCOE
2. SPJUSD

b. Fourth Month SPJUSD Enrollments for the 2022-2023 School Year

3. Staff Reports

a. SCOE

SELPA—BETHKE: By the end of the month the Ed Benefits review will be submitted to CDE—includes IEP reviews and policy review. Would like to echo how great it is to have Hayley Price on our team. She's been an excellent aide and will be meeting a lot of unmet needs as far as health responsibilities go.

ADULT ED—JACKSON: None

b. SPJUSD

LES—CERESOLA: Christmas program before winter break went really well. Came back on Monday to full classrooms...so many absences before break due to illnesses. First set of basketball games started up last weekend. Annual Tournament this weekend, Friday-Sunday, with about 26 teams participating. Site Council meeting at the end of January, putting together survey for February.

LHS—MESCHERY: Happy New Year! Busy at LHS over winter break with gym remodeling – lots of painting, banners, new sign. Stacey Hood, Athletic Director, helped pull a lot of pieces together. Katherine Genasci helped with creating a color and font guide for LHS. Site Council parent/guardian survey closing at the end of this week. Next week is end of 1st Semester. Excited to have basketball tournament back this coming weekend. Winterfest is the week

of the 23rd-27th. Ski & Snowboard team had their first race on Friday. CA Dashboard for LHS is off – working on updating.

DES & DHS—BERARDI: Before winter break the teachers and students had a great time with holiday activities. Some facility projects completed over winter break, but still lots to do. End of 1st Semester coming up. Working through WASC accreditation process, weekly meetings.

4. SPTA Report

PRESIDENT—PETTERSON: None

5. Committee/Board Member Reports

CHAMPION—

Facilities Committee: We will be doing a walk-through at LES and LHS before the next board meeting.

I'm excited to have a new board and I think that we will all work well together. I was impressed with the conversations we had during the Board Training. I'm not perfect, so as the sitting president I know I will need help from everyone. I appreciate the opportunity and support.

HALL—The Board Training was a unique experience. I appreciated that.

GAYNER—

Technology Committee: Working to set up a meeting soon to work on planning. It is important to figure out our limitations. Quality Sound is ready to come and get work done at LES, but we need to make sure it's feasible before going through the whole process and then not be able to use them.

TIPTON—

Transportation Committee: No meetings yet, but discussing bus issues with James. Shout-out to the bus driver, Joani! With the All-Calls on the fritz this morning she did a lot to help inform parents.

POTTER—I thought the Board Training was really beneficial. The Christmas program before break was great to see again after a few years. Looking forward to the basketball tournament this weekend.

6. Public Comment

None

L. CONSENT CALENDAR

1. Approval of minutes for the Regular Meetings held December 13, 2022
 - a. SCOE
 - b. SPJUSD
2. Approval of minutes for the Joint Special Meeting held December 16, 2022
3. Approval of Board Report-Checks Dated 12/01/2022 through 12/31/2022
 - a. SCOE
 - b. SPJUSD
4. Approval of SPJUSD Quarterly Report on Williams Uniform Complaints for the quarter ending 12/31/2022
5. Approval of SPJUSD Pesticide Use Reporting for 2022 (DES, DHS, LES, LHS, DO)
6. Approval of the SPJUSD Integrated Pest Management Plan for 2023

7. Approval of the following SPJUSD Personnel Items:
 - a. Assignment of Hayley Price, Classroom Specialist with Nurse Duties, Districtwide, .5 FTE (3 hours/day), effective November 23, 2022
 - b. Acceptance of Resignation for Taya Hernandez, Instructional Aide, Loyalton High School, .25 FTE (1.5 hours/day), effective 12/22/2022
 1. Authorization to fill Instructional Aide, Loyalton High School, .25 FTE (1.5 hours/day)
 - c. Assignment of Andy Genasci, Instructional Aide, Loyalton High School, .71 FTE (4.25 hours/day), effective January 9, 2023
 - d. Assignment of Taya Hernandez, Instructional Aide, Loyalton Elementary School, .58 FTE (3.5 hours/day), effective January 9, 2023
 - e. Assignment of Mary Ferraro, Clerk Cashier, Loyalton Elementary School, .5 FTE (3 hours/day), effective January 9, 2023
 - f. Assignment of Mary Ferraro, Instructional Aide, Loyalton Elementary School, .23 FTE (1.4 hours/day), effective January 9, 2023

GAYNER/POTTER

CHAMPION: I have notes showing the Special Meeting adjourned at 3:50pm.

First motion died.

TIPTON motioned to approve the Consent Calendar with a change made to the Minutes for the Special Meeting on December 16th showing the meeting ended at approximately 3:50pm instead of 4:10pm. Second by GAYNER.

5/0

M. ACTION ITEMS

1. New Business

- a. Appoint committee to create Superintendent Evaluation Tool
CHAMPION appointed CHAMPION and TIPTON
- b. Discussion regarding alternating monthly meeting locations between Loyalton and Downieville

1. Board Bylaw 9320—Meetings and Notices

CHAMPION: I need to clarify why this is on here. I received multiple emails from people who think the intention is to move all meetings to Loyalton. That is not the intention. I felt it was worth a discussion to remove the phrase “alternating each month” from the bylaw since we can meet anywhere in the district. I want to try and create a setting where all five board members can meet in-person as often as possible.

LYNN FILLO, SYLVIA OLSTROM, KATRINA BOSWORTH—Spoke in support of keeping the verbiage in the bylaw to ensure the board continues to hold meetings regularly in Downieville.

No action taken. No changes to Board Bylaw 9320.

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

Board Bylaw 9310: “The Superintendent or designee shall develop and present a first reading at a public Board meeting and action may be taken on the proposed policy.

The Board may require additional readings if necessary.”

CHAMPION motioned to postpone c-k and bring them up in a work session prior to the next meeting. Second by TIPTON.

4/1 (HALL)

- c. 3250—Transportation Fees
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions*
- d. 3260—Fees and Charges
 - 1. Administrative Regulation, *revisions*
- e. 3460—Financial Reports and Accountability
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions*
- f. 3515—Campus Security
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions*
- g. 3516.2—Bomb Threats
 - 1. Administrative Regulation, *revisions*
- h. 3540—Transportation
 - 1. Board Policy, *revisions*
- i. 9220—Governing Board Elections
 - 1. Board Bylaw, *revisions*
- j. 9223—Filling Vacancies
 - 1. Board Bylaw, *revisions*
- k. 9323—Meeting Conduct
 - 1. Board Bylaw, *revisions*

N. ADVANCED PLANNING

- 1. The next Regular Joint Board Meeting will be held on February 14, 2023, at Downieville School, 130 School St, Downieville CA 95936 at 6:00pm. If needed, Closed Session may be held before the Regular session beginning at 5:00pm. Zoom videoconferencing may be available for the public.
- 2. Suggested Agenda Items
 - Bylaw 9320—add verbiage about agenda postings at each Post Office*
 - Work Sessions—times for going over policies before regular meetings*
 - AB 2449—update on changes to teleconferencing requirements/guidelines*

O. ADJOURN at 7:59pm

GAYNER/POTTER

5/0

Dorie Gayner, Clerk

James Berardi, Superintendent

**SIERRA COUNTY BOARD OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD
Closed Session Reporting Form**

DATE: January 10, 2023

CLOSED SESSION BEGAN AT: 5:39 P.M.

BOARD MEMBERS PRESENT:

Patty Hall Annie Tipton Christina Potter Kelly Champion Dorie Gayner

OTHERS PRESENT:

- James Berardi, Superintendent
 Nona Griesert, Director of Business Services

I. SESSION TOPIC(S):

Item #1—Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator for the Board: James Berardi, Superintendent

Employee Organizations:

Unrepresented Employees:

Sierra-Plumas Teachers' Association
Classified Employees
Confidential Employees
Administrative Employees

RESULT:

- DIRECTION WAS GIVEN TO SUPERINTENDENT
 THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.
 A ROLL CALL VOTE WAS TAKEN:
HALL _____ TIPTON _____ POTTER _____ CHAMPION _____ GAYNER _____
 A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:
HALL _____ TIPTON _____ POTTER _____ CHAMPION _____ GAYNER _____

II. MOTION TO ADJOURN CLOSED SESSION AT 6:03 P.M. AND RETURN TO OPEN SESSION

BY: Kelly Champion (NAME) SECONDED: Annie Tipton (NAME)

MOTION PASSED / FAILED

PRESIDED BY: Kelly Champion
Kelly Champion, PRESIDENT

RECORDED BY: Dorie Gayner
Dorie Gayner, CLERK

**MINUTES for the Joint *SPECIAL* Meeting of the
Sierra County Board of Education
and the
Sierra-Plumas Joint Unified School District Governing Board**

January 19, 2023

4:30pm – Budget Workshop

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

Zoom videoconferencing was also available for the public.

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

A. CALL TO ORDER

President KELLY CHAMPION called the meeting to order at 4:32pm.

B. ROLL CALL

PRESENT: *Patty Hall, Area 1
Annie Tipton, Vice President, Area 2
Christina Potter, Area 3
Kelly Champion, President, Area 4
Dorie Gayner, Clerk, Area 5*

ABSENT: *None*

C. APPROVAL OF AGENDA

*TIPTON/HALL
5/0*

D. FLAG SALUTE

E. PUBLIC COMMENT

*Special Meeting Agenda Items only, please.
-None-*

F. BUDGET WORKSHOP

PowerPoint presentation given by Nona Griesert, Director of Business Services/CBO

G. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on February 14, 2023, at Downieville School, 130 School St, Downieville CA 95936 at 6:00pm. If needed, Closed Session may be held before the Regular Session beginning at 5:00pm. Zoom videoconferencing may be available for the public.

H. ADJOURN

CHAMPION adjourned the meeting at 6:02pm.

Dorie Gayner, Clerk

James Berardi, Superintendent

**MINUTES for the Joint *SPECIAL* Meeting of the
Sierra County Board of Education
and the
Sierra-Plumas Joint Unified School District Governing Board**

February 02, 2023

4:00pm – Work Session

*Loyalton: Sierra County Office of Education, Room 4, 109 Beckwith Rd, Loyalton CA 96118
Zoom videoconferencing was also available for the public.*

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

A. CALL TO ORDER

President KELLY CHAMPION called the meeting to order at 4:04pm.

B. ROLL CALL

PRESENT: *Patty Hall, Area 1
Annie Tipton, Vice President, Area 2
Christina Potter, Area 3
Kelly Champion, President, Area 4
Dorie Gayner, Clerk, Area 5*

ABSENT: *None*

C. APPROVAL OF AGENDA

*POTTER/TIPTON
5/0*

D. FLAG SALUTE

E. PUBLIC COMMENT

*Special Meeting Agenda Items only, please.
None*

F. WORK SESSION

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

BATCH FROM JANUARY 10TH MEETING

- a. 3250—Transportation Fees
 - 1. Board Policy, *revisions*
Will accept as-is in February.
 - 2. Administrative Regulation, *revisions*
Will accept as-is in February.
- b. 3260—Fees and Charges
 - 1. Administrative Regulation, *revisions*
Will accept as-is in February.

- c. 3460—Financial Reports and Accountability
 - 1. Board Policy, *revisions*
Changes discussed will be presented in February.
 - 2. Administrative Regulation, *revisions*
Will accept as-is in February.
- d. 3515—Campus Security
 - 1. Board Policy, ~~revisions~~NEW
Will accept as-is in February.
 - 2. Administrative Regulation, ~~revisions~~NEW
Will accept as-is in February.
- e. 3516.2—Bomb Threats
 - 1. Administrative Regulation, *revisions*
Changes discussed will be presented in February.
- f. 3540—Transportation
 - 1. Board Policy, *revisions*
Changes discussed will be presented in February.
- g. 9220—Governing Board Elections
 - 1. Board Bylaw, *revisions*
Postponed for further review.
- h. 9223—Filling Vacancies
 - 1. Board Bylaw, *revisions*
Postponed for further review.
- i. 9323—Meeting Conduct
 - 1. Board Bylaw, *revisions*
Will accept as-is in February.

NEW BATCH FOR FEBRUARY 14TH MEETING

Did not review.

- j. 0430—Comprehensive Local Plan for Special Education
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions*
- k. 0450—Comprehensive Safety Plan
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions*
- l. 0460—Local Control and Accountability Plan
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions*
- m. 5131.7—Weapons and Dangerous Instruments
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions*
- n. 5141.3—Health Examinations
 - 1. Administrative Regulation, *revisions*
- o. 5142—Safety
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions*

- p. 6164.4—Identification and Evaluation of Individuals for Special Education
1. Administrative Regulation, *revisions*

G. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on February 14, 2023, at Downieville School, 130 School St, Downieville CA 95936 at 6:00pm. If needed, Closed Session may be held before the Regular session beginning at 5:00pm. Zoom videoconferencing may be available for the public.

H. ADJOURN

CHAMPION adjourned the meeting at 5:28pm.

Dorie Gayner, Clerk

James Berardi, Superintendent

Checks Dated 01/01/2023 through 01/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00016481	01/13/2023	ALHAMBRA	11-4330	WATER SERVICE		31.96
00016482	01/13/2023	AMAZON CAPITAL SERVICES	01-4300	CLASS SUPPLIES	19.87	
				HOMELESS STUDENT SUPPLIES	46.06	
			01-4330	KEYBOARD AND MOUSE	83.09	
			11-4300	OFFICE SUPPLIES	136.18	285.20
00016483	01/13/2023	MEGAN ANDALUZ	01-5810	TRANSPORTATION REIMBURSE		195.50
00016484	01/13/2023	FIRST-CITIZENS BANK & TRUST	01-5900	PHONE SYSTEM/MAINTENANCE		773.08
00016485	01/13/2023	DONALD BERGSTROM	01-5810	SPED BUILDING CLEANING		892.50
00016486	01/13/2023	HEIDI BETHKE	01-5200	MILEAGE		61.88
00016487	01/13/2023	CADENCE TEAM, INC 4010 Foothills Blvd.	01-5810	10 HR BLOCK OF TIME		1,750.00
00016488	01/13/2023	KELLI GROCK	01-5810	COUNSELING SERVICES		1,504.80
00016489	01/13/2023	INTERMOUNTAIN DISPOSAL, INC.	11-5500	GARBAGE SERVICE		162.13
00016490	01/13/2023	JAQUEZ CUSTOM CRAFT, INC	11-6200	LABOR		1,050.00
00016491	01/13/2023	JOSTENS	11-4300	DIPLOMAS & COVERS		19.73
00016492	01/13/2023	DONITA KING	01-5810	COUNSELING SERVICES		1,504.80
00016493	01/13/2023	LASSEN COUNTY OFFICE OF EDUCATION	01-5810	ADAPTIVE PE SERVICES		988.80
00016494	01/13/2023	LAUREN JONES BEHAVIORAL CONSULTANT	01-5810	BEHAVIORAL CONSULTANT		3,401.25
00016495	01/13/2023	LEARNING ALLY	01-5810	5 YEAR SUBSCRIPTION		1,889.10
00016496	01/13/2023	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE	1,166.02	
			11-5500	ELECTRICAL SERVICE	401.68	1,567.70
00016497	01/13/2023	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMPENSATION		13,039.25
00016498	01/13/2023	PLUMAS-SIERRA TELECOMMUNICATIONS	11-5600	BROADBAND SERVICE		109.00
00016499	01/13/2023	PRESENCELEARNING, INC.	01-5810	PRESENCE LEARNING		12,220.21
00016500	01/13/2023	RAY MORGAN COMPANY	11-5600	COPIER/MAINTENANCE		56.39
00016501	01/13/2023	REACHLOCAL, INC	11-5810	ADULT ED WEBSITE MANAGEMENT		6,942.00
00016502	01/13/2023	RENO PRINT STORE	01-4300	TUPE SUPPLIES		2,001.70
00016503	01/13/2023	RESOLVE TECHNOLOGY GROUP, INC.	01-5810	TECHNOLOGY ASSISTANCE		1,375.00
00016504	01/13/2023	SIERRA VALLEY HOME CENTER	01-4300	SHOP SUPPLIES		554.68
00016505	01/13/2023	SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT	01-5200	REIMBURSE PETTY CASH		275.08
00016506	01/13/2023	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	5,502.26	
			76-9576	HEALTH INSURANCE	23,813.24	29,315.50
00016507	01/13/2023	MARTIN SNOW REMOVAL	11-5500	SNOW REMOVAL		900.00
00016508	01/13/2023	U.S. BANK VOYAGER	01-4300	FUEL EXPENSE	407.90	
			01-5200	FUEL EXPENSE	93.88	
			11-5200	FUEL EXPENSE	48.25	550.03
00016509	01/13/2023	AMANDA WATTENBURG	01-5200	MILEAGE		61.25
00016510	01/13/2023	RAY MORGAN COMPANY	11-5600	COPIER/MAINTENANCE		50.33

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

ESCAPE ONLINE

Checks Dated 01/01/2023 through 01/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00016511	01/30/2023	ALHAMBRA	11-4330	WATER SERVICE		11.98
00016512	01/30/2023	AMAZON CAPITAL SERVICES	01-4300	HOMELESS STUDENT SUPPLIES	35.12	
				MONITOR	198.04	233.16
00016513	01/30/2023	MEGAN ANDALUZ	01-5810	TRANSPORTATION REIMBURSE		172.50
00016514	01/30/2023	AT&T	11-5900	PHONE		154.64
00016515	01/30/2023	CADENCE TEAM, INC 4010 Foothills Blvd.	01-5810	PAN PREMIUM SUPPORT		1,873.76
00016516	01/30/2023	KELLY CHAMPION	01-5200	PER DIEM		61.06
00016517	01/30/2023	MICAH COHEN, MOT, OTR/L	01-5810	OCCUPATIONAL THERAPY SERVICES		2,503.50
00016518	01/30/2023	STATE OF CALIFORNIA DEPARTMENT OF JUSTICE	01-5805	EMPLOYMENT FINGERPRINTING	49.00	
			11-5805	EMPLOYMENT FINGERPRINTING	49.00	98.00
00016519	01/30/2023	OFFICE DEPOT	11-4300	OFFICE SUPPLIES		9.99
00016520	01/30/2023	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE LEASE	71.76	
			01-5899	POSTAGE MACHINE LEASE	215.31	287.07
00016521	01/30/2023	PLUMAS RURAL SERVICES	01-5810	TRANSITIONAL SERVICES		2,437.50
00016522	01/30/2023	RAY MORGAN COMPANY	11-5600	COPIER/MAINTENANCE		26.45
00016523	01/30/2023	MARTIN SNOW REMOVAL	11-5500	SNOW REMOVAL		1,200.00
00016524	01/30/2023	U.S. BANK	01-4300	SHOP SUPPLIES	309.45	
			01-5200	REGISTRATION	626.19	
			01-5899	FUEL	165.61	
				JUPITER GRADES	59.00	
				WASC ACCOMODATIONS	1,000.00	
			11-4300	GRADUATION SUPPLIES	181.52	
			11-6200	NEW BUILDING SUPPLIES	660.37	3,002.14
Total Number of Checks					44	95,600.60

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	29	46,546.51
11	ADULT EDUCATION	19	12,201.60
76	Payroll Clearing	2	36,852.49
Total Number of Checks		44	95,600.60
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			95,600.60

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.

Checks Dated 01/01/2023 through 01/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00085829	01/09/2023	FEATHER RIVER OFFICIALS ASSN.	01-5800	Football Officials		1,310.00
00085830	01/13/2023	ACCO ENGINEERED SYSTEMS	01-5890	BOILER SERVICE/REPAIR		2,684.67
00085831	01/13/2023	ALL PHASE HEATING & AIR	01-5600	HEATING DIAGNOSES		441.00
00085832	01/13/2023	AMAZON CAPITAL SERVICES	01-4100	TEXT BOOKS	94.24	
			01-4300	CLASSROOM SUPPLIES	150.28	
				Electric Heater	336.77	
				PROJECTOR LAMPS	472.15	
			01-4302	Printer Ink	202.26	
			01-4320	WALL CLOCK	22.50	
			01-4330	office supplies	86.66	
			01-4400	DESKTOP COMPUTERS	3,642.20	5,007.06
00085833	01/13/2023	AMERICAN TRUCK & TRAILER	01-4350	VEHICLE MAINTENANCE		570.33
00085834	01/13/2023	AMERIGAS	01-5540	PROPANE	38,587.45	
			01-5899	PROPANE	1,492.46	40,079.91
00085835	01/13/2023	BDJTECH	01-6400	CHROMEBOOKS		25,742.75
00085836	01/13/2023	BRADY INDUSTRIES	01-4320	cleaning supplies		230.09
00085837	01/13/2023	PAMELA BRANDON	01-5600	TECH COTTAGE RENTAL		100.00
00085838	01/13/2023	CITY OF LOYALTON	01-5530	WATER AND SEWER - LOYALTON SITES	4,049.23	
			01-5899	WATER AND SEWER - LOYALTON SITES	242.51	4,291.74
00085839	01/13/2023	DOWNIEVILLE PUBLIC UTILITY DIS	01-5530	Water		421.96
00085840	01/13/2023	EDWARDS, STEVENS AND TUCKER, LLP	01-5810	LEGAL FEES		383.50
00085841	01/13/2023	FLINN SCIENTIFIC, INC.	01-4300	Instructional Supplies		47.38
00085842	01/13/2023	JANET HAMILTON	01-5600	TECH COTTAGE RENTAL		100.00
00085843	01/13/2023	K 12 MANAGEMENT DBA FUELED	01-5890	ONLINE/ISP COURSES		350.00
00085844	01/13/2023	LEARNING A-Z	01-5890	Andrea Ceresola		1,980.35
00085845	01/13/2023	LIBERTY UTILITIES	01-5510	ELECTRIC - LOYALTON SITES	11,137.48	
			01-5899	ELECTRIC - LOYALTON SITES	660.42	11,797.90
00085846	01/13/2023	LOYALTON BOOSTER CLUB	01-4305	FUEL REIMBURSEMENT		106.81
00085847	01/13/2023	FILIMON MARTINEZ	01-5200	BUS PHYSICAL		165.00
00085848	01/13/2023	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		536.97
00085849	01/13/2023	BCM ONE	01-5899	PHONE SERVICES	26.82	
			01-5910	PHONE SERVICES	402.27	429.09
00085850	01/13/2023	NORTHAM DISTRIBUTING, INC.	13-4340	CAFE FOOD/SUPPLIES	86.78	
			13-4700	CAFE FOOD/SUPPLIES	1,475.90	1,562.68
00085851	01/13/2023	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMP		28,624.00
00085852	01/13/2023	OLIVER WORLDCLASS LABS	01-4400	SMARTBOARD PROJECTORS		5,424.82
00085853	01/13/2023	PACIFIC GAS & ELECTRIC COMPANY	01-5510	Electricity		8,319.10

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

ESCAPE ONLINE

Checks Dated 01/01/2023 through 01/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00085854	01/13/2023	RAY MORGAN COMPANY	01-5600	COPIER MAINT.	486.53	
			01-5899	COPIER MAINT.	114.26	600.79
00085855	01/13/2023	SIERRA BOOSTER	01-5890	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES		69.30
00085856	01/13/2023	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE		289.50
00085857	01/13/2023	INTERMOUNTAIN DISPOSAL, INC.	01-5520	GARBAGE SERVICE	1,179.22	
			01-5899	GARBAGE SERVICE	23.52	1,202.74
00085858	01/13/2023	SIERRA VALLEY HOME CENTER	01-4300	MISC. AG SUPPLIES	595.41	
			01-4320	MAINT. SUPPLIES	329.91	
				MAINT/CUSTODIAL SUPPLIES	98.47	
			01-4350	MISC. BUS SUPPLIES	28.90	
			01-5899	ICE MELT	10.71	1,063.40
00085859	01/13/2023	SLAKEY BROTHERS	01-4320	HEATER MOTORS		693.70
00085860	01/13/2023	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5890	EMPLOYMENT FINGERPRINTING		273.00
00085861	01/13/2023	CDE, CASHIER'S OFFICE	13-4700	COMMODITIES	1,939.69	
			13-8221	COMMODITIES	1,867.54-	72.15
00085862	01/13/2023	SVGMD	01-5890	Well Management Fee		200.00
00085863	01/13/2023	SYSCO SACRAMENTO	13-4340	CAFETERIA - FOOD AND SUPPLIES	284.65	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	2,043.30	2,327.95
00085864	01/13/2023	TRI COUNTY SCHOOLS INS. GR.	01-9535	HEALTH INSURANCE	10,543.00	
			76-9576	HEALTH INSURANCE	68,866.64	79,409.64
00085865	01/13/2023	VERIZON WIRELESS	01-5899	CELL PHONE SERVICE	152.59	
			01-5900	CELL PHONE SERVICE	228.34	
			01-5910	CELL PHONE SERVICE	1,477.11	1,858.04
00085866	01/13/2023	U.S. BANK VOYAGER	01-4305	FUEL FOR ATHLETIC TRIPS	617.87	
			01-4351	BUS FUEL	2,675.59	
				Fuel for Maintenance	427.03	
			01-5899	FUEL FOR ATHLETIC TRIPS	61.30	3,781.79
00085867	01/30/2023	AIRGAS, USA, LLC	01-5600	TANK RENTAL LHS/DVL		281.80
00085868	01/30/2023	AMAZON CAPITAL SERVICES	01-4300	CLASSROOM SUPPLIES	74.46	
			01-4330	nurse supplies	259.20	333.66
00085869	01/30/2023	MEGAN ANDALUZ	01-5200	PER DIEM		18.00
00085870	01/30/2023	AT&T	01-5890	PHONE SERVICES	49.95	
			01-5899	PHONE SERVICES	23.93	
			01-5910	PHONE SERVICES	543.31	617.19
00085871	01/30/2023	CALIFORNIA FFA ASSOC. ATTN: MFE & ALA REGISTRATION	01-5200	ALA/MFE Registration		60.00

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

ESCAPE ONLINE

Checks Dated 01/01/2023 through 01/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00085872	01/30/2023	FEATHER RIVER OFFICIALS ASSN.	01-5800	Basketball Officials		2,106.00
00085873	01/30/2023	KATHERINE GENASCI	73-5800	BECHEN SCHOLARSHIP (ANDREW)		4,000.00
00085874	01/30/2023	HMR ARCHITECTS	01-6200	BLEACHER PROJECT		3,600.00
00085875	01/30/2023	HUNT & SONS, INC.	01-5590	HEATING OIL		5,025.58
00085876	01/30/2023	INTEGRITY HEATING & AIR	01-5600	ROOM 1 HEATER REPAIR		200.00
00085877	01/30/2023	CASEY KOCH	73-5800	BECHEN SCHOLARSHIP		7,000.00
00085878	01/30/2023	LIBERTY UTILITIES	01-5510	ELECTRIC - LOYALTON SITES	10,278.19	
			01-5899	ELECTRIC - LOYALTON SITES	669.24	10,947.43
00085879	01/30/2023	LOYALTON BOOSTER CLUB	01-4305	FUEL REIMBURSEMENT		45.22
00085880	01/30/2023	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		813.27
00085881	01/30/2023	NEVADA POWER PRODUCTS, INC	01-4320	Mower Pulley		108.39
00085882	01/30/2023	NORTHAM DISTRIBUTING, INC.	13-4340	CAFE FOOD/SUPPLIES	35.11	
			13-4700	CAFE FOOD/SUPPLIES	2,744.78	2,779.89
00085883	01/30/2023	OLIVER WORLDCLASS LABS	01-5890	SMART LEARNING SUITE RENEWAL		1,015.00
00085884	01/30/2023	PACIFIC GAS & ELECTRIC COMPANY	01-5510	Electricity		21.34
00085885	01/30/2023	PLAZA TIRE & AUTO SERVICE	01-4350	Vehicle maintenance		145.95
00085886	01/30/2023	PLUMAS COUNTY CLERK-RECORDER REGISTRAR	01-5812	ELECTION COSTS		1,151.85
00085887	01/30/2023	RAY MORGAN COMPANY	01-5600	COPIER MAINT.	926.54	
			01-5899	COPIER MAINT.	78.76	1,005.30
00085888	01/30/2023	TYLER SHELBY	73-5800	BECHEN SCHOLARSHIP		2,000.00
00085889	01/30/2023	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	13-8634	SALES TAX		28.00
00085890	01/30/2023	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5890	EMPLOYMENT FINGERPRINTING		47.00
00085891	01/30/2023	SYSCO SACRAMENTO	13-4340	CAFETERIA - FOOD AND SUPPLIES	28.22	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	672.44	700.66
00085892	01/30/2023	U.S. BANK	01-4300	TECHNOLOGY SUPPLIES	174.24	
			01-4305	LIBRARY SUPPLIES	57.06	
			01-4320	BLINDS	99.73	
				HEATER MOTORS	150.70	
				LIGHTS	287.30	
			01-4330	ADOBE PRO SUBSCRIPTION	22.48	
				BROWN ACT BOOKS	111.60	
				GRADING SOFTWARE	180.00	
				QUICKEN RENEWAL	71.93	
			01-4350	FUEL FOR MAINT.	208.76	
			01-4400	INTERACTIVE DISPLAY	4,617.73	
			01-5890	RETURN POSTAGE	58.60	
				ZOOM SUBSCRIPTION	112.24	

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ESCAPE ONLINE

Checks Dated 01/01/2023 through 01/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00085892	01/30/2023	U.S. BANK	01-5899	ADOBE PRO SUBSCRIPTION	7.50	
				BROWN ACT BOOKS	37.21	
				SHOP SUPPLIES	1,633.58	7,830.66
00085893	01/30/2023	VERIZON WIRELESS	01-5899	CELL PHONE SERVICE	152.68	
			01-5900	CELL PHONE SERVICE	228.06	
			01-5910	CELL PHONE SERVICE	356.68	737.42
Total Number of Checks					65	285,168.72

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	53	165,856.51
13	Cafeteria Fund	8	8,821.57
73	Foundation Trust (Bechen)	3	13,000.00
76	Warrant/Pass Through (payroll)	2	97,490.64
Total Number of Checks		65	285,168.72
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			285,168.72

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



Washoe County School District

425 East Ninth Street * P.O. Box 30425 * Reno, NV 89520-3425
 Phone (775) 348-0200 * Fax (775) 348-0304 * www.washoeschools.net

Board of Trustees: Beth Smith, President * Diane Nicolet, Vice President * Joe Rodriguez, Clerk
 Jeff Church * Adam Mayberry * Colleen Westlake * Alex Woodley * Susan Enfield, Ed.D., Superintendent

2023-2024

INTERLOCAL CONTRACT TO ATTEND WASHOE COUNTY SCHOOL DISTRICT

THIS INTERLOCAL CONTRACT (the "Agreement") made and entered into this day of February 14, 2023, by and between **SIERRA PLUMAS JOINT UNIFIED SCHOOL DISTRICT**, hereinafter referred to as the "SPJUSD", and the **WASHOE COUNTY SCHOOL DISTRICT**, hereinafter referred to as the "WCSD" or "Program," both of whom understand and agree as follows:

RECITALS

WHEREAS, Nevada Revised Statute 392.010 authorizes a school district to admit pupils living in an Adjoining State upon agreement of the parties approved by the Superintendent of Public Instruction; and

WHEREAS, WCSD and SPJUSD are public agencies empowered to contract with another public agency for the performance of any governmental service, activity, or undertaking, which these public agencies are authorized by law to perform. See, NRS 277.180: and

WHEREAS, the WCSD is able to provide educational facilities and services to pupils residing in the Adjoining District; and

WHEREAS, when related to special education students, the services of WCSD specified hereinafter are both necessary and desirable, and the furnishing of these services by WCSD to SPJUSD is in the best interests of serving pupils with disabilities; and

WHEREAS, A signed variance form has already been approved by both districts; and

WHEREAS, WCSD represents that it is duly qualified and able to render the services specified hereinafter; and

WHEREAS, WCSD and SPJUSD desire to enter into this Agreement pursuant to the terms and conditions set forth herein,

NOW, THEREFORE, for good and valuable consideration as specified herein, WCSD and SPJUSD mutually agree as follows:

1. SERVICES PROVIDED:

- a) Regular Education Students: The WCSD shall provide its usual educational facilities and services, except transportation, to pupils residing in the Adjoining District, for whom it is more practical to attend schools in Washoe County, Nevada, than to attend school in their school district of residence.
- b) Special Education Students: The Parties agree that, for the 2023-2024 school year, and all subsequent school years until the termination of this Agreement, WCSD and SPJUSD shall provide education and related services for **pupils on a variance from SPJUSD to WCSD** in compliance with the Pupil's Individual Education Plan ("IEP") as defined by the Individuals with Disabilities Education Act, 20 U.S.C. §1400, et. seq. ("IDEA"), as specifically set forth in this Agreement.

2. For Special Education Students:

- a) WCSD will be responsible for completing academic assessment. SPJUSD will be responsible for completing any other necessary evaluation activities, besides academic

assessment, and convening the Pupil's IEP team at the Program in accordance with IDEA, together with appropriate participation from WCSD staff.

- b) SPJUSD will be responsible for the costs of any related services provided in the Pupil's IEP, including transportation.
- c) WCSD shall provide necessary special education teacher, general education teacher and any other related service provider participation in any of the Pupil's IEP meetings held at the Program during the term of this Agreement.
- d) WCSD shall prepare and provide an Annual Report on the progress of the Pupil on the goals and objectives of the Pupil's IEP at the conclusion of each school year and no later than June 30 of each year. Annual reports of progress shall be provided to the SPJUSD, and the parents or guardians of the Pupil, and delivered within thirty (30) days following the conclusion of the school year.
- e) WCSD shall report on students progression goals at least quarterly.
- f) SPJUSD shall be solely responsible for any other aspects, requirements, and/or obligations associated with the Pupil's IEP not specifically addressed herein.
- g) SPJUSD shall be responsible as the Local Education Agency ("LEA") for the Student and providing a Free Appropriate Public Education ("FAPE") to the Pupil, as that term is defined by the Individuals with Disabilities Education Act, 20 U.S.C. §1400, et. seq., and Nevada law regarding the education of students with disabilities, NRS 388.440, et seq. However, based on the Pupil's placement in WCSD's facilities as set forth in this Agreement, WCSD shall serve as Pupil's Case Manager during the Pupil's enrollment and participation in the services described herein, with SPJUSD acting as Co-Case Manager. Accordingly, both SPJUSD and WCSD may access any and all student education records necessary in performing its duties under this Agreement.
- h) The books, records, documents and accounting procedures and practices of WCSD relevant to this Agreement shall be subject to inspection, examination, and audit by the State of Nevada, the NDOE, the Attorney General of the State of Nevada, or the Nevada Legislative Auditor or a duly designated agent or representative, and SPJUSD
- i) WCSD agrees to indemnify, save, and hold SPJUSD, its agents, and employees harmless from any and all claims, causes of action, or liability arising from the negligence, breach of duty, or wrongful misconduct in the performance of this Agreement by WCSD or the agents or employees of WCSD.
- j) SPJUSD agrees to indemnify, defend, save, and hold WCSD, its agents, and employees harmless from any and all claims, cause of action, or liability arising from the negligence, breach of duty, or wrongful misconduct in the performance of this Agreement by SPJUSD or the agents or employees of SPJUSD. This includes indemnification and defense for any special education complaints filed on behalf of the student attending WCSD pursuant to a variance from SPJUSD naming WCSD, including, but not limited to, any state complaints or due process complaints filed pursuant to NRS Chapter 388 and NAC Chapter 388, complaints filed with the Office

of Civil Rights, and any state or federal complaints filed alleging failure to comply with the provisions of the IDEA, NRS Chapter 388 and/or NAC Chapter 388.

- k) SPJUSD shall compensate WCSD in an amount equal to the Distributive School Account (“DSAA”) allocation received by SPJUSD on behalf of the Pupil. SPJUSD shall forward the allocation to WCSD on or before the end of each fiscal year.
 - l) The terms of this Agreement shall commence upon the date of the last signature executed below. In the event the Pupil qualifies for an extended school year (“ESY”), the services specified in this agreement, and the reimbursements to WCSD by SPJUSD for those services, including any and all costs associated with the hiring of any ESY teacher(s), will continue through the term of the ESY.
- 3. MISCELLANEOUS:**
- a) This Agreement may be terminated by either party, with or without cause, upon providing the other party thirty (30) days’ written notice.
 - b) If a parent, legal guardian, and/or student attending WCSD pursuant to a variance from SPJUSD violates any of the WCSD policies, regulations, or procedures, WCSD may terminate this Agreement within ten (10) days written notice to SPJUSD.
- 4.** The Parties agree that WCSD, in performing the services herein specified, shall be an independent contractor and not an officer, agent or employee of SPJUSD.
- 5.** WCSD shall not assign, transfer, or delegate any rights, obligations or duties under this Agreement without the prior written consent of SPJUSD.
- 6.** This instrument constitutes the entire agreement between the Parties and may be modified only by a written amendment properly executed by the Parties.
- 7. PAYMENT:** The Adjoining District shall pay to the WCSD the actual per pupil costs based on average daily enrollment (ADE) for each regular education student and for each special education student residing in the Adjoining District and enrolled in the WCSD. Said payment shall be made within 30 days of receipt of an invoice from the WCSD. If additional educational services are required for the Adjoining District students and are provided by the WCSD, the Adjoining District shall pay for them when invoiced by the WCSD.
- 8. BILLING:** The WCSD shall notify the Adjoining District upon enrollment of student(s) of the amounts due under this Agreement. Payment is due within thirty (30) days of said notice.
- 9. TRANSPORTATION:**
- a. Regular Education Students: The WCSD does not assume any responsibility or expense for the transportation of students to and from school as a result of granting an out of district variance. Transporting students to and from school shall be the sole responsibility of the parent and they are solely responsible for any related transportation costs.
 - b. Special Education Students: SPJUSD will provide daily, roundtrip transportation for the Pupil to the school outlined in the variance agreement and be solely responsible for all costs associated with this transportation.
- 10. TERM:** This Agreement shall be for a period of one year commencing on July 1, 2023, and ending on June 30, 2024. This Agreement may be renewed on an annual basis.

11. DEFAULT: In the event either party breaches any provision of this Agreement, the other party may terminate this Agreement upon thirty (30) days' notice.

12. INDEMNIFICATION: The Adjoining District will defend, indemnify, and hold harmless the WCSD from and against any and all liabilities, damages, costs, expenses (including any and all attorney's fees), causes of action, suits, claims, demands or judgments of any nature whatsoever arising from (1) any negligence on the part of the Adjoining District or any of its agents, contractors, servants, employees, licensees or invitees and (2) any violations of this Agreement. The WCSD will defend, indemnify and hold harmless the Adjoining District from and against any and all liabilities, damages, costs, expenses (including any and all attorney's fees), causes of action, suits, claims, demands or judgment of any nature whatsoever, up to the limits set forth in NRS, Chapter 41, arising from (1) any sole negligence on the part of the WCSD or any of its agents, contractors, servants, employees, licensees or invitees and (2) any violations of this Agreement.

13. NOTICES: All notices, demands, requests, consents, approvals or other communications (for the purposes of this Section collectively called "Notices") required or permitted to be given hereunder or which are given with respect to this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, postage prepaid, addressed as follows:

TO: WCSD
 Washoe County School District
 P.O. Box 30425
 425 East Ninth Street
 Reno, NV 89512-3425
 Attn: Dr. Susan Enfield, Superintendent

TO: Adjoining District
 Sierra Plumas Joint Unified School District
 PO Box 955
 Loyalton, CA 96118
 Attn: James Berardi, Superintendent

or to such other address as such party shall have specified most recently by like Notice. Notice mailed as provided herein shall be deemed given on the third business day following the date so mailed.

14. FINAL APPROVAL: The principal of the school where the student is seeking to enroll has the final decision to approve or deny enrollment.

15. GOVERNING LAW/VENUE: This Agreement shall be governed by, interpreted under, and construed and enforced in accordance with the laws of the State of Nevada applicable to agreements made and to be performed wholly within the State of Nevada. Venue shall be in Washoe County, Nevada.

16. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings, if any, with respect hereto. This Agreement may not be modified, changed, or supplemented, nor may any obligations hereunder be waived, except by written instrument signed by the party to be charged or by its agent duly authorized in writing or as otherwise expressly permitted herein. The parties do not intend to confer any benefit hereunder or any person or entity other than the parties hereto.

17. RECITALS: The Recitals referred to herein and attached hereto are an integral part of this Agreement and are incorporated herein by this reference.

18. FURTHER ASSURANCES: The WCSD and the Adjoining District agree to do such further acts and things and to execute and deliver such additional agreements and instruments as the other may reasonably require consummating this Agreement or any other agreement contained herein in the manner contemplated hereby.

19. SUCCESSORS AND ASSIGNS; ASSIGNMENT: This Agreement shall be binding upon and shall inure to the benefit of each of the parties hereto and to their respective successors. Any attempt to transfer, convey or assign this Agreement shall be null and void, and shall result in termination of this Agreement.

20. DATE OF AGREEMENT: The effective date of this Agreement shall be the date of execution of the Superintendent of Public Instruction.

IN WITNESS WHEREOF, the WCSD and the Adjoining District have duly executed this Agreement as of the date and year indicated herein below.

WASHOE COUNTY SCHOOL DISTRICT

ATTEST:

By _____
Dr. Susan Enfield, Superintendent

Witness Signature

Date _____

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

ATTEST:

By _____
Mr. James Berardi, Superintendent

Witness Signature

Date _____

APPROVED:

NEVADA STATE DEPARTMENT OF EDUCATION

Date _____

By _____
Jhone Ebert.
Superintendent of Public Instruction

Business and Noninstructional Operations**Policy 3460: Financial Reports And Accountability**

CSBA NOTE: The following policy is optional and should be revised to reflect district practice.

The ~~Board of Education~~ Governing Board is committed to ensuring public accountability and the fiscal health of the district ~~and providing public accountability~~. The Board shall adopt sound fiscal management policies and practices, oversee the district's financial condition, and ~~ensure that the~~ continually evaluate whether the district's budget and financial ~~systems~~ operations support the district's goals for student achievement.

CSBA NOTE: The following optional paragraph sets the Governing Board's expectation that the district's financial reports will adhere to generally accepted financial and accounting standards. The Governmental Accounting Standards Board (GASB) is a nonprofit agency that establishes financial and accounting standards for state and local government agencies, including school districts. By using the California Department of Education's (CDE) standardized account code structure (SACS) software to develop financial reports, the district will be assured of complying with generally accepted accounting principles prescribed by GASB and meeting other state and federal reporting guidelines.

The Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). The Superintendent or designee shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When submission of any such report to a local, state, and/or federal agency requires prior Board approval, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report without breaking any applicable submission deadline.

CSBA NOTE: The Fiscal Crisis and Management Assistance Team (FCMAT) is an independent entity created to help districts avert fiscal insolvency and to provide districts with fiscal management assistance. In August 2019, FCMAT revised the 15 identified predictors of fiscal distress common in districts needing state intervention. According to FCMAT's "Indicators of Risk or Potential Insolvency," the indicators of risk or potential insolvency include, but are not limited to, conditions related to unreliable budget development, insufficient budget monitoring or updates, inadequate cash management, mismanaged collective bargaining agreements, increasing and/or unplanned contributions and transfers, continuing deficit spending, mismanaged employee benefits, and inattention to enrollment and attendance reporting.

In reviewing the district's budget (see AR 3100 - Budget), the County Superintendent of Schools is required by Education Code 42127 and 42127.6 to consider any studies, reports, evaluations, or audits of the district that contain evidence of fiscal distress based on the standards and criteria specified in Education Code 33127 or a finding that the district is in moderate or high risk of intervention based on the most common FCMAT indicators of a district needing intervention. In the event of any such evidence or finding, or if the district is showing fiscal distress under state criteria and standards for budgets or interim reports, as specified in 5 CCR 15440-15451 and 15453-15464, the County Superintendent is required to investigate whether the district may be unable to meet the current year's or two subsequent fiscal years' financial obligations.

The Board shall regularly ~~communicate~~assess the district's financial position and communicate the results to the public, and shall use financial reports to determine ~~what~~the actions and budget amendments, if any, that are needed to ensure the district's financial stability.

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall ~~act quickly~~take action to ~~identify and~~ resolve these conditions without delay. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to ~~advise~~provide the district ~~on~~with needed advice or fiscal ~~matters~~management or training.

CSBA NOTE: When a district is fiscally insolvent and is considering applying to the state for an emergency apportionment that exceeds 200 percent of the recommended reserve for that district, Education Code 41326 requires the Board to first discuss the need for that apportionment at a regular or special meeting. At that meeting, the Board must receive testimony from parents/guardians, exclusive representatives of employees, and other community members. Any district that receives such an apportionment is subject to the conditions set forth in Education Code 41326, including assumption of all the Board's legal rights, duties, and powers by a state-appointed administrator.

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall, at a regular or special meeting, adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

CSBA NOTE: Education Code 42130 requires that the district issue two interim reports, as described below, based on the criteria and standards adopted by the State Board of Education (SBE) pursuant to Education Code 33127. These criteria and standards are delineated in 5 CCR 15453-15464. See the accompanying administrative regulation for further information about the contents of the interim reports.

Each fiscal year, the Superintendent or designee shall submit two interim reports to the Board. The first report shall cover the district's financial and budgetary status for the period ending October 31 and the second report shall cover the period ending January 31. These reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and, on the basis of the interim report and any additional financial information known by the Board, shall certify in writing whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years

3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

CSBA NOTE: Education Code 42130 and 42131 require that the interim report and certification be submitted to the County Superintendent in a format or on forms prescribed by the Superintendent of Public Instruction (SPI). CDE requires that these be reported using the SACS software. Pursuant to Education Code 42131, upon receiving the certification, the County Superintendent is required to send any qualified or negative certification, along with the interim report, to the State Controller and the SPI.

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

CSBA NOTE: Education Code 42131 gives the County Superintendent 75 days after the close of the reporting period to downgrade the district's positive certification to qualified or negative or a qualified certification to negative. Districts may appeal the County Superintendent's determination to the SPI, who will then determine the certification to be given to the district.

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

CSBA NOTE: Whenever the district receives a qualified or negative certification, Education Code 42131 requires the County Superintendent, within 75 days after the close of the reporting period, to submit comments on the certification to the State Controller and the SPI and report any remedial action proposed or taken under the authority granted by Education Code 42127.6. Pursuant to Education Code 42127.6, the County Superintendent is required to take one or more of the following actions: (1) assign a fiscal expert to advise the district on the financial problems; (2) conduct a study of the district's financial and budgetary conditions including, but not limited to, a

review of internal controls; (3) direct the district to submit a financial projection of all fund and cash balances as of June 30 of the current year and subsequent fiscal years; (4) require the district to encumber all contracts and other obligations, prepare appropriate cash flow analyses and monthly or quarterly budget revisions, and appropriately record all receivables and payables; (5) direct the district to submit a proposal for addressing the fiscal conditions that caused the negative or qualified certification; (6) withhold Board stipend and Superintendent compensation if requested financial information is not provided; and/or (7) assign FCMAT to review and provide recommendations to improve the district's teacher hiring process, teacher retention rate, extent of teacher misassignment, and provision of highly qualified teachers. Education Code 42131 also authorizes the State Controller to conduct an audit or review of the financial condition of any district having a negative or qualified certification.

Pursuant to Education Code 42652, a district that receives a qualified or negative certification also may lose the County Superintendent's or SPI's approval to draw warrants on the county treasury. Furthermore, pursuant to Education Code 42133, a district that receives a qualified or negative certification must have the County Superintendent's approval before issuing any certificates of participation, tax anticipation notes, revenue bonds, or other non-voter-approved debt (see the section "Non-Voter-Approved Debt Report" in the accompanying administrative regulation).

Whenever a district with a qualified or negative certification is negotiating a collective bargaining agreement, it must allow the County Superintendent 10 working days to review and comment on the proposed collective bargaining agreement pursuant to Government Code 3540.2; see BP 4143/4243 - Negotiations/Consultation.

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent. (Education Code 42131)

CSBA NOTE: Whenever the district's second interim report is accompanied by a qualified or negative certification, the district must submit another financial statement by June 1 as described below; this report is sometimes referred to as the "third interim report."

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

CSBA NOTE: Education Code 42637 authorizes the County Superintendent, upon concluding at any time during the fiscal year, that the district's budget does not comply with criteria and standards adopted by the SBE, to conduct a comprehensive review of the district's financial and budgetary conditions and to report the findings to the Board at a public meeting. According to FCMAT's Fiscal Oversight Guide, the County Superintendent must exercise this authority when the district receives a negative certification and is authorized to do so when the district receives a qualified certification. After receiving the report, the Board is required to respond to the recommendations within 15 days.

If at any time during the fiscal year, the County Superintendent concludes that the district's budget does not comply with the standards and criteria for financial stability and conducts a comprehensive review of the district's financial and budgetary conditions, the Board shall review any report of the County Superintendent's findings and recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of the Board's proposed actions on the recommendation. (Education Code 42637)

Audit Report

CSBA NOTE: Pursuant to Education Code 41020, the Board must, no later than May 1 of each year, arrange for an audit of all the district's funds. However, if the Board has not provided for an audit by April 1, the County Superintendent must do so at the district's cost. Thus, the paragraph below reflects the April 1 deadline.

Pursuant to Education Code 41020, any district contract for auditing services must be approved by the County Superintendent if the district has a disapproved budget, has received a negative certification on any budget or interim report during the current fiscal year or either of the two preceding fiscal years, or has otherwise been determined by the County Superintendent to have a lack of going concern.

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

CSBA NOTE: Education Code 41020 requires the Board to select an auditor from a directory of certified public accountants and public accountants deemed by the State Controller as qualified to conduct audits of local education agencies. The State Controller is required to publish this directory by December 31 of each year.

In addition, Education Code 41020.5 prohibits the Board from employing any accountant identified by the State Controller as ineligible based on failure of past audits to comply with provisions of the K-12 annual audit guide. The State Controller will annually notify districts of ineligible accountants by March 1.

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

CSBA NOTE: Education Code 41020 requires that districts rotate auditors as specified below. However, the district may request that the Education Audit Appeals Panel waive this requirement if no otherwise eligible auditor is available to perform the audit.

Except when, as determined by the Education Audits Appeal Panel, no otherwise eligible auditor is

available, a public accounting firm whose lead or coordinating audit partner having primary responsibility for the audit or whose audit partner responsible for reviewing the audit has performed audit services for the district in each of the six previous fiscal years shall not be selected to perform a district audit. (Education Code 41020)

CSBA NOTE: Education Code 41020.3 requires the Board to review the audit report at an open meeting by January 31 of each year. However, Education Code 41020 requires that the audit report be filed with the County Superintendent, CDE, and State Controller no later than December 15. Thus, it is recommended that the Board conduct its review of the audit prior to December 15 whenever possible.

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Audit Committee

CSBA NOTE: The following optional section may be revised to reflect district practice. Although it is the responsibility of district staff to prepare financial statements and the responsibility of the independent auditor to assure that the information in the statements is reliable and fairly presented, establishment of an audit committee provides an additional mechanism to ensure fiscal responsibility, as well as providing an opportunity for community participation. Committees established by Board action are subject to the Brown Act; see BP/AR 1220 - Citizen Advisory Committees and BB 9130 - Board Committees.

The Board may ~~establish~~appoint an audit committee composed of staff knowledgeable ~~in~~about fiscal matters, other staff, and representatives of the community.-

The committee shall serve in an advisory capacity ~~to the Board~~ and ~~shall~~may:

- ~~1.~~ 1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
- ~~2.~~ 2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
- ~~3.~~ 3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
- ~~4.~~ 4. Participate with the independent auditor in presenting the audit report to the Board
- ~~5.~~ 5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
- ~~4.6.~~ 6. Provide input on the effectiveness of the independent auditor
- ~~2.7.~~ 3. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

Fiscal Policy Team

The Board may establish a fiscal policy team to periodically review the district's fiscal policies and procedures and advise the Board regarding long-range fiscal management plans. The fiscal policy team may be assigned to examine the fiscal and economic information needs of the district, the impact of budget allocations on district priorities, the financial health of the district, or other duties specified by the Board. The team shall work with the district's budget and audit committees and appropriate staff in carrying out its functions.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 10, 2007
revised: February 14, 2023

Business and Noninstructional Operations**Regulation 3516.2: Bomb Threats**

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice.

6 USC 665k, as added by the Luke and Alex School Safety Act of 2022 (P.L. 117-159), requires the creation of a Federal Clearinghouse on School Safety Evidence-Based Practices to serve as a federal resource to identify and publish online evidence-based practices and recommendations to improve school safety.

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan, Safe Schools Plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

Receiving Threats

CSBA NOTE: The U.S. Department of Homeland Security's (DHS) web site provides a "Bomb Threat Checklist," that can assist in preparing and reacting appropriately to a bomb threat.

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

CSBA NOTE: The following optional section includes recommendations from DHS' "Bomb Threat Guidance," and may be deleted if such a procedure is already provided in the district's emergency and disaster preparedness plan; see BP/AR 3516 - Emergencies and Disaster Preparedness Plan.

Education Code 49390 and 49393, as added by SB 906 (Ch. 144, Statutes of 2022), require certificated and classified employees of the district, or other school officials such as Governing Board members, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle school or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, to immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. "Threat or perceived threat" means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual.

Districts are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information see OES' web site.

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee who sees a suspicious package shall promptly notify the Superintendent or designee.
3. The Superintendent or designee shall immediately use fire drill signals and initiate standard evacuation procedures as specified in the emergency plan.
4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. No school staff, students, parents/guardians, or others on campus shall search for or handle any explosive or incendiary device.

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

Staff Training

The Superintendent or designee shall provide training regarding the assessment and reporting of potential threats and procedures for managing bomb threats to district and site administrators, safety personnel, teachers, and other staff members, as appropriate.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Regulation approved: April 10, 2007
revised: July 12, 2011
revised: February 14, 2023

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

Business and Noninstructional Operations
Policy 3540: Transportation

CSBA NOTE: Pursuant to Education Code 39800, the Governing Board may provide transportation for students to and from school whenever such transportation is advisable and good reasons exist to provide these services. The following optional policy is for use by districts that choose to provide transportation services through their own transportation system, contracting out, or other methods, and should be revised to reflect district practice.

~~The Board of Education~~ The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance, and reduce tardiness. In determining the extent to which the district will provide transportation services, the Board shall weigh student and community needs against the cost of providing such services.

CSBA NOTE: AB 181 (Ch. 52, Statutes of 2022) provides funding for zero-emission school buses and related infrastructure, such as charging or fueling stations, equipment, site design, and construction, with priority for such funding given to districts serving a high percentage of unduplicated students, districts operating the oldest internal combustion buses, small and rural districts, and those purchasing zero-emission buses with bidirectional charging. More information will become available through the State Air Resources Board and the Energy Commission.

A district is authorized to provide transportation services in an economical and efficient way, as long as the arrangement complies with law. For example, Education Code 39800.1, as added by AB 181, permits partnering with a municipally-owned transit system, in order to provide transportation services to middle and high school students.

The Superintendent or designee shall recommend to the Board economical, environmentally sustainable, and appropriate means of providing transportation services. The district's transportation services may be provided by means of a joint powers agreement, a cooperative student transportation program, or a consortium, as permitted by law.

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.

Transportation Plan

CSBA NOTE: The following section may be revised to reflect district practice. Education Code 39800.1, as added by AB 181, requires, as a condition of apportionment, a district to adopt a transportation plan in consultation with classified staff, teachers, school administrators, and other stakeholders by April 1, 2023, and to update the plan annually, by April 1. The plan is required to include descriptions of the transportation services to be provided to certain student groups as specified below.

The Superintendent or designee shall develop a transportation plan in consultation with

classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents/guardians, students, and other stakeholders. (Education Code 39800.1)

The transportation plan shall be presented to and adopted by the Board at an open meeting, with the opportunity for in-person and remote public comment, and shall be updated annually by April 1. (Education Code 39800.1)

The transportation plan shall include descriptions of the following: (Education Code 39800.1)

1. The transportation services offered to students
2. How transportation services will be prioritized for low-income students, students in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive
3. The transportation services accessible to students with disabilities and homeless children and youth, as defined pursuant to the federal McKinney-Vento Homeless Assistance Act (42 USC 11301)
4. How unduplicated students, as defined in Education Code 42238.02, will be able to access available home-to- school transportation at no cost

Transportation Contracts

CSBA NOTE: The following paragraph may be revised to reflect district practice. Pursuant to Education Code 39800 and 39802, the district may use one or more means to provide transportation, as indicated below. For example, the district may use school buses for its regular home-to-school program and contract with private parties to provide transportation for field trips.

The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)

Expenses and Fees

CSBA NOTE: The following paragraph is optional. If a district that has been providing transportation decides instead to have alternative transportation provided through an outside company or volunteers, this action may constitute "contracting out" and be subject to negotiation pursuant to the Educational Employment Relations Act (Government Code 3540-3549.3).

~~In lieu of providing transportation in whole or in part, the district may pay the student's parents/guardians either their actual and necessary expenses in transporting the student or the cost of the student's food and lodging at a place convenient to the school. In either case, the amount of the payment shall not exceed the cost that would be incurred by the district to provide for the transportation of the student to and from school. (Education Code 39806-39807)~~

CSBA NOTE: The following optional paragraph is for use by districts that choose to require parents/guardians of transported students to pay a portion of the cost of transportation as authorized by Education Code 39807.5.

Pursuant to Education Code 39807.5, as amended by AB 181, the district must waive the fee for a student with a disability and an unduplicated student, as defined in Education Code 42238.02, which includes a student who is eligible for free or reduced-price meals, who is an English learner, or who is a foster youth. See BP/AR 3250 - Transportation Fees.

The Board may charge a transportation fee to parents/guardians of transported students in accordance with Education Code 39807.5 and BP/AR 3250 - Transportation Fees.

Safety and Monitoring

~~No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.~~

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

CSBA NOTE: The following optional paragraph is for use by districts that maintain their own transportation system and may be revised to reflect district practice. Pursuant to Penal Code 637.7, the district is authorized, as the registered owner of the school bus, to use electronic tracking systems to determine the location or movement of the vehicle. It is recommended that school bus drivers be notified when a bus is so equipped.

In addition to using a global positioning system (GPS) to locate a bus in an emergency or to track delays, the district may choose to authorize parents/guardians to access the location data so that they may determine when their child has been picked up or dropped off at a bus stop.

The district may install a global positioning system (GPS) on school buses and/or student activity buses in order to enhance student safety and provide real-time location data to district and school administrators, and parents/guardians.

CSBA NOTE: The following optional paragraph is for use by districts that maintain their own transportation system.

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 10, 2007
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revised: February 14, 2023

**Sierra County Office of Education
Sierra-Plumas Joint Unified School District**



Safe Schools Plan - 2023

James Berardi – Superintendent of Schools

Board of Education Review: February 14, 2023
Board of Education Approval: *pending*

Table of Contents

GENERAL INFORMATION.....5

Assessment of Crime 5

School Crisis and Safety Plan Summary..... 7

Action Plan Summary..... 8

Special Information for Parents 9

Section I - Introduction..... 12

1. Introduction 13

2. Planning 14

3. Communications 16

4. Responsibilities 18

5. General Crisis Management Plan 20

6. Team Responsibilities 21

Section II – Emergency Actions 22

1. Leave Building 23

2. Stand-By Lockdown 24

3. Secure Building/Shelter in Place 25

4. Evacuation/Directed Transportation 26

5. Duck, Cover, and Hold On 27

6. Return to Building 27

7. All Clear 28

8. Convert School 29

Section III – Emergency Procedures..... 30

1. Preface
..... 31

2. Fire
..... 32

3. Flood
..... 33

4. Earthquake
..... 34

5. Loss of Utilities and/or Sewer Problems
..... 35

6. Severe Weather
..... 36

7. Weapons Fired
..... 38

8. Hazardous Materials
..... 39

9. Irrational Behavior
..... 40

10. Personal Emergencies
..... 41

11. Rabid Animal/Animal Disturbance
..... 42

12. Bomb Threat
..... 43

13. Civil Disobedience/Student Disorder
..... 46

14. Stranger or Intruder on Campus
..... 47

15. Explosion/Threat of Explosion
..... 49

16. Threat Condition Red (Terrorist Attack)
..... 50

17. Health/Medical Emergency
..... 51

18. Special Education Adaptations
..... 52

Section IV – Emergency Preparedness Week..... 54

1.**Agenda for Emergency Preparedness (EP) Week**
..... 55

2. **EP Week**
..... 56

3. **EP Week Team Discussion Checklist**
..... 57

4. **General Emergency Instructions**
..... 58

 Monday60

 Tuesday & Wednesday.....61

 Thursday & Friday62

Section V – Other Procedures and Information 63

1. **Child Abuse Reporting Procedures**
..... 64

2. **Hate Motivated Behavior Reporting**
..... 67

3. **Bus Driver Disaster Procedures**
..... 68

4. **Emergency Numbers**
..... 69

5. **Evacuation Routes**
..... 70

6. **Contents of Emergency Binder**
..... 71

7. **Signals & Actions**
..... 72

8. **Emergency Action Summary**
..... 73

Section VI – Miscellaneous..... 75

Form A: Annual Emergency Plan Checklist 76

Form B: Bomb Threat Report..... 77

Form C: Classroom Hazard Checklist..... 78

Form D: Emergency Drills Form 79

Form E: Emergency Status Report..... 80

Form F: Evacuation Route Hazard Checklist..... 83

Form G: Injury and Missing Persons Report..... 84

Form H: Hate Motivated Behavior Reporting..... 85

Form I: Special Staff Skills and Equipment..... 86

Form J: Student Release Log 87
Form K: Student Release-Permission Slip 88
Section VII – Authorities and References 89
Earthquake Emergency Procedure System AR 3516.3 89
Emergencies And Disaster Preparedness Plan BP 3516 93
Emergencies And Disaster Preparedness Plan AR 3516..... 95
Fire Drills And Fires AR 3516.1 99
PROHIBITED STUDENT CONDUCT AND CONSEQUENCES..... 101
California Administrative Code, Title V..... 104
Penal Code § 627 108
Section VIII – Standard Emergency Management System.....109

GENERAL INFORMATION

California Education Code §32281(d)(1)

“Subdivision(b) shall not apply to a small school district, as defined in paragraph (2), if the small school district develops a districtwide comprehensive school safety plan that is applicable to each school site.”

Sierra-Plumas Joint Unified School District is considered a small school district.

Assessment of Crime

Crime Reports

In the school year of 2020-2021, zero crime reports were made.

In the school year of 2021-2022, zero crime reports were made.

Results from CA Healthy Kids Survey 2021-2022

Perceived Safety at School:

	Grade 7	Grade 9	Grade 11
Very Safe	22%	19%	42%
Safe	41%	56%	50%
Neither Safe nor Unsafe	30%	19%	8%
Unsafe	4%	6%	0%
Very Unsafe	4%	0%	0%

School staff take parent concerns seriously:

	Grade 7	Grade 9	Grade 11
Strongly Disagree	10%	0%	0%
Disagree	3%	12%	15%
Neither Disagree nor Agree	38%	41%	31%
Agree	38%	29%	46%
Strongly Agree	10%	18%	8%

Violence and Victimization on School Property, Past 12 Months

How many times on school property have you:

-been pushed, shoved, slapped, hit or kicked by someone who wasn't just kidding around?

	Grade 7	Grade 9	Grade 11
0 times	59%	63%	58%
1 time	15%	13%	25%
2 to 3 times	4%	6%	17%
4 or more times	22%	19%	0%

-been afraid of being beaten up?

	Grade 7	Grade 9	Grade 11
0 times	81%	75%	92%
1 time	7%	25%	8%
2 to 3 times	4%	0%	0%
4 or more times	7%	0%	0%

-been offered, sold, or given an illegal drug?

	Grade 7	Grade 9	Grade 11
0 times	92%	100%	100%
1 time	8%	0%	0%
2 to 3 times	0%	0%	0%
4 or more times	0%	0%	0%

Suspensions/Expulsions

The district had an unduplicated total of 5 students suspended during the 2020-2021 school year. **The district had an unduplicated total of 8 students suspended during the 2021-2022 school year.** No students were suspended for a total of fifteen days.

In the 2020-21 school year, no students were expelled.
 In the 2021-22 school year, no students were expelled.

Procedures for Safe Ingress and Egress of Students

Each school site in the Sierra-Plumas Joint Unified School District has provided safe ingress and egress for students and staff, including drop off areas at the front of schools and specific arrival and departure procedures for bus students. At the beginning of each school year personnel discuss school rules and safety procedures with students.

Under the Americans with Disabilities Act, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted. Trained staff assist individuals with disabilities.

The Sierra-Plumas Joint Unified School District encourages walking, bicycling, or scootering to school. If children must be driven by car, carpooling is encouraged. Safety is emphasized, whatever the mode of transportation. It is everyone’s responsibility to know the traffic laws surrounding the school, including appropriate speed limits, and to obey them.

School Crisis and Safety Plan Summary

Sierra County residents are aware that the following may characterize major emergency situations:

- There is little advance warning.
- Highways may be closed.
- Telephones and other major utilities may be out for several days.
- In a major disaster, deaths and injuries will exceed the capacity of our health facilities.
- Because government and school agencies are limited in their capabilities, it is likely that our school and our nearby community would be self-sufficient for a time and may be required to provide shelter to the immediate community.

The objectives of our plan are the following:

1. To provide a plan for action which will assist school personnel in minimizing injuries and loss of life of students and staff during an emergency;
2. To provide a plan to equip school personnel and school facilities to meet the needs of students, staff members, the community and local/state law enforcement and health officials during an emergency;
3. To provide a safe and orderly environment conducive to learning;
4. To assist in the safety and protection of our students and school personnel immediately after a disaster; and
5. To arrange for a calm and efficient plan for parents to retrieve their children from school if necessary.

To meet these objectives, in the event a disaster should occur when children are at school, the following action plan would be implemented.

Action Plan Summary

A. Teachers Will:

- Give "**Duck, Cover and Hold On**" instructions in event of earthquake.
- Evacuate building in case of fire or after an earthquake.
- Take emergency folder and evacuate students to assigned area on yard.
- Hold students in assigned yard area, take roll, and wait for further instructions.
- Remain with class and report anyone who is missing.
- Take appropriate first aid action.
- Not re-enter buildings until deemed safe by authorities.
- Dismiss students to go home only to parent/or authorized adult. Children must be signed out by parent/or authorized adult.

B. Assigned School Personnel Will:

- In the event of a fire, shut off gas, electricity and water (in that order). (Custodians, maintenance personnel)
- In the event of an earthquake, if gas is smelled, turn off gas; if there is an electrical problem, turn off electricity; if there are water leaks, turn off water.
- Set up and coordinate a first aid center.
- Report to site administrator for further instructions.
- Assume assigned emergency response roles: i.e., coordinate a first aid center, engage in search and rescue tasks, supervise students, secure gates, etc.

C. Site Administrator's Office Will:

- If telephones are operable: notify **9-1-1** (Sierra County Sheriff) and the school district office for Level 2 & 3 emergencies,¹ District Office for all emergencies; and monitor incoming phone calls.
- Establish communication with the school district office.
- Maintain communication with staff and outside agencies.
- Assign available adults to tasks as needed.
- Site administrator to decide if evacuation to a designated shelter is necessary.

¹ As defined in Section I, pg. 10

Special Information for Parents

Our school district has evacuation and emergency plans in order in case of a disaster. A complete School Safety Plan is available at the Sierra-Plumas Joint Unified School District Office.

A. Crisis Information

Parents will receive initial information by the "Emergency Phone Notification System" or by a "emergency phone tree" telephone call (i.e., where teachers or others have a list of parents to notify in case of a school emergency when the Phone Notification System is not working).

Do not come to or call the school! Each school will designate a parent gathering center where parents will be informed and, when possible, pick up their children.

B. Parent Gathering Places

- Loyalton Schools: 1) Holy Family Catholic Church or
 2) Loyalton Elementary School
- Downieville Schools: Yuba Theatre (park in corner parking lot)

C. Student Dismissal

In the event of a major earthquake, **school will not be dismissed, and children will remain under the supervision of school authorities** until parents or responsible adults can pick them up.

If the site administrator or teacher in charge determines that students are to be dismissed following a crisis event, they will be transported to the parent gathering place, where their parents can pick them up, or be dismissed to return home by the usual method.

D. Picking Up Your Child

Students will be released at the designated gathering center. After signing the Student Release form, your child (and any other children you are authorized to pick up) will be released to you. Only teachers, children and parent volunteers will be allowed onto the playground.

Do not remove your child or any other child from school or gathering areas without having signed your name on the emergency release form. This provides a record of each child's location.

Many of you may not be able to reach school by automobile or phone. If conditions make it necessary, we will release your child to the adult

indicated on your child's "Emergency Release" form. We will keep a written record of the child and the adult to whom the child has been released.

If children are caught in a disaster between home and the school, it is recommended they go immediately to school.

E. Food and Water Supply

In the event that children would need to remain on campus for several hours after any sort of a disaster, we have a supply of food and fresh water. However, the supply is limited.

F. First Aid

School personnel have been trained in first aid and CPR. Each school office has a specially designed disaster kit containing appropriate supplies.

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

Board Bylaws**Bylaw 9320: Meetings And Notices**

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location as permitted by Government Code 54953, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or district official may engage in separate conversations or communications with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

Regular Meetings

The Sierra County Board of Education and the Sierra-Plumas Joint Unified School District Governing Board shall hold one regular joint meeting each month starting in January 2023. The regular joint meetings shall be held at 6:00pm on the second Tuesday of each month with the exception of June, July (as needed) and December. Meetings will be held at Sierra County Office of Education or Downieville Schools, alternating each month.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's web site. (Government Code 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose at the time the materials are distributed to all or a majority of the Board. (Government Code 54957.5)

CSBA POLICY GUIDE SHEET – February 14, 2023

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

Board Policy 0430 - Comprehensive Local Plan for Special Education

Policy updated to reflect **NEW LAW (AB 181, 2022)** requiring the State Superintendent of Public Instruction to make publicly available the special education funding each local educational agency (LEA) generates for their Special Education Local Plan Area (SELPA), and for the SELPA, to report to member LEA's the amount of funding each LEA generates for the SELPA.

Administrative Regulation 0430 - Comprehensive Local Plan for Special Education

Regulation updated to reflect **NEW LAW (AB 181, 2022)** which extends the timeline for developing an annual assurances support plan to July 1, 2027. A template for the annual assurances support plan will be developed by CDE by July 1, 2026. Additional minor revisions as necessary for clarity.

Board Policy 0460 - Local Control and Accountability Plan

Policy updated to reflect **NEW LAW (AB 181, 2022)** which states, by January 31, 2025, an Individuals with Disabilities Education Act (IDEA) Addendum adopted by the State Board of Education (SBE) shall be completed by districts which are identified by the California Department of Education (CDE) as needing an improvement plan. Additionally, policy is updated to reflect **NEW LAW (AB 181, 2022)** requiring the LCAP parent advisory committee to include at least a parent/guardian of currently enrolled students with disabilities. Policy also updated to reflect **NEW LAW (SB 997, 2022)** which requires, beginning July 1, 2024, districts serving middle or high school students to include two students as full members of the existing parent advisory committee or establish a student advisory committee to provide advice to the Board and the Superintendent or designee.

Administrative Regulation 0460 - Local Control and Accountability Plan

Regulation updated to reflect **NEW LAW (AB 181, 2022)**, which states Beginning July 1, 2025, if the district is identified by State Board of Education (SBE) as needing an improvement plan related to improvements in services for students with disabilities, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE.

Administrative Regulation 5141.3 - Health Examinations

Regulation updated to reflect **NEW LAW (AB 2329)** which authorizes districts to enter into a memorandum of understanding with a nonprofit eye examination provider to provide eye examinations and eyeglasses to students at a school site. Regulation also updated to reflect **NEW LAW (SB 97)** which requires that beginning on or after January 1, 2023, districts make Type 1 diabetes materials developed by CDE available to parents/guardians when student is first enrolled in elementary school or as part of certain notifications. The first note was changed to a Cautionary Note and updated to clarify that the obligation to perform specified mandated activities is relieved any year that the Budget Act does not provide reimbursement.

Administrative Regulation 6164.4 - Identification and Evaluation of Individuals for Special Education

Regulation updated to reflect **NEW LAW (SB 188, 2022)**, requiring each district to designate a main point of contact for coordinating and completing the transition of a child and family from Part C (Early Intervention Program for Infants and Toddlers with Disabilities) to Part B (Assistance for Children with Disabilities) of IDEA.

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

Philosophy, Goals, Objectives and Comprehensive Plans

Policy 0430: Comprehensive Local Plan For Special Education

CSBA NOTE: Pursuant to Education Code 56195.1, school districts and county offices of education (COE) are required to form geographical regions, known as Special Education Local Plan Areas (SELPA), of sufficient size and scope to administer a local plan and the allocation of funds for all the special education service needs of the children residing within the boundaries of the region. Districts may join together or with a COE to form a SELPA, or a single district may form its own SELPA. Education Code 56195.1 prohibits a district from creating a single-district SELPA until July 1, 2024.

Each SELPA is required to develop and administer a local plan describing how it will provide special education services. Pursuant to Education Code 56195.5, the Governing Board has authority, consistent with the SELPA plan, over the programs it directly maintains.

~~The Governing Board~~~~The Board of Education~~ recognizes its obligation to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the district.

In order to meet the needs of individuals with disabilities, the district shall serve as a Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.

The Superintendent or designee shall develop a local plan for the education of individuals with disabilities residing in the district. The plan shall be approved by the Board and submitted to the county office of education and the Superintendent of Public Instruction— (SPI). (Education Code 56195.1, 56195.3)

CSBA NOTE: Education Code 56836.148, as amended by AB 181 (Chapter 52, Statutes of 2022), requires the SPI to make publicly available the special education funding each local educational agency (LEA) generates for their SELPA, and for the SELPA, within thirty days of receiving their apportionment to report the amount of funding each LEA generates to member LEAs.

Each year, the Superintendent or designee shall provide to the Board any data and/or information regarding the special education funding generated by the district as supplied by the SPI and the SELPA in accordance with Education Code 56836.148.

CSBA NOTE: Pursuant to Education Code 56195.9, the local plan must be reviewed by the SELPA at least once every three years. The budget plan, service plan, and annual assurances support plan must be reviewed annually, pursuant to Education Code 56205; see the accompanying administrative regulation.

The local plan shall be reviewed at least once every three years and updated as needed to ensure the information contained in the plan remains relevant and accurate. -The local plan shall be updated cooperatively by a committee of representatives of special and regular education teachers and administrators selected by the groups they represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication. -(Education Code 56195.9)

CSBA NOTE: Pursuant to Education Code 56195.7, a single-district SELPA is mandated to adopt a written procedure for the ongoing review of programs and a mechanism for correcting any identified problem. The following paragraph may be revised to reflect district and/or SELPA practice.

Special education programs and services shall be reviewed on an ongoing basis. -The results of such evaluations shall be used to identify and correct any program deficiencies.

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

Philosophy, Goals, Objectives and Comprehensive Plans
Regulation 0430: Comprehensive Local Plan For Special Education

Definitions

Free appropriate public education (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324.- (Education Code 56040; 34 CFR 300.17, 300.101, 300.104)

Least restrictive environment means that, to the maximum extent appropriate, students with disabilities, including individuals in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities.- Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.- (Education Code 56040.1; 34 CFR 300.107, 300.114, 300.117)

Elements of the Local Plan

CSBA NOTE: Education Code 56205 and 56206 detail the elements that must be included in the local plan developed by the Special Education Local Plan Area (SELPA), including a requirement that the plan contain assurances of general compliance with Section 504 of the Rehabilitation Act of 1973 (29 USC 794), the Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482), and the Americans with Disabilities Act (42 USC 12101-12213).

Pursuant to Education Code 56122, the California Department of Education (CDE) has developed templates for plan development, which are available on its web site.

The local plan developed by the Special Education Local Plan Area (SELPA) shall include, but not be limited to:- (Education Code 56122, 56205, 56206)

1. Policies, procedures, and programs, that are consistent with state laws, regulations, and policies and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:
 - a. Free appropriate public education
 - b. Full educational opportunity
 - c. Child find and referral
 - d. Individualized education programs, including development, implementation, review, and revision
 - e. Least restrictive environment
 - f. Procedural safeguards
 - g. Annual and triennial assessments

- h. Confidentiality
 - i. Transition from the Infants and Toddlers with Disabilities programs pursuant to 20 USC 1431 to the preschool program
 - j. Children in private schools
 - k. Compliance assurances, including general compliance with the federal Individuals with Disabilities Education Act (20 USC 1400-1482), Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), the federal Americans with Disabilities Act of 1990 (42 USC 12101-12213), related federal regulations, and Education Code 56000-56865
 - l. A description of the governance and administration of the local plan in accordance with Education Code 56205(a)(12)
 - m. Personnel qualification to ensure that personnel, including special education teachers and personnel and paraprofessionals are appropriately and adequately prepared and trained in accordance with Education Code 56058 and 56070 and 20 USC 1412(a)(14) and 1413(a)(3)
 - n. Performance goals and indicators
 - o. Participation in state and districtwide assessments, including assessments described in 20 USC 6301 et seq. and alternate assessments in accordance with 20 USC 1412(a)(16), and reports relating to assessments
 - p. Supplementation of state, local, and other federal funds, including nonsupplantation of funds
 - q. Maintenance of financial effort
 - r. Opportunities for public participation before adoption of policies and procedures
 - s. Suspension and expulsion rates
 - t. Access to instructional materials by blind individuals with exceptional needs and others with print disabilities in accordance with 20 USC 1412(a)(23)
 - u. Overidentification and disproportionate representation by race and ethnicity of children as individuals with exceptional needs, including children with disabilities with a particular impairment described in 20 USC 1401 and 1412(a)(24)
 - v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)
2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures

3. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures
4. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.

CSBA NOTE: Pursuant to Education Code 56205 and 56122, the local plan must include an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating to assure effective outcomes for students with disabilities. As amended by AB 181 (Ch. 52, Statutes of 2022), Education Code 56122 extends the timeline for developing an annual assurances support plan to July 1, 2027. A template for the annual assurances support plan will be developed by CDE by July 1, 2026.

5. Beginning July 1, ~~2023~~2027, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:
 - a. SupportHow the governing board of the SELPA will ~~support~~provide to participating agencies in achieving the goals, actions, and services identified in their local control and accountability plans
 - b. The ways in whichHow the governing board of the SELPA will connect participating agencies in need of technical assistance to the statewide system of support
 - c. The services, technical assistance, and support the governing board of the SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205
6. A description of programs for early childhood special education from birth through five years of age
7. A description of the method by which members of the public, including parents/guardians of individuals with ~~disabilities~~exceptional needs who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205
8. A description of a dispute resolution process, including mediation and arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan
9. Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205 and that the committee had at least 30 days to conduct this review before submission of the local plan to CDE
10. A description of the process being utilized to refer students for special education instruction pursuant to Education Code 56303
11. A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools, the method of ensuring that all requirements of each student's IEP are being

met, and a method for evaluating whether the student is making appropriate educational progress

12. A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan, annual service plan, and annual assurances support plan shall be written in language that is understandable to the general public.- They shall be adopted at a public hearing of the SELPA, for which notice of the hearing shall be posted in each school in the SELPA at least 15 days before the hearing.- (Education Code 56205)

Availability of the Plan

The Superintendent or designee shall post on the district's web site the approved local plan, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans.- A complete copy of the local plan, annual budget plan, annual service plan, annual assurances support plan, and policies and procedures shall be held on file in the district office and shall be accessible to any interested party.- (Education Code 56205.5)

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

Philosophy, Goals, Objectives and Comprehensive Plans

Policy 0460: Local Control And Accountability Plan

CSBA NOTE: Education Codes 52060-52077 require the Governing Board to adopt and annually update, on or before July 1, a local control and accountability plan (LCAP). Pursuant to Education Code 52060, the LCAP must include goals and actions aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair; (2) implementation of and student access to state academic content and performance standards; (3) parent/guardian involvement and family engagement; (4) student achievement; (5) student engagement; (6) school climate; (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of supplemental and concentration grants under the local control funding formula (LCFF)); and (8) student outcomes in the specified course of study. Education Code 52060 provides that, in addition to addressing the state priorities in the LCAP, the district may establish and address local priorities and goals. Examples include priorities for student wellness and other conditions of children, professional development, community involvement, effective governance and leadership, and environmental literacy. See the accompanying administrative regulation for further information about the required content of the LCAP.

The Governing Board~~The Board of Education~~ desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the county/district budget and facilitate continuous improvement of county/district practices.

CSBA NOTE: Pursuant to Education Code 52064, the State Board of Education (SBE) has adopted a template that districts must use to complete the LCAP. An electronic version of the template is available on the California Department of Education's (CDE) web site.

The Board shall adopt a county/districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years.- (Education Code 52060, 52064; 5 CCR 15494-15497)

CSBA NOTE: Education Code 52060 requires that the LCAP include annual goals to be achieved for all students and for each numerically significant student subgroup as defined in Education Code 52052. In addition, several state priorities address programs and services for "unduplicated students," as defined in Education Code 42238.01- 42238.02.

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF).- (Education Code 42238.02)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students.- (Education Code 52052)

CSBA NOTE: Pursuant to Education Code 52064.3, as added by AB 181 (Ch. 52, Statutes of 2022), by January 31, 2025, an Individuals with Disabilities Education Act (IDEA) Addendum adopted by SBE relating to improvements in services for students with disabilities is required to be completed by districts that are identified by CDE as needing an improvement plan pursuant to 34 CFR 300.600-300.647. Such identified districts must comply with the requirements specified in the following paragraph.

Beginning July 1, 2025, if the district is identified by the California Department of Education (CDE) as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028, whichever occurs first. The IDEA addendum shall be developed, reviewed, and approved in conjunction with and in the same manner as the LCAP and the annual update to the LCAP, and shall be submitted to CDE within 15 days of adoption by the Board. (Education Code 52064.3)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA.- (Education Code 52062)

The LCAP shall also be aligned with other district and school plans, to the extent possible, in order to minimize duplication of effort and provide clear direction for program implementation.

CSBA NOTE: Pursuant to Education Code 52064.1, districts are required to develop an LCFF budget overview for parents/guardians in conjunction with, and attached as a cover to, the LCAP and annual update to the LCAP. The budget overview is subject to the requirements of Education Code 52062 and 52070 pertaining to the adoption, review, and approval of the LCAP.

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by ~~the~~ SBE, which includes specified information relating to the county/district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update.- (Education Code 52064.1)

Any complaint that the county/district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures.- (Education Code 52075)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

CSBA NOTE: Education Code 52060 requires consultation on plan development with all of the groups listed below. The Board may delegate responsibility for arranging meetings and other input opportunities to the Superintendent or designee.

5 CCR 15495 defines what it means to consult with students, including unduplicated students and other numerically significant student subgroups, and gives examples of methods that may be used for this consultation. State regulations do not provide examples of consultation with groups other than students, but consultations might include surveys, the establishment of an advisory committee consisting of representatives of all the specified groups, solicitation of feedback from the groups after a draft plan is available, discussion of the LCAP at staff meetings, and communication with parent organizations, student councils, school site councils, or other established committees or organizations. The district may expand the following paragraph to reflect district practice.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP.- Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students.- (Education Code 52060; 5 CCR 15495)

Public Review and Input

CSBA NOTE: Pursuant to Education Code 52063 and 5 CCR 15495, the Board is required to establish a parent advisory committee and, if district enrollment includes at least 15 percent English learners, an English learner parent advisory committee to review and comment on the LCAP. The district may use existing parent advisory committees for these purposes if the committee composition complies with Education Code 52063 and 5 CCR 15495. However, the district should consider whether such opportunities need to be expanded to achieve significant levels of stakeholder involvement in the planning process as intended by law.

Education Code 52063, as amended by AB 181, requires the LCAP parent advisory committee to include parents/guardians of currently enrolled students with disabilities.

The Board shall establish a parent advisory committee to ~~review and comment~~provide advice on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above- ~~and parents/guardians of students with disabilities.~~ (Education Code 52063; 5 CCR 15495)

CSBA NOTE: The following paragraph is for districts serving middle and/or high school students. Education Code 52063, as amended by SB 997 (Ch. 922, Statutes of 2022), requires, beginning July 1, 2024, districts serving middle or high school students to include two students as full members of the existing parent advisory committee or establish a student advisory committee to provide advice to the Board and the Superintendent or designee. Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the district's students, as described below. Districts that do not serve middle or high school students may delete the following paragraphs relating to student advisory members.

Beginning July 1, 2024, unless a student advisory committee is established to provide advice to the Board and Superintendent, two students shall be included as full members of the parent advisory committee. The students shall serve for a renewable term of one full school year. (Education Code 52063)

Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the district's students, including geographical, socioeconomic, cultural, physical, and educational diversity, and particular effort shall be made to reach out to at-risk or disadvantaged students to serve as members of such committees. (Education Code 52063)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP.- (Education Code 52063; 5 CCR 15495)

CSBA NOTE: The following paragraph is required in relation to parent advisory committees, pursuant to Education Code 52062. For consistency, it is recommended that the same treatment be afforded a student advisory committee established to advise the Board and Superintendent.

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s).-~~(Education Code 52062)~~

CSBA NOTE: Education Code 52062 requires notification to the public of the opportunity to submit written comments on the proposed LCAP, including notification in the primary language of parents/guardians when required by Education Code 48985. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students must be written in the primary language as well as in English; see BP 5145.6 - Parental Notifications.

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985.- (Education Code 52062)

CSBA NOTE: Pursuant to Education Code 305, the LCAP parent/guardian and community engagement process must include solicitation of input on language acquisition programs. See BP/AR 6174 - Education for English Learners for further information regarding the types of language acquisition programs that may be offered.

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English.- (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities.- (Education Code 52062)

CSBA NOTE: Pursuant to Education Code 42127, the Board must not adopt a district budget until the LCAP is in place for the budget year; see BP 3100 - Budget. The budget must include the expenditures necessary to implement the plan that will be effective during the subsequent fiscal year. If it does not, the County Superintendent of Schools will disapprove the district's budget.

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget.- (Education Code 42127, 52062)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the county/district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.- (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting.- (Education Code 52062)

Submission of Plan to County Superintendent of Schools

CSBA NOTE: Education Code 52070 requires the district to submit the LCAP to the County Superintendent, who may seek written clarification of the contents of the plan and may submit recommendations for amendments as provided below. The County Superintendent is required to approve the LCAP on or before October 8 if it is determined that (1) the LCAP adheres to the template adopted by SBE and follows any SBE instructions or directions for completing the template; (2) the district budget includes expenditures sufficient to implement the specific actions

and strategies in the LCAP; and (3) the LCAP adheres to supplemental and concentration grant expenditure requirements specified in Education Code 42238.07 for unduplicated students. In determining whether the district has fully demonstrated that it will use supplemental and concentration funds to increase or improve services for unduplicated students, 5 CCR 15497 requires the County Superintendent to review any descriptions of districtwide or schoolwide services provided.

Education Code 52064.1 requires the district to file the LCFF budget overview for parents/guardians with the County Superintendent to be reviewed for adherence with the template adopted by the SPI. If the budget overview is not approved, the County Superintendent will withhold approval of the LCAP and will provide technical assistance pursuant to Education Code 52071.

Not later than five days after adoption of the LCAP, the county/district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools.- (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request.- If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations.- (Education Code 52070)

If the County Superintendent does not approve the county/district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved.- (Education Code 52071)

Monitoring Progress

CSBA NOTE: The following optional paragraph may be revised to reflect the district's timeline for reviewing the progress and effectiveness of strategies included in the LCAP. Reports should be provided to the Board in sufficient time to allow for any necessary changes in the annual update to the LCAP by July 1 of each year, as required by Education Code 52060-52061. The Dashboard provides a tool to assist in evaluation of district and school performance and includes all of the state priorities for the LCAP described in Education Code 52060.

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the county/district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

CSBA NOTE: Pursuant to Education Code 52071, when a school or a numerically significant student subgroup is not making sufficient progress toward its LCAP goals, the County Superintendent may be required to provide technical assistance or the Board may request technical assistance. In addition, the Superintendent of Public Instruction may intervene in any school which has been identified as in need of intervention based on criteria specified in Education Code 52072. Pursuant to Education Code 52059.5, CDE has established a unified system of support for districts and schools that meets state requirements as well as federal Title I requirements and ensures consistency between technical assistance provided under both sets of requirements. For more information, see BP 0520 - Intervention for Underperforming Schools.

The Superintendent or designee shall seek and/or accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072 ~~or 20 USC 6311~~ when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.

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

Philosophy, Goals, Objectives and Comprehensive Plans
Regulation 0460: Local Control And Accountability Plan

CSBA NOTE: Education Codes 52060-52077 require the Governing Board to adopt and annually update, on or before July 1, a three-year local control and accountability plan (LCAP). See the accompanying Board policy for information about plan development and monitoring.

Goals and Actions Addressing State and Local Priorities

CSBA NOTE: Education Code 52060 requires that the LCAP include annual goals, aligned with specified state priorities, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52052, a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup (or at least 15 foster youth or homeless students) in the school or district.

In addition, several state priorities address programs and services for "unduplicated students." For purposes of supplemental and concentration grants allocated through the local control funding formula (LCFF), "unduplicated students" are defined by Education Code 42238.02 as students eligible for free or reduced-price meals, English learners, and foster youth; see the accompanying Board policy.

The county/district's local control and accountability plan (LCAP) and annual updates shall include, for the county/district and each district school:- (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:
 - a. The degree to which county/district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every county/district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002
 - b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

CSBA NOTE: Education Code 52060 provides that family engagement may include, but not be limited to, efforts by the district and schools to apply research-based practices, such as welcoming all families into the school community, engaging in effective two-way communication, supporting student success, and empowering families to advocate for equity and access. It may also include partnering with families to inform, influence, and create practices and programs that support student success and collaboration with families and the broader community, expand student learning opportunities, and promote civic participation.

- c. Parent/guardian involvement and family engagement, including efforts the county/district makes to seek parent/guardian input in county/district and school site decision making and how the county/district will promote parent/guardian participation in programs for

unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

- d. Student achievement, as measured by all of the following as applicable:
- i. Statewide assessments of student achievement
 - ii. The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University; have successfully completed career technical education (CTE) sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692; and have successfully completed both college entrance courses and CTE sequences or programs
 - iii. The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
 - iv. The English learner reclassification rate
 - v. The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
 - vi. The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301
- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable
- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable
- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03
- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

CSBA NOTE: In addition to goals aligned with the state priorities described in Item #1 above, Education Code 52060 provides that the LCAP may include goals for local priorities established by the Board; see the accompanying Board policy. Optional Item #2 below may be revised to reflect local priorities.

2. Any goals identified for any local priorities established by the Board.
3. A description of the specific actions the county/district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in ~~items~~Items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the county/district.

CSBA NOTE: Pursuant to Education Code 52060, in developing goals and actions for the LCAP, the Board may consider qualitative information, including, but not limited to, the results of school quality reviews conducted pursuant to Education Code 52052. Education Code 52052 authorizes the Superintendent of Public Instruction (SPI), with approval of the State Board of Education (SBE) and conditional upon an appropriation in the state budget, to develop and implement a program of school quality reviews that features locally convened panels to visit schools, observe teachers, interview students, and examine student work.

For purposes of the descriptions required by Items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews.- (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the county/district's progress toward achieving those goals.- (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard.- (Education Code 52060)

Increase or Improvement in Services for Unduplicated Students

CSBA NOTE: The following section is for use by districts that receive LCFF supplemental and/or concentration grant funds. Such districts are required to increase or improve services for unduplicated students in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students; see BP 3100 - Budget. 5 CCR 15494-15496 specify the method for determining the percentage by which services for unduplicated students must be increased or improved above services provided to all students in the fiscal year.

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students.- (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall:- (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Availability of the Plan

CSBA NOTE: Education Code 52065 requires the district to prominently post its LCAP, any annual update or revisions to the LCAP, and LCFF budget overview for parents/guardians on the homepage of its web site. In addition, the County Superintendent of Schools is required to post all district LCAPs, or links to those plans, on the county office of education web site and to transmit all such plans to the SPI, who will then post links to all plans on the California Department of Education web site.

Beginning July 1, 2025, if the district is identified by SBE as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028.

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, including the IDEA Addendum as applicable, and the LCFF budget overview for parents/guardians on the homepage of the county/district's web site.- (Education Code 52064.1, 52064.3, 52065)

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

Students**Regulation 5141.3: Health Examinations**

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities, including scoliosis screening, when the Budget Act does not provide reimbursement during that fiscal year. As a result, districts should determine whether the Budget Act for the current fiscal year allows for the suspension of these requirements, and if so, suspend certain provisions of the following administrative regulation related to scoliosis screening. For more information, the district should consult CSBA's District and County Offices of Education Legal Services or district legal counsel.

CSBA NOTE: 20 USC 1232h, the Protection of Pupil Rights Amendment, mandates that any district receiving funds from a program administered by the U.S. Department of Education adopt a policy regarding physical examinations and screenings that the district may administer; see BP/AR 5022 - Student and Family Privacy Rights for language implementing this mandate. 20 USC 1232h also requires districts to notify parents/guardians, at the beginning of the school year, of the dates during the school year when physical exams or screenings are scheduled and of the process to opt their children out of participation.

The principal at each school shall notify parents/guardians of the rights of students and parents/guardians related to health examinations. (Education Code 48980; 20 USC 1232h)

A parent/guardian may annually file with the principal a written statement withholding consent to the child's physical examination ~~of his/her child~~. Any such student shall be exempt from any physical examination but shall be subject to exclusion from attendance when contagious or infectious disease is reasonably suspected. (Education Code 49451; 20 USC 1232h)

Vision Tests

CSBA NOTE: The following section is for use by districts that maintain any of grades K-8. Education Code 49455 requires vision appraisals every three years through grade 8.

Each student's vision shall be appraised, by the school nurse or other personnel authorized under Education Code 49452, during the kindergarten year or upon first enrollment or entry in a district elementary school and subsequently in grades 2, 5, and 8. However, a student who is tested upon first enrollment or entry in the district in grade 4 or 7 shall not be required to be appraised in the next immediate year. (Education Code 49455)

CSBA NOTE: Education Code 49455 requires male students to be tested for color vision in grade 1 or later. It may be most efficient to conduct the color vision screening during the regularly scheduled testing in grade 2, 5, or 8.

The vision appraisal shall include tests for visual acuity, including near vision. Male students shall also be tested once for color vision in grade 1 or later and the results of the appraisal shall be entered in the student's health record. (Education Code 49455)

Appraisal of a student's vision may be waived under either of the following conditions: (Education Code 49455)

1. The student's parent/guardian requests a waiver and presents a certificate from a physician/surgeon, physician assistant, or optometrist showing the results of an examination of the student's vision, including visual acuity and, in male students, color vision.
2. The student's parents/guardians file with the principal a written statement that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles depend for healing upon prayer in the practice of their religion.

Visual defects or any other defects found as a result of the vision examination shall be reported to the parent/guardian with a request that remedial action be taken to correct or cure the defect. The report of a visual defect, if made in writing, shall be made on a form prescribed by the Superintendent of Public Instruction. The report shall not include a referral to any private practitioner. However, the student may be referred to a public clinic or diagnostic and treatment center operated by a public hospital or by the state, county, or city department of public health. (Education Code 49456)

In addition to the vision appraisals described above, the school nurse and/or classroom teacher shall continually and regularly observe students' eyes, appearance, behavior, visual performance, and perception that may indicate vision difficulties. (Education Code 49455)

Eye Examinations for the Purpose of Eyeglasses

CSBA NOTE: Education Code 49455.5, as added by AB 2329 (Ch. 911, Statutes of 2022), authorizes districts to enter into a memorandum of understanding with a nonprofit eye examination provider to provide eye examinations and eyeglasses to students at district schools. Such examinations may only be provided for the purpose of providing eyeglasses and not take the place of the general vision appraisals described above. Schools that allow these examinations on their school site must notify parents/guardians of the eye examinations and provide a form to opt out of the examination. Pursuant to Education Code 49455.5, as added by AB 2329, the California Department of Education (CDE) is required to, by March 1, 2023, develop and post on its web site a model opt out form for such purpose.

In addition to the vision appraisals described above, the district may enter into a memorandum of understanding with a nonprofit eye examination provider, including a mobile provider, to provide noninvasive eye examinations at a district school exclusively for the purpose of providing eyeglasses. (Education Code 49455.5)

Prior to any eye examination, the school shall notify parents/guardians of the upcoming eye examination and include a form that allows them to opt their child out of the examination. Parents/guardians who have submitted a general opt-out written statement in accordance with Education Code 49451 are deemed to have opted out. (Education Code 49455.5)

Parents/guardians whose child receives an eye examination shall be provided a report by the provider in accordance with Education Code 49456. (Education Code 49455.5)

Hearing Tests

CSBA NOTE: Procedures for conducting school hearing tests are contained in 17 CCR 2951 and the California Department of Health Care Services (DHCS) Manual for the School Audiometrist.

The Superintendent or designee shall provide for the administration of hearing tests to district students by personnel authorized to conduct such testing pursuant to Education Code 49452 and 49454 and in accordance with the procedures specified in 17 CCR 2951.

CSBA NOTE: Items #1-5 below may be revised to reflect district practice and the grade levels offered by the district.

Pursuant to 17 CCR 2951, the district may annually request that DHCS waive the requirement for the hearing screening test for grade 10 and/or 11. The waiver request must include the dates of the school year for which the waiver is requested and an alternative testing plan that ensures each student at risk of hearing loss (i.e., students who are exposed to loud noises, including loud music; have a previously documented problem; have not had a hearing test for three years; or are enrolled for the first time in the district) is referred for testing by a parent/guardian or teacher.

Each student shall be given a hearing screening test at the following times: (17 CCR 2951)

1. Kindergarten or Grade 1

2. Grade 2
3. Grade 5
4. Grade 8
5. Grade 10 or 11
6. Upon first entry into the California public school system

Each student enrolled in a special education program, other than those enrolled because of a hearing problem, shall be given a hearing test when enrolled in the program and every third year thereafter. Hearing tests may be given more frequently as needed, based on the individualized education program team's evaluation of the student. (17 CCR 2951)

A follow-up hearing threshold test shall be administered to any student who fails to respond to any of the required frequencies in the screening test or is otherwise determined to need further evaluation. (17 CCR 2951)

The Superintendent or designee shall provide written notification of test results to the parents/guardians of any student who fails the hearing tests. When the test results fall within the levels specified in 17 CCR 2951 or there is evidence of pathology, such as an infection of the outer ear, chronic drainage, or a chronic earache, the notification shall include a recommendation that a further medical and audiological evaluation be obtained. (17 CCR 2951)

The dates and results of all screening tests and copies of threshold tests shall be included in the student's health records. (17 CCR 2951)

The principal or designee shall prepare an annual report of the school hearing testing program, using forms provided by the Department of Health Services, with copies to the Superintendent and the County Superintendent of Schools. (17 CCR 2951)

Scoliosis Screening

CSBA NOTE: The following optional section is for use by districts that maintain grades 7-8.

Each female student in grade 7 and each male student in grade 8 shall be screened for scoliosis. (Education Code 49452.5)

The parent/guardian of any student suspected of having scoliosis shall receive a notice which includes an explanation of scoliosis and describes the significance of treatment at an early age. This notice shall also describe the public services available for treatment and include a referral to appropriate community resources. (Education Code 49452.5)

Type 1 Diabetes Information

CSBA NOTE: The following section is for use by districts that serve elementary school students.

Education Code 49452.6, as added by SB 97 (Ch. 674, Statutes of 2021), requires districts, beginning January 1, 2023, to make type 1 diabetes informational materials developed by CDE available to parents/guardians, as described below. Pursuant to Education Code 49452.6, as added by SB 97, CDE is required to develop and post the informational materials on its web site, for use by districts.

The Superintendent or designee shall provide parents/guardians of children enrolled in elementary school for the first time, or with the annual notifications pursuant to Education Code 48980, an information sheet developed by the California Department of Education (CDE) regarding type 1 diabetes as specified in Education Code 49452.6.

Type 2 Diabetes Information

CSBA NOTE: The following optional section is for use by districts that offer grade 7 but may be used by districts that wish to increase diabetes awareness among parents/guardians and students at other grade levels. Pursuant to Education Code 49452.7, CDE has developed an information sheet for use by districts and has posted the sheet on its web site.

Because type 2 diabetes in children is a preventable and treatable disease, parents/guardians are encouraged to have their child screened by an authorized health care practitioner for risk factors of the disease, including excess weight, and to request tests of their child's blood glucose to determine if ~~he/she~~the child has type 2 diabetes or pre-diabetes.

The Superintendent or designee shall provide parents/guardians of incoming students in grade 7, or with the annual notifications pursuant to Education Code 48980, an information sheet developed by ~~the~~ CDE regarding type 2 diabetes, which includes: (Education Code 49452.7)

1. A description of the disease and its risk factors and warning signs
2. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes be screened for the disease
3. A description of the different types of diabetes screening tests available
4. A description of treatments and prevention methods

CSBA NOTE: The following optional paragraph reflects legislative intent expressed in Education Code 49452.7.

The Superintendent or designee may provide information to parents/guardians regarding public or private sources from which they may receive diabetes screening and education services for free or at reduced costs.

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Regulation approved: April 10, 2007
 revised: June 14, 2011
 revised: April 14, 2015
revised: February 14, 2023

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

Instruction**Regulation 6164.4: Identification And Evaluation Of Individuals For Special Education**

CSBA NOTE: Pursuant to Education Code 56303, a student should be referred for special education instruction and services only after the resources of the regular education program such as Response to Instruction and Intervention (RtI2) strategies have been considered and, where appropriate, utilized. However, the U.S. Department of Education's Office of Special Education Programs (OSEP) Memorandum 11-07 emphasizes that districts have an obligation to ensure that evaluations of children suspected of having a disability are not delayed or denied because of the implementation of response to intervention strategies.

In the, "Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act," OSEP encourages districts to reexamine the efficacy of existing child find practices and initiate new activities in light of the educational disruptions caused by the COVID-19 pandemic, including through additional screenings; efforts to increase awareness about special education supports and the effects of the COVID-19 pandemic on students' academic performance and social-emotional, behavioral, and mental health needs; public awareness campaigns about developmental screenings in settings frequented by families such as health departments, physician's offices, public parks, amusement parks, shopping malls, and children's stores; social media campaigns on multiple online platforms; partnering with stakeholders such as parent-teacher organizations; and holding screening events in the community.

Additionally, OSEP emphasizes that students who are experiencing long-term COVID-19 effects must be referred for special education evaluation if their symptoms (such as fatigue, mood changes, or difficulty concentrating) are adversely impacting their ability to participate and learn in the general curriculum.

The obligation of a district to refer a student for special education evaluation is a fact-specific determination that must be made on a case-by-case basis.

The Superintendent or designee shall ensure that the district's child find process includes the collection of data and, at reasonable intervals, the screening of such data to determine if students are making adequate progress, as appropriate.

A student shall be referred for special education instruction and services only after the resources of the regular education program have been considered and used where appropriate. - (Education Code 56303)

However, the district shall ensure that evaluations of children suspected of having a disability are not delayed or denied because of the implementation of response to intervention strategies.

CSBA NOTE: Pursuant to 34 CFR 300.301, a parent/guardian or district may request an initial evaluation to determine if a student is a student with a disability. OSEP Memorandum 11-07 emphasizes that if a parent/guardian requests an evaluation, and the district agrees with the parent/guardian that the student may be eligible for special education and related services, the district must evaluate the child. If the district does not suspect that the child has a disability and denies the request for an initial evaluation, the district must provide written notice to the parent/guardian, pursuant to 34 CFR 300.503, explaining the basis for such decision.

A parent/guardian or the district may initiate a request for an initial evaluation to determine if the student is a student with a disability.- (34 CFR 300.301)

When a verbal referral is made, staff shall offer assistance to the individual to make the request in writing and shall assist the individual if the individual requests such assistance.- (5 CCR 3021)

All referrals from school staff for an initial evaluation shall include a brief reason for the referral and

description of the regular program resources that were considered and/or modified for use with the student and, when appropriate, the results of intervention.- This documentation shall not delay the timelines for completing the assessment plan or assessment. -(5 CCR 3021)

Initial Evaluation for Special Education Services

Before the initial provision of special education and related services to a student with a disability, the district shall conduct ~~a full and~~an individual initial evaluation of the ~~student.~~student's educational needs related to all areas of suspected disability. (Education Code 56320; 34 CFR 300.301)

Upon receipt of a referral of any student for special education and related services, a proposed evaluation plan shall be developed within 15 calendar days, not counting days between the student's regular school sessions or terms or calendar days of school vacation in excess of five school days, unless the parent/guardian agrees, in writing, to an extension. -If the referral is made within 10 days or less prior to the end of the student's regular school year or term, the proposed evaluation plan shall be developed within 10 days after the beginning of the next regular school year or term. -(Education Code 56043, 56321)

The proposed evaluation plan shall meet all of the following requirements: -(Education Code 56321)

1. Be in a language easily understood by the general public
2. Be provided in the native language of the parent/guardian or other mode of communication used by the parent/guardian unless it is clearly not feasible
3. Explain the types of evaluation to be conducted
4. State that no individualized education program (IEP) will result from the evaluation without parent/guardian consent

A copy of the notice of a parent/guardian's rights and procedural safeguards shall be attached to the evaluation plan.- (Education Code 56321)

The proposed written evaluation plan shall include a description of recent assessments conducted, including available independent assessments and assessment information requested by the parent/guardian to be considered, as well as information indicating the student's primary language and the student's primary language proficiency as determined by Education Code section 52164.1.- (5 CCR 3022)

CSBA NOTE: 34 CFR 300.504 requires the district to provide parents/guardians with written notice prior to conducting the initial evaluation. For contents of the prior written notice, see AR 6159.1 - Procedural Safeguards and Complaints for Special Education.

Education Code 56329 clarifies the factors to consider when making a determination of eligibility, reflected in Item #2 below and specifies circumstances in which a parent/guardian may be entitled to an independent educational evaluation (IEE), reflected in Items #4 and 5 below.

Before conducting an initial evaluation, the district shall provide the parent/guardian with prior written notice in accordance with 34 CFR 300.503. -In addition, as part of the evaluation plan, the parent/guardian shall receive written notice that includes all of the following information: -(Education Code 56329; 34 CFR 300.304, 300.502, 300.504)

1. Upon completion of the administration of tests and other evaluation materials, an IEP team meeting that includes the parent/guardian or the parent/guardian's representative shall be scheduled pursuant to Education Code 56341. At this meeting, the team shall determine whether or not the student is a student with disabilities, as defined in Education Code 56026, and shall discuss the evaluation, the educational recommendations, and the reasons for the

recommendations.

2. When making a determination of eligibility for special education, the district shall not determine that the student is disabled if the primary factor for such determination is lack of appropriate instruction in reading, including the essential components of reading instruction as defined in 20 USC 6368, lack of appropriate instruction in mathematics, or limited English proficiency, if the student does not otherwise meet the eligibility criteria under 34 CFR 300.8.
3. A copy of the evaluation report and the documentation of determination of eligibility shall be given to the parent/guardian.
4. If the parent/guardian disagrees with an evaluation obtained by the district, the parent/guardian has the right to obtain, at public expense, an independent educational evaluation (IEE) of the student from qualified specialists, in accordance with 34 CFR 300.502. The parent/guardian is entitled to only one such evaluation at public expense each time the district conducts an assessment with which the parent/guardian disagrees.

If the district observed the student in conducting its evaluation, or if its evaluation procedures make it permissible to have in-class observation of the student, an equivalent opportunity shall apply to the IEE. This equivalent opportunity shall apply to the student's current placement and setting as well as observation of the district's proposed placement and setting, if any, regardless of whether the IEE is initiated before or after the filing of a due process hearing proceeding.

5. The district may initiate a due process hearing pursuant to Education Code 56500-56508 to show that its evaluation is appropriate. If the final decision resulting from the due process hearing is that the evaluation is appropriate, the parent/guardian maintains the right for an IEE, but not at public expense.

If the parent/guardian obtains an IEE at private expense, the results of the IEE shall be considered by the district with respect to the provision of a free appropriate public education (FAPE) to the student, and may be presented as evidence at a due process hearing regarding the student. If the district observed the student in conducting its evaluation, or if its evaluation procedures make it permissible to have in-class observation of a student, an equivalent opportunity shall apply to an IEE of the student in the student's current educational placement and setting and in any educational placement and setting proposed by the district, regardless of whether the IEE is initiated before or after the filing of a due process hearing.

6. If the parent/guardian proposes a publicly financed placement of the student in a nonpublic school, the district shall have an opportunity to observe the proposed placement and, if the student has already been unilaterally placed in the nonpublic school by the student's parent/guardian, the student in that proposed placement. Any such observation shall only be of the student who is the subject of the observation and shall not include the observation or evaluation of any other student in the proposed placement unless that other student's parent/guardian consents to the observation or evaluation. The results of any observation or evaluation of another student in violation of Education Code 56329(d) shall be inadmissible in any due process or judicial proceeding regarding FAPE of that other student.

~~Parent/Guardian Consent for Evaluations~~

~~Upon receiving the proposed evaluation plan, the parent/guardian shall have at least 15 days to decide whether to consent to the initial evaluation. The district shall not interpret parent/guardian consent for initial evaluation as consent for initial placement or initial provision of special education services. (Education Code 56321; 34 CFR 300.300)~~

Parent/Guardian Consent for Evaluations

CSBA NOTE: Pursuant to Education Code 56321 and 34 CFR 300.300, the district must first obtain parent/guardian consent before conducting (1) an initial evaluation to determine if the student is a student with a disability or (2) a reevaluation to determine if the student continues to be a student with a disability. See AR 6159 - Individualized Education Program for language regarding parent/guardian consent for the provision of special education services, including the right to revoke such consent.

In M.M. v. Lafayette School District, the Ninth Circuit Court of Appeals concluded that the district had a procedural duty to provide the parents with their child's response to instruction (RTI) data when the district sought to obtain their consent for the initial evaluation. The district's failure to provide the parents with the RTI data as part of the initial evaluation resulted not only in a procedural violation but also a substantive violation of the Individuals with Disabilities Education Act (IDEA) since the failure prevented the parents from meaningfully participating in the IEP process.

Informed parental Consent means that the parent/guardian: -(Education Code 56021.1; 34 CFR 300.9)

1. Has been fully informed, in the parent/guardian's native language or other mode of communication, of all information relevant to the activity for which consent is sought
2. Understands and agrees, in writing, to the carrying out of the activity for which parent/guardian consent is sought and the consent describes that activity and lists the records (if any) that will be released and to whom
3. Understands that the granting of consent is voluntary on the parent/guardian's part and may be revoked at any time
4. Understands that if the parent/guardian revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked). The district is not required to amend the education records of a student to remove any reference to the student's receipt of special education and services if the student's parent/guardian submits a written revocation of consent after the initial provision of special education and related services to the student.

Upon receiving the proposed evaluation plan, the parent/guardian shall have at least 15 days to decide whether to consent to the initial evaluation. The district shall not interpret parent/guardian consent for initial evaluation as consent for initial placement or initial provision of special education services. (Education Code 56321; 34 CFR 300.300)

The district shall make reasonable efforts to obtain the ~~informed~~ consent of the parent/guardian for an initial evaluation or reevaluation of a student. -(Education Code 56321; 34 CFR 300.300, 300.322)

CSBA NOTE: It is recommended that the district maintain a record of its attempts to obtain consent, as provided in Items #1-3 below.

The district shall maintain a record of its attempts to obtain consent, such as: (Education Code 56341.5)

1. Detailed records of telephone calls made or attempted and the results of those calls
2. Copies of correspondence sent to the parent/guardian and any responses received
3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

CSBA NOTE: Education Code 56321 and 34 CFR 300.300 provide that if a parent/guardian refuses to consent to an evaluation, the district may, but is not required to, utilize the due process procedures to pursue the evaluation. However, if the district declines to pursue the evaluation, the district does not violate its child find obligations under state and federal law.

If a parent/guardian refuses to consent to the initial evaluation or fails to respond to a request to provide consent, the district may, but is not required to, pursue an evaluation by utilizing the procedural safeguards, including the mediation and due process procedures pursuant to 20 USC 1415 and 34 CFR 300.506-300.516. -(Education Code 56321; 34 CFR 300.300)

For a student who is a ward of the state and not residing with the student's parent/guardian, the district shall make reasonable efforts to obtain the ~~informed~~ consent from the parent/guardian of the student for an initial evaluation to determine whether the student is a student with a disability.- The district may conduct an initial evaluation without obtaining ~~informed~~ consent if any of the following situations exists: -(Education Code 56321.1; 20 USC 1414; 34 CFR 300.300)

1. Despite reasonable efforts to do so, the district cannot discover the whereabouts of the parent/guardian of the student
2. The rights of the parent/guardian of the student have been terminated in accordance with state law
3. The rights of the parent/guardian to make educational decisions have been subrogated by a judge in accordance with state law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the student

The district need not obtain parent/guardian consent before reviewing existing data as part of an evaluation or reevaluation, or before administering a test or other evaluation that is administered to all students, unless consent is required from the parents/guardians of all students. -(Education Code 56321; 34 CFR 300.300)

Conduct of the Evaluation

Within 60 calendar days of receiving parental consent for the initial assessment of a student, not counting days between the student's regular school sessions, terms, or days of school vacation in excess of five schooldays, a determination whether the student is eligible for special education and the educational needs of the student shall be made, an IEP team meeting shall occur, and an IEP shall be developed, unless the parent/guardian agrees in writing to an extension, pursuant to Education Code 56344.- If the 60-day time is interrupted by a student school vacation, the 60-day time shall recommence on the date that student schooldays reconvene and a meeting to develop an IEP for the student shall be conducted within 30 days of a determination that the student needs special education and related services.- (Education Code 56043, 56344)

However, when a referral has been made for a student 30 days or less prior to the end of the regular school year, an IEP required as a result of an assessment of the student shall be developed within 30 days after the commencement of the subsequent regular school year.- (Education Code 56043, 56344; 34 CFR 300.301, 300.323)

The evaluation shall be conducted by qualified personnel who are competent to perform the assessment as determined by the district. -(Education Code ~~56320~~, 56322)

In addition, evaluations and reevaluations shall be administered by qualified personnel who are competent in the oral or sign language skills and written skills of the student's primary language or mode of communication and have a knowledge and understanding of the cultural and ethnic background of the student.- If it is clearly not feasible to do so, an interpreter shall be used, and the assessment report shall document this condition and note that the validity of the assessment may have been affected.- The normal process of second-language acquisition, as well as manifestations of dialect and sociolinguistic variance

shall not be diagnosed as a disabling condition.- (5 CCR 3023)

The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services. -(Education Code 56321; 20 USC 1414; 34 CFR 300.302)

In conducting the evaluation, the district shall use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the student. -The district shall also use any information provided by the parent/guardian that may assist the district in making the determination as to whether the student is a student with a disability and, if so, the necessary components of the student's IEP when the IEP is developed, including information related to enabling the student to be involved in and to progress in the general education curriculum. -(34 CFR 300.304)

The district's evaluation shall not use any single measure or assessment as the sole criterion for determining whether a student is a student with a disability and for determining the appropriate educational program for the student. The assessment shall use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors in addition to physical or developmental factors. -(Education Code 56320; 34 CFR 300.304)

The district shall also ensure that assessments and other evaluation materials provide relevant information that assists in determining the student's educational needs and are: -(Education Code 56320; 34 CFR 300.304)

1. Selected and administered so as not to be discriminatory on a racial, cultural, or sexual basis
2. Provided and administered in the student's native language or other mode of communication and in the form most likely to yield accurate information on what the student knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer
3. Used for the purposes for which the assessments or measures are valid and reliable
4. Administered by trained and knowledgeable personnel except that individually administered tests of intellectual or emotional functioning shall be administered by a credentialed school psychologist
5. Administered in accordance with any instructions provided by the producer of the assessments
6. Tailored to assess specific areas of educational need and not merely designed to provide a single general intelligence quotient
7. If administered to a student with impaired sensory, manual, or speaking skills, selected and administered to best ensure that the results accurately reflect the student's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual, or speaking skills (unless those skills are the factors that the test purports to measure).

Students shall be assessed in all areas related to the suspected disability, including, if appropriate, health and development, vision (including low vision), hearing, motor abilities, language function, general intelligence, academic performance, communicative status, self-help, orientation and mobility skills, career and vocational abilities and interests, and social and emotional status. -When appropriate, a developmental history shall be obtained.- For students with residual vision, a low vision assessment shall be provided in accordance with guidelines established pursuant to Education Code 56136. -The district shall ensure that the evaluation is sufficiently comprehensive to identify all of the student's special education and related service needs, whether or not commonly linked to the disability category in which the student has been classified. -(Education Code 56320; 34 CFR 300.304)

As part of the initial evaluation and any reevaluation, the IEP team and other qualified professionals shall, if appropriate, review existing evaluation data on the student, including evaluations and information provided by the parents/guardians, current classroom-based local or state assessments and classroom-based observations, and observations by teachers and related services providers. -On the basis of that review and input from the student's parent/guardian, the team shall identify what additional data, if any, are needed to determine: -(Education Code 56381; 34 CFR 300.305)

1. Whether the student is a student with a disability, or in the case of a reevaluation, whether the student continues to have a disability, and the educational needs of the student
2. The present levels of academic achievement and related developmental needs of the student
3. Whether the student needs, or continues to need, special education and related services
4. Whether any additions or modifications to the special education and related services are needed to enable the student to meet the measurable annual goals set out in the student's IEP and to participate, as appropriate, in the general education curriculum

If a student has transferred from another district in the same school year or leaves this district, the district shall coordinate with the student's prior or subsequent district as necessary and as expeditiously as possible to ensure prompt completion of full evaluations. -(Education Code 56320; 34 CFR 300.304)

Evaluation Report

The personnel who evaluate the student shall prepare a written report of the results of each evaluation. -The report shall include, but not be limited to, the following:- (Education Code 56327)

1. Whether the student may need special education and related services
2. The basis for making the determination
3. The relevant behavior noted during the observation of the student in an appropriate setting
4. The relationship of that behavior to the student's academic and social functioning
5. The educationally relevant health, developmental, and medical findings, if any
6. For students with learning disabilities, whether there is such a discrepancy between achievement and ability that it cannot be corrected without special education and related services
7. A determination concerning the effects of environmental, cultural, or economic disadvantage, where appropriate
8. The need for specialized services, materials, and equipment for students with low incidence disabilities, consistent with Education Code 56136

Eligibility Determination

CSBA NOTE: The following section contains procedures for determining a student's eligibility for special education and related services. Education Code 56334-56338 and 34 CFR 300.307-300.311 provide additional procedures for conducting the evaluation and making the determination for eligibility of a student with specific learning disabilities.

Upon completion of the administration of assessments and other evaluation measures, a group of qualified professionals and the parent/guardian shall determine whether the student is a student with a disability as defined in 5 CCR 3030 and 34 CFR 300.8 and, if so, the student's educational needs. In interpreting the

data, the group shall draw information from a variety of sources, including aptitude and achievement tests, parent/guardian input, and teacher recommendations, as well as information about the student's physical condition, social or cultural background, and adaptive behavior. -The group shall ensure that the information obtained from these sources is documented and carefully considered. -(34 CFR 300.306)

CSBA NOTE: Education Code 56329 requires districts to provide notice about specific factors in making the determination of eligibility as part of the district's evaluation plan. See section above entitled "Initial Evaluation for Special Education Services."

When making a determination of eligibility for special education and related services, the district shall not determine that a student is disabled if the primary factor for such determination is a lack of appropriate instruction in reading, including the essential components of reading instruction pursuant to 20 USC 6368, lack of instruction in mathematics, limited English proficiency, or that the student does not otherwise meet the eligibility criteria. -(Education Code 56329; 34 CFR 300.306)

The normal process of second-language acquisition, as well as manifestations of dialect and sociolinguistic variance, shall not be diagnosed as a disabling condition.- (5 CCR 3023)

Independent Educational Evaluation

CSBA NOTE: 34 CFR 300.502 requires the district to provide parents/guardians, upon request for an IEE, information about where an IEE may be obtained and the district's criteria for the evaluation, including the location of the evaluation, qualifications of the examiner, and timelines for obtaining the evaluation. These criteria must be the same as the criteria that the district uses for district-initiated evaluations. In addition, Education Code 56329 requires districts to provide notice about parent/guardian rights to an IEE as part of the proposed evaluation plan; see section above entitled "Initial Evaluation for Special Education Services." Districts may wish to modify the following section to include specific criteria developed by the district or special education local plan area, as appropriate.

An independent educational evaluation is defined as an evaluation conducted by a qualified examiner who is not employed by the district. -(34 CFR 300.502)

Public expense means that the district either pays for the full cost of the IEE or ensures that the evaluation is otherwise provided at no cost to the parent/guardian. -(34 CFR 300.502)

The parents/guardians of a student with a disability have the right to obtain an IEE at public expense under the same criteria, including the location of the evaluation and the qualifications of the examiner, that the district uses for a district-initiated evaluation.- (34 CFR 300.502)

The parent/guardian is entitled to only one IEE at public expense each time the district conducts an evaluation with which the parent/guardian disagrees. -(Education Code 56329; 34 CFR 300.502)

If a parent/guardian has requested an IEE, the district may ask for the reason that the parent/guardian objects to the district's evaluation. -However, the parent/guardian is not required to provide an explanation and the district may not unreasonably delay either providing the IEE at public expense or filing a due process complaint to request a due process hearing to defend the public evaluation. -(34 CFR 300.502)

Upon receiving the request for an IEE, the district shall, without unnecessary delay, either: -(34 CFR 300.502)

1. File a due process complaint to request a hearing to show that its evaluation is appropriate
2. Ensure that an IEE is provided at public expense, unless the district demonstrates at a hearing that the evaluation obtained by the parent/guardian did not satisfy the district's criteria

If a due process hearing decision determines that the district's evaluation is appropriate, then the parent/guardian may obtain an IEE but not at public expense. -(Education Code 56329; 34 CFR 300.502)

In any decision made with respect to providing FAPE to a student with a disability, the result of any IEE obtained by the student's parent/guardian shall be considered by the district if it meets district criteria. -Any such result also may be presented as evidence at a hearing on a due process complaint. -(Education Code 56329; 34 CFR 300.502)

Coordinating Transitions

CSBA NOTE: Government Code 95008, as amended by SB 188 (Ch. 49, Statutes of 2022), requires each district to designate a main point of contact for coordinating and completing, with other agencies and persons, the transition of a child and family from infant/toddler programs to preschool (Part C to Part B of IDEA), including establishing practices to educate and support families during the transition.

The district designates the individual listed below as the main point of contact for coordinating and completing, with other agencies and persons, the transition of a child and family from infant/toddler programs to preschool (Part C to Part B of the federal Individuals with Disabilities Education Act), including establishing practices to educate and support families during the transition: (Government Code 95008)

(title or position)

(address)

(telephone number)

(email)

Reevaluation

A reevaluation shall be conducted when the district determines that the educational or related service needs of the student, including improved academic achievement and functional performance, warrant a reevaluation or if the student's parent/guardian or teacher requests reevaluation. -Such reevaluations shall occur every three years, unless the parent/guardian and district agree in writing that a reevaluation is unnecessary. -A reevaluation may not occur more than once a year, unless the parent/guardian and the district agree otherwise. -(Education Code 56043, 56381; 34 CFR 300.303)

The district shall ensure that any reevaluations of the student are conducted in accordance with the evaluation procedures pursuant to 34 CFR 300.304-300.311. -(34 CFR 300.303)

Before entering kindergarten or first grade, as the case may be, children with disabilities who are in a preschool program shall be reevaluated to determine if they still need special education and services. -IEP teams shall identify a means of monitoring the continued success of children who are determined to be eligible for less intensive special education programs. (Education Code 56445)

CSBA NOTE: The district's point of contact, identified pursuant to Government Code 95008, as amended by SB 188, for coordinating and completing the transition of a child and family from infant/toddler programs to preschool, may coordinate the reevaluation of children with disabilities who are in a preschool program and the progress of children who are determined to be eligible for less intensive special education programs, as described below.

The district's point of contact for coordinating and completing the transition of a child and family from infant/toddler programs to preschool, may coordinate the reevaluation and monitoring as described above for kindergarten or first grade.

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