

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

August 08, 2023

5:00pm CLOSED Session

6:00pm Regular Session

Meeting Location:

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

Zoom for the public:

Link: <https://us02web.zoom.us/j/87320858035>

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

Webinar ID: 873 2085 8035

Board Members:

Area 1: Patty Hall – phall@spjUSD.org

Area 2: Annie Tipton (*Vice President*) – atipton@spjUSD.org

Area 3: Christina Potter – cpotter@spjUSD.org

Area 4: Kelly Champion (*President*) – kchampion@spjUSD.org

Area 5: Dorie Gayner (*Clerk*) – dgayner@spjUSD.org

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(s) or designee in writing.

Any student or parent/guardian who wishes to have directory information or personal information, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes should contact the Superintendent(s) 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. PUBLIC COMMENT FOR CLOSED SESSION

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

E. CLOSED SESSION

The Board will move into Closed Session to discuss the following item(s):

1. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator(s) for the Board:

James Berardi, County Superintendent

Andrea White, Interim District Superintendent

Employee Organizations:

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

2. Government Code 54957
PUBLIC EMPLOYMENT, District Superintendent

F. RETURN TO OPEN SESSION and ADJOURN FOR BREAK

G. 6:00PM – RECONVENE

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

J. INFORMATION ITEMS

1. Superintendent Reports

COUNTY

- a. Counseling update

DISTRICT

- b. Snow Day Procedures**
- c. FEMA and Cal OES update
- d. Phone/PA update
- e. Professional Development days

2. Business Report

- a. Account Object Summary-Balance from 07/01/2023 to 07/31/2023
 1. SCOE**
 2. SPJUSD**
- b. Most recent Inter-District Attendance Agreements approved**

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.

K. CONSENT CALENDAR

1. Approval of minutes for the Regular Joint Meeting held July 11, 2023**
2. Approval of Board Report-Checks Dated 07/01/2023 through 07/31/2023
 - a. SCOE**
 - b. SPJUSD**
3. Approval of the 2023-2024 Certificated Substitute Lists
 - a. SCOE**
 - b. SPJUSD**

L. ACTION ITEMS

1. Old Business

- a. Authorization to enter into a Memorandum of Understanding between SCOE and SPJUSD to bill for services provided, Contract 2024-001C**
- b. Authorization to enter into a Memorandum of Understanding between SPJUSD and SCOE to bill for services provided, Contract 2024-001D**

2. New Business

COUNTY & DISTRICT

PUBLIC HEARING – Declaration of Need for Fully Qualified Educators

- a. Public Hearing to receive public comment regarding the Declaration of Need for Fully Qualified Educators for the 2023-2024 School Year (Items b & c)
- b. Adoption of Resolution No. 24-003C/24-002D, Declaration of Need for Fully Qualified Educators for the 2023-2024 School Year**
ROLL CALL VOTE
- c. Approval of the Declaration of Need for Fully Qualified Educators for the 2023-2024 school year. *A diligent search to recruit fully prepared teacher(s) was made and an insufficient number of certificated persons met the employment criteria for the position(s).*
 1. SCOE**
 2. SPJUSD**
- d. Approval of CBEST Waiver for Substitute Teachers
The Sierra COE and Sierra-Plumas JUSD have been unable to recruit enough day-to-day substitute teachers who have not had an opportunity to take and pass all sections of the California Basic Educational Skills Test. The SCOE and SPJUSD anticipates employing no greater than five (5) day-to-day substitutes on variable term CBEST waiver for the 2023-2024 school year.

DISTRICT

- e. Approval of the contract with Sierra Transportation Company, LLC, for bus services in Downieville for the 2022-2023 school year, Contract No. 2023-014D**
- f. Authorization for SPJUSD to enter into a Memorandum of Understanding with Sierra Schools Foundation, Musica Sierra and Sierra County Arts Council for funding a full-time music teacher, Contract No. 2024-005D**
- g. Tentative appointment of new Interim District Superintendent, effective August 21, 2023, until a full-time District Superintendent is seated
- h. Tentative approval of Contract 2024-006D, Employment Agreement for new Interim Superintendent*
- i. Tentative approval of Contract 2024-007D, Employment Agreement for new District Superintendent*
- j. Approval of resignation for Aimee Phebus, Instructional Aide, Loyalton High School, .88 FTE (5.25 hours/day), effective July 18, 2023
- k. Approval of assignment of Carlynn Wills, Student Services Liaison, Districtwide, .68 FTE (not to exceed 27 hours per week)
- l. Approval of Job Description for Safety Aide, Physical Education**
- m. Approval of Salary Schedule for Safety Aide, Physical Education**
- n. Authorization to fill Safety Aide, Physical Education, Loyalton High School, .88 FTE (5.25 hours/day)
- o. Authorization to fill shared Custodian, site assignment(s) TBD, up to 1.0 FTE (8 hours/day)
- p. Authorization to fill Cafeteria Worker, Loyalton Elementary School, .5 FTE (4 hours/day)
- q. Approval of the Job Description for the Executive Assistant to the Superintendent(s)**
- r. Approval of the Salary Schedule for the Executive Assistant to the Superintendent(s), retro to July 1, 2023**

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."

- s. 4112.2—Certification (*Certificated Staff*)
 - 1. Board Policy, *revisions***
 - 2. Administrative Regulation, *revisions***
- t. 4140/4240/4340—Bargaining Units (*All Staff*)
 - 1. Board Policy, *revisions***
- u. 5117—Interdistrict Attendance
 - 1. Board Policy, *revisions***
- v. 5141.5—Mental Health
 - 1. Board Policy, *revisions***
- w. 5141.6—School Health Services
 - 1. Board Policy, *revisions***
 - 2. Administrative Regulation, *revisions***
- x. 5145.6—Parent/Guardian Notifications
 - 1. Board Policy, *revisions***
 - 2. Exhibit, *revisions***

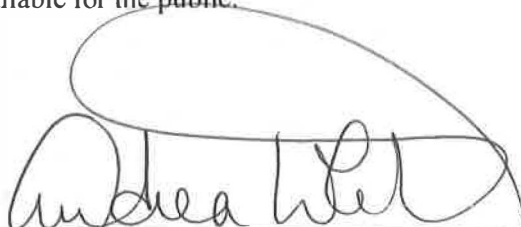
M. ADVANCED PLANNING

- 1. The next Regular Joint Board Meeting will be held on September 12, 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 will be available for the public.
- 2. Suggested Agenda Items

N. ADJOURN



James Berardi,
County Superintendent



Andrea White,
Interim District Superintendent

- ** enclosed
- * handout
- ^^ prior meeting handout

James Berardi, County Superintendent – jberardi@spjUSD.org
Andrea White (Ceresola), Interim District Superintendent – awhite@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.

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Snow Day Policies and Procedures

It's all about safety!

On Days that there are storms and/or predictions of unsafe roads, the decision will be made by the Superintendent for snow days or late starts. He will consult with the bus drivers and the administrators and make the all call. • The District makes the call between 4:30 am and 5:00 am. The actual call to families goes out at 6:00 am.

The decision is based on forecasts and updates from a variety of sources. Not only do we focus on the immediate forecast, but there is also consideration about the forecast for later in the day. We look at predicted snow amounts and elevation, as well as wind, ice, temperatures, and rain. Additionally, we monitor the routes for road conditions, closures and chain requirements. In addition to weather checks, we check with parents and Caltrans who live further out. Our Calpine driver also drives the route prior to the call and checks the conditions of the road and visibility.

We simply cannot close school if one route is not safe, and another is clear. If we close one, we close them all.

If conditions warrant for a delayed start in place of a snow day you will be notified at the normal "snow call" time, and the period of delay (two hours) will be announced, along with winter stops being incorporated. All school and bus schedules will match this delayed start time. We cannot call a late start on Early Release days unless we extend the day.

It's easy to make the snow day determination when it is already snowing heavily and it's predicted to continue throughout the day. However, it's much more difficult when the forecast is for the bad weather to arrive after school starts. As any longtime local can attest to, some storms reach us later than predicted or they dissolve prior to getting here. Still, we err on the side of caution. While it may be sunny in one area with only a few inches of snow, there may be feet of snow and/or drifts and roads that are not cleared in another area.

When the weather is bad or unstable please expect some delays on pick up times. The bus route home drop off times should remain the same, however, some delays may occur due to road conditions.

Again, in the end, it's all about safety and we are confident that parents share our concern. Much better safe than sorry!

Balances through July						Fiscal Year 2023/24
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	414,703.00	414,703.00	310,077.90	3,240.00	101,385.10
1115	Certificated Extra Duty	2,500.00	2,500.00			2,500.00
1120	Certificated Substitutes	8,490.00	8,490.00			8,490.00
1200	Certificated Pupil Support Ser	35,927.00	35,927.00	31,364.74	2,851.34	1,710.92
1300	Certificated Supervisor Admini	230,335.00	230,335.00	194,537.42	17,685.22	18,112.36
1310	Teacher in Charge	10,000.00	10,000.00			10,000.00
	Total for Object 1000	701,955.00	701,955.00	535,980.06	23,776.56	142,198.38
2100	Instructional Aides' Salaries	196,459.00	196,459.00	146,701.74	2,472.86	47,284.40
2115	Classified Extra Duty	1,000.00	1,000.00			1,000.00
2120	Classified Substitutes	5,000.00	5,000.00			5,000.00
2200	Classified Support Salaries	110,860.00	110,860.00	44,356.72		66,503.28
2215	Classified Support Extra Duty	1,000.00	1,000.00			1,000.00
2220	Classified Substitute Salaries	1,773.00	1,773.00			1,773.00
2300	Classified Supervisors' Admini	180,092.00	180,092.00	139,863.85	12,679.00	27,549.15
2400	Clerical Technical Office Staf	246,910.00	246,910.00	221,311.45	13,693.60	11,904.95
2900	Other Classified Salaries	14,760.00	14,760.00			14,760.00
	Total for Object 2000	757,854.00	757,854.00	552,233.76	28,845.46	176,774.78
3101	STRS Certificated Positions	199,074.00	199,074.00	102,372.40	4,541.34	92,160.26
3102	STRS Classified Positions	1,719.00	1,719.00			1,719.00
3202	PERS Classified Positions	197,841.00	197,841.00	146,088.61	8,329.46	43,422.93
3301	OASDI Certificated Positions	2,134.00	2,134.00			2,134.00
3302	OASDI Classified Positions	45,852.00	45,852.00	33,092.47	1,751.28	11,008.25
3311	Medicare Certificated Position	9,986.00	9,986.00	7,591.96	330.96	2,063.08
3312	Medicare Classified Positions	10,748.00	10,748.00	7,739.39	409.57	2,599.04
3401	Health & Welfare Benefits Cert	127,707.00	127,707.00	108,241.68	2,655.28	16,810.04
3402	Health & Welfare Benefits Clas	155,738.00	155,738.00	149,039.10	7,172.07	473.17-
3501	SUI Certificated	3,588.00	3,588.00	2,758.43	118.89	710.68
3502	SUI Classified	3,789.00	3,789.00	2,761.29	144.00	883.71
3601	Workers' Compensation Certific	27,795.00	27,795.00	20,903.97	907.50	5,983.53
3602	Workers' Compensation Classifi	29,912.00	29,912.00	21,349.36	1,123.05	7,439.59
3901	Golden Handshake	15,689.00	15,689.00	15,688.50		.50
	Total for Object 3000	831,572.00	831,572.00	617,627.16	27,483.40	186,461.44
4100	Approved Textbooks Core Curric	1,300.00	1,300.00			1,300.00
4300	Materials and Supplies	23,467.00	23,467.00	200.00	.94-	23,267.94
4320	Custodial Grounds Supplies	1,250.00	1,250.00			1,250.00

Balances through July						Fiscal Year 2023/24
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
4330	Office Supplies	1,750.00	1,750.00	240.00		1,510.00
4350	Vehicle Upkeep	3,000.00	3,000.00	2,000.00		1,000.00
4400	Noncapitalized Equipment	3,214.00	3,214.00			3,214.00
	Total for Object 4000	33,981.00	33,981.00	2,440.00	.94-	31,541.94
5100	Subagreements for Services	40,000.00	40,000.00			40,000.00
5200	Travel and Conference	25,638.00	25,638.00	1,437.50		24,200.50
5300	Dues and Membership	32,798.00	32,798.00	7,941.88	18,436.08	6,420.04
5400	Insurance	25,000.00	25,000.00			25,000.00
5500	Operation Housekeeping Service	22,000.00	22,000.00	8,000.00		14,000.00
5600	Rentals, Leases, Repairs, Nonc	1,500.00	1,500.00	578.20	71.76	850.04
5801	Legal Services	18,500.00	18,500.00	5,000.00		13,500.00
5805	Personnel Expense	500.00	500.00	200.00		300.00
5808	Other Services & Fees	1,500.00	1,500.00	934.03	65.97	500.00
5810	Contracted Services	437,789.00	437,789.00	137,406.40	29,914.65	270,467.95
5899	SPJUSD to Reimburse			6,597.23	29,479.97	36,077.20-
5900	Communications	16,000.00	16,000.00	1,309.08	640.92	14,050.00
	Total for Object 5000	621,225.00	621,225.00	169,404.32	78,609.35	373,211.33
6200	Building and Improvement of Bu			13,530.00		13,530.00-
6400	Equipment	20,000.00	20,000.00			20,000.00
6500	Equipment Replacement	15,000.00	15,000.00			15,000.00
	Total for Object 6000	35,000.00	35,000.00	13,530.00	.00	21,470.00
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	3,031,015.00	3,031,015.00	1,891,215.30	158,713.83	981,085.87
Fund 11 - ADULT ED						
1100	Teachers Salaries	12,500.00	12,500.00		2,615.58	9,884.42
1300	Certificated Supervisor Admini	116,095.00	116,095.00	101,352.24	9,213.84	5,528.92
	Total for Object 1000	128,595.00	128,595.00	101,352.24	11,829.42	15,413.34
2200	Classified Support Salaries	3,572.00	3,572.00			3,572.00
2400	Clerical Technical Office Staf	63,900.00	63,900.00	30,381.19		33,518.81
	Total for Object 2000	67,472.00	67,472.00	30,381.19	.00	37,090.81
3101	STRS Certificated Positions	29,762.00	29,762.00	19,358.24	1,759.84	8,643.92
Selection Filtered by User Permissions, (Org = 1, Online/Offline = N, Fiscal Year = 2024, Period = 1, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)						ESCAPE ONLINE

Balances through July						Fiscal Year 2023/24
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 11 - ADULT ED (continued)						
3202	PERS Classified Positions	18,218.00	18,218.00	7,930.01		10,287.99
3301	OASDI Certificated Positions				162.16	162.16-
3302	OASDI Classified Positions	4,184.00	4,184.00	1,567.03		2,616.97
3311	Medicare Certificated Position	1,864.00	1,864.00	1,469.60	171.52	222.88
3312	Medicare Classified Positions	979.00	979.00	366.44		612.56
3401	Health & Welfare Benefits Cert	10,745.00	10,745.00	13,132.90	1,193.90	3,581.80-
3402	Health & Welfare Benefits Clas	17,536.00	17,536.00	17,536.53		.53-
3501	SUI Certificated	643.00	643.00	506.77	59.15	77.08
3502	SUI Classified	338.00	338.00	151.90		186.10
3601	Workers' Compensation Certific	5,191.00	5,191.00	4,057.63	470.32	663.05
3602	Workers' Compensation Classifi	2,723.00	2,723.00	1,004.89		1,718.11
	Total for Object 3000	92,183.00	92,183.00	67,081.94	3,816.89	21,284.17
4300	Materials and Supplies			1,566.60	17.00	1,583.60-
4330	Office Supplies	500.00	500.00	500.00		.00
4350	Vehicle Upkeep	88.00	88.00	274.68		186.68-
	Total for Object 4000	588.00	588.00	2,341.28	17.00	1,770.28-
5200	Travel and Conference			1,000.00		1,000.00-
5300	Dues and Membership			1,400.00		1,400.00-
5500	Operation Housekeeping Service			5,600.00		5,600.00-
5600	Rentals, Leases, Repairs, Nonc			1,908.00		1,908.00-
5801	Legal Services	500.00	500.00			500.00
5805	Personnel Expense	100.00	100.00	100.00		.00
5810	Contracted Services			10,540.00		10,540.00-
5900	Communications			1,647.94	152.06	1,800.00-
	Total for Object 5000	600.00	600.00	22,195.94	152.06	21,748.00-
7619	Other Authorized Interfund Tra	14,187.00	14,187.00			14,187.00
	Total for Fund 11 and Expense accounts	303,625.00	303,625.00	223,352.59	15,815.37	64,457.04
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	3,642,640.00	3,642,640.00	2,114,567.89	174,529.20	1,353,542.91

Balances through July						Fiscal Year 2023/24
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD						
1100	Teachers Salaries	2,311,566.00	2,311,566.00	2,025,325.10	3,340.00	282,900.90
1115	Extra Duty Hourly	8,000.00	8,000.00		425.00	7,575.00
1120	Certificated Substitutes	57,000.00	57,000.00		140.00	56,860.00
1300	Certificated Superv/Admin Sala	421,444.00	421,444.00	233,036.54	21,739.17	166,668.29
1310	Teacher In Charge/Head Teacher	10,000.00	10,000.00			10,000.00
	Total for Object 1000	2,808,010.00	2,808,010.00	2,258,361.64	25,644.17	524,004.19
2100	Instructional Aides Salaries	276,535.00	276,535.00	237,987.35		38,547.65
2115	Inst. Aide Extra Duty	2,000.00	2,000.00			2,000.00
2120	Instructional Aides Substitute	3,000.00	3,000.00			3,000.00
2200	Classified Support Salaries	386,184.00	386,184.00	289,808.95	22,735.72	73,639.33
2201	Bus Driver	91,744.00	91,744.00	17,928.13	1,957.69	71,858.18
2215	Classified Extra Duty	2,500.00	2,500.00			2,500.00
2220	Classified Support Substitute	25,000.00	25,000.00		683.62	24,316.38
2300	Classified Sup/Admin Salaries	2,700.00	2,700.00	2,674.80	135.00	109.80-
2400	Clerical & Office Salaries	198,902.00	198,902.00	181,043.81	4,884.53	12,973.66
2420	Clerical & Office Sub Salaries	4,000.00	4,000.00			4,000.00
2900	Other Classified Salaries	25,277.00	25,277.00			25,277.00
	Total for Object 2000	1,017,842.00	1,017,842.00	729,443.04	30,396.56	258,002.40
3101	State Teachers Retirement Syst	728,447.00	728,447.00	418,463.85	4,871.30	305,111.85
3102	State Teachers Retirement Syst	9,472.00	9,472.00			9,472.00
3201	Public Employees Retirement Sy	1,000.00	1,000.00			1,000.00
3202	Public Employees Retirement Sy	265,911.00	265,911.00	162,443.04	7,909.28	95,558.68
3311	OASDI-Certificated Positions	2,076.00	2,076.00	56.12-	8.68	2,123.44
3312	OASDI-Classified Positions	62,143.00	62,143.00	44,284.21	1,914.90	15,943.89
3321	Medicare-Certificated Position	38,138.00	38,138.00	30,150.57	354.01	7,633.42
3322	Medicare-Classified Positions	14,537.00	14,537.00	10,356.62	447.83	3,732.55
3401	Health & Welfare -Certificated	503,060.00	503,060.00	484,653.15	2,922.75	15,484.10
3402	Health & Welfare-Classified Po	201,550.00	201,550.00	196,230.40	12,923.59	7,603.99-
3501	State Unemployment Insurance-C	14,217.00	14,217.00	11,467.18	128.22	2,621.60
3502	State Unemployment Insurance-	5,177.00	5,177.00	3,735.02	166.23	1,275.75
3601	Workers' Compensation Insuranc	95,889.00	95,889.00	78,239.14	909.76	16,740.10
3602	Workers' Compensation Insuranc	35,643.00	35,643.00	26,099.16	1,150.92	8,392.92
3901	Other Benefits, Certificated P	35,074.00	35,074.00	35,073.00		1.00
3902	Other Benefits, Classified Pos	17,537.00	17,537.00	17,536.50	2,984.74	2,984.24-
	Total for Object 3000	2,029,871.00	2,029,871.00	1,518,675.72	36,692.21	474,503.07

Balances through July						Fiscal Year 2023/24
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
4100	Textbooks	26,605.00	26,605.00			26,605.00
4300	Class Mat'l and Supplies	50,843.00	50,843.00	4,435.70	1,505.17	44,902.13
4301	Class Consumable Mat'l	7,000.00	7,000.00			7,000.00
4302	Class Paper/Toner	14,000.00	14,000.00			14,000.00
4305	Other Student M&S	25,000.00	25,000.00	8,601.30		16,398.70
4320	Custodial Grounds Supplies	38,000.00	38,000.00	21,197.68		16,802.32
4330	Office Supplies	17,000.00	17,000.00	1,722.11	.79	15,277.10
4350	Vehicle Maint. M&S	11,500.00	11,500.00	3,950.00		7,550.00
4351	Vehicle FUEL	30,000.00	30,000.00	28,000.00		2,000.00
4400	Non-Capital Equipment (Up to \$	58,895.00	58,895.00	3,490.32		55,404.68
	Total for Object 4000	278,843.00	278,843.00	71,397.11	1,505.96	205,939.93
5100	Subagreement for Services	185,000.00	185,000.00			185,000.00
5200	Travel & Conferences	55,802.00	55,802.00	7,273.25		48,528.75
5300	Dues & Membership	10,129.00	10,129.00	4,693.36	5,094.76	340.88
5400	Insurance-Fire, liability, etc	210,000.00	210,000.00			210,000.00
5510	Power	159,000.00	159,000.00	158,710.50	286.56	2.94
5520	Garbage	7,000.00	7,000.00	7,358.82		358.82-
5530	Water	60,000.00	60,000.00	60,000.00		.00
5540	Propane	171,000.00	171,000.00	171,000.00		.00
5590	Miscellaneous Utilities	20,000.00	20,000.00	20,000.00		.00
5600	Rentals, Leases & Repairs	83,500.00	83,500.00	84,550.00	129.79	1,179.79-
5800	Services & Operating Expense	7,500.00	7,500.00			7,500.00
5810	Legal Expenses	20,000.00	20,000.00	10,000.00		10,000.00
5812	Board Election Expense	2,000.00	2,000.00			2,000.00
5840	Audit Expense	14,959.00	14,959.00			14,959.00
5860	Solid Waste Tax	12,500.00	12,500.00			12,500.00
5890	Contracts/Servic	819,579.00	819,579.00	116,294.43	10,088.51	693,196.06
5899	SCOE Interagency Reimburse			22,330.91	5,953.75	28,284.66-
5900	Communications	3,500.00	3,500.00	2,776.22	223.78	500.00
5910	Telephone-Monthly Service	22,075.00	22,075.00	17,598.11	339.39	4,137.50
	Total for Object 5000	1,863,544.00	1,863,544.00	682,585.60	22,116.54	1,158,841.86
6200	Building & Improvements			16,255.07	106,931.00	123,186.07-
6400	Equipment	60,000.00	60,000.00	26,270.25	6,374.84	27,354.91
6500	Equipment Replacement	55,000.00	55,000.00	102,835.75		47,835.75-
	Total for Object 6000	115,000.00	115,000.00	145,361.07	113,305.84	143,666.91-

Balances through July						Fiscal Year 2023/24
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	111,053.00	111,053.00			111,053.00
7619	Other Interfund Transfers Out	750,000.00	750,000.00		750,000.00	.00
Total for Object 7000		965,503.00	965,503.00	104,450.00	750,000.00	111,053.00
Total for Fund 01 and Expense accounts		9,078,613.00	9,078,613.00	5,510,274.18	979,661.28	2,588,677.54
Fund 13 - Cafeteria						
2200	Classified Support Salaries	104,277.00	104,277.00	85,554.74		18,722.26
2215	Classified Extra Duty	1,000.00	1,000.00			1,000.00
2220	Classified Support Substitute	500.00	500.00			500.00
Total for Object 2000		105,777.00	105,777.00	85,554.74	.00	20,222.26
3202	Public Employees Retirement Sy	21,628.00	21,628.00	18,652.44		2,975.56
3312	OASDI-Classified Positions	6,242.00	6,242.00	4,987.84		1,254.16
3322	Medicare-Classified Positions	1,460.00	1,460.00	1,166.46		293.54
3402	Health & Welfare-Classified Po	17,537.00	17,537.00	17,536.60		.40
3502	State Unemployment Insurance-	529.00	529.00	427.67		101.33
3602	Workers' Compensation Insuranc	3,580.00	3,580.00	2,932.91		647.09
Total for Object 3000		50,976.00	50,976.00	45,703.92	.00	5,272.08
4340	Food Service	8,000.00	8,000.00	8,050.00		50.00-
4400	Non-Capital Equipment (Up to \$	2,000.00	2,000.00			2,000.00
4700	Food	60,000.00	60,000.00	61,000.00		1,000.00-
Total for Object 4000		70,000.00	70,000.00	69,050.00	.00	950.00
5200	Travel & Conferences	500.00	500.00	242.00		258.00
5600	Rentals, Leases & Repairs	6,000.00	6,000.00			6,000.00
5800	Services & Operating Expense	400.00	400.00			400.00
5890	Contracts/Servic	500.00	500.00		406.00	94.00
Total for Object 5000		7,400.00	7,400.00	242.00	406.00	6,752.00
Total for Fund 13 and Expense accounts		234,153.00	234,153.00	200,550.66	406.00	33,196.34
Fund 40 - Dist Build						
6200	Building & Improvements	750,000.00	750,000.00			750,000.00
Total for Fund 40, Expense accounts and Object 6000		750,000.00	750,000.00	.00	.00	750,000.00
Fund 73 - Bechen						
5800	Services & Operating Expense	25,000.00	25,000.00			25,000.00

Selection Filtered by User Permissions, (Org = 6, Online/Offline = N, Fiscal Year = 2024, Period = 1, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

Balances through July						Fiscal Year 2023/24
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
	Total for Fund 73, Expense accounts and Object 5000	25,000.00	25,000.00	.00	.00	25,000.00
	Total for Org 006 - Sierra-Plumas Joint Unified School District	10,087,766.00	10,087,766.00	5,710,824.84	980,067.28	3,396,873.88

New/Renewal	School Year	Grade Entering	District of Residence	Receiving District	Reason Given by Requestor	Backup Documentation Received?	In/Out?
New	2023-24	10	TTUSD	SPJUSD	Prefer smaller school setting in Loyalton	n/a	In
New	2023-24	6	Plumas	SPJUSD	Continue education in Loyalton	n/a	In
New	2023-24	10	Plumas	SPJUSD	Continue education in Loyalton	n/a	In
Renewal	2023-24	12	Washoe	SPJUSD	Continue education with LHS	n/a	In
Renewal	2023-24	11	Plumas	SPJUSD	Work in Sierra County	Yes	In
Renewal	2023-24	K	Plumas	SPJUSD	Proximity to schools	n/a	In
Renewal	2023-24	10	Washoe	SPJUSD	Ties to Vinton community	n/a	In
Renewal	2023-24	2	Washoe	SPJUSD	Ties to Vinton community	n/a	In
New	2023-24	K	SPJUSD	TTUSD	Siblings attend schools in TTUSD	n/a	Out
Renewal	2023-24	7	SPJUSD	Washoe	Proximity to schools	n/a	Out
Renewal	2023-24	6	SPJUSD	Washoe	Parent works in Reno	Yes	Out

Report Date:
8/8/2023

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

July 11, 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.

A. CALL TO ORDER

President KELLY CHAMPION called the meeting to order at 5:32pm.

B. ROLL CALL

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

ABSENT: *None*

C. APPROVAL OF AGENDA

*TIPTON/POTTER
5/0*

D. PUBLIC COMMENT FOR CLOSED SESSION

None

E. CLOSED SESSION

The Board of Trustees, ~~County Superintendent, James Berardi, and Interim District Superintendent, Andrea Ceresola White, and Director of Business Services, Nona Griesert,~~ moved into Closed Session at 5:33pm to discuss the following item(s):

1. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator for the Board: James Berardi, County Superintendent &
Andrea Ceresola White, Interim District Superintendent

Employee Organizations:

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

2. Government Code 54957

PUBLIC EMPLOYMENT, District Superintendent

F. RETURN TO OPEN SESSION at 6:20pm and ADJOURN FOR BREAK

G. 6:24PM – RECONVENE

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

TIPTON: We mainly discussed our Superintendent search options and next steps.

J. INFORMATION ITEMS

1. Superintendent Reports

COUNTY

a. School Attendance Review Board (SARB) 2022-2023 Annual Report

b. County Personnel Items:

1. Assignment of Marcos Martinez, Technology Specialist, 1.0 FTE, effective July 31, 2023

DISTRICT

c. Update as Interim

WHITE: I have been working on several different little projects to keep things in motion and moving forward. Biggest focus has been on reviewing the District Safety Plan to work on bringing us up to compliance.

2. Business Report

a. Account Object Summary-Balance from 07/01/2022 to 06/30/2023

1. SCOE
2. SPJUSD

3. Staff Reports

a. SCOE

SELPA—BETHKE: Not present.

ADULT ED—JACKSON: Not present.

b. SPJUSD

LES—WHITE (CERESOLA): Would like to recognize Richard Jaquez who retired on July 5th from his Maintenance position! He will be greatly missed!

LHS—MESCHERY: Not present. WHITE: If you did not see on Facebook, the new bleachers are in at LHS and they look great!

DES & DHS—BERARDI: Not present.

4. SPTA Report

PRESIDENT—PETTERSON: Nothing to report. Just enjoying the summer!

5. Committee/Board Member Reports

TIPTON: Transportation Committee—Parents concerned about the Sierra Brooks bus route for this upcoming school year. I know WHITE is working with Laraine Sei in the District Office to ensure the route will be covered.

CHAMPION: We had a meeting with our insurance company (regarding Fiduciary Responsibilities and Liabilities of Directors). My biggest takeaway was at the end – the safest way for a board is to stay together.

6. Public Comment

None

K. CONSENT CALENDAR

POTTER motioned to approve item 1. Second by *GAYNER*.

4/0 (1 abstention – *HALL*)

1. Approval of minutes for the Special District Meeting held June 15, 2023

TIPTON motioned to approve items 2-6. Second by *HALL*.

5/0

2. Approval of minutes for the Regular Joint Meeting held June 21, 2023
3. Approval of Board Report-Checks Dated 06/01/2023 through 06/30/2023
 - a. SCOE
 - b. SPJUSD
4. Approval of Quarterly Report on Williams Uniform Complaints for the quarter ending 06/30/2023
 - a. SCOE
 - b. SPJUSD
5. Authorization for SPJUSD to enter into an agreement with Einen Grandi for July 1, 2023- June 30, 2028 (renewal), for agriculture, Contract 2024-004D
6. Approval of Agricultural Career Technical Incentive Grant 2023-2024 Application

L. ACTION ITEMS

1. New Business

COUNTY

- a. Adoption of Resolution 24-002C, Fund Transfers between SCOE and SPJUSD for the 2023-2024 Fiscal Year

TIPTON/HALL

ROLL CALL VOTE:

HALL – AYE

TIPTON – AYE

POTTER – AYE

CHAMPION – AYE

GAYNER – AYE

5/0

DISTRICT

- b. Adoption of Resolution 24-001D, Fund Transfers between SPJUSD and SCOE for the 2023-2024 Fiscal Year

GAYNER/POTTER

ROLL CALL VOTE:

HALL – AYE

TIPTON – AYE

POTTER – AYE

CHAMPION – AYE

GAYNER – AYE

5/0

- c. Approval of Job Description for Student Services Liaison
WHITE: This is a new position. This will be funded under the MHSSA grant. The main part of the job is to oversee and coordinate the counseling services and schedules for students.
TIPTON/HALL
5/0
- d. Approval of Salary Schedule for Student Services Liaison
CHAMPION/GAYNER
5/0
- e. Authorization to fill Student Services Liaison, Districtwide, .68 FTE (not to exceed 27 hours per week)
TIPTON/GAYNER
Just to confirm, this is a position contingent on funding. If the MHSSA Grant funding runs out or is not renewed in the future, this position gets eliminated.
5/0

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.”

GAYNER motioned to approve f-h as presented. Second by POTTER.

5/0

- f. 0420.41—Charter School Oversight
 - 1. Board Policy, *revisions*
 - 2. Exhibit, *revisions*
- g. 1113—District and School Websites
 - 1. Board Policy, *revisions*
 - 2. Exhibit, *revisions*
- h. 9322—Agenda/Meeting Materials
 - 1. Board Bylaw, *revisions*

M. ADVANCED PLANNING

- 1. The next Regular Joint Board Meeting will be held on August 08, 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 will be available for the public.
- 2. Suggested Agenda Items
 - Change of Interim District Superintendent in August*
 - Appointment of possible new District Superintendent*

N. ADJOURN

CHAMPION adjourned the meeting at 6:47pm.

James Berardi,
County Superintendent

Andrea White,
Interim District Superintendent

Dorie Gayner, Clerk

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

DATE: July 11, 2023

CLOSED SESSION BEGAN AT: 5:33 P.M.

BOARD MEMBERS PRESENT:

Patty Hall Annie Tipton Christina Potter Kelly Champion Dorie Gayner

OTHERS PRESENT:

- James Berardi, County Superintendent
- Andrea White, Interim District Superintendent
- Nona Griesert, Director of Business Services
- _____

I. SESSION TOPIC(S):

<p>Item #1—Government Code 54957.6 CONFERENCE WITH LABOR NEGOTIATORS Agency Negotiator for the Board: James Berardi, County Superintendent & Andrea White, Interim District Superintendent Employee Organizations: Unrepresented Employees: Superintendent Sierra-Plumas Teachers' Association Classified Employees Confidential Employees Administrative Employees</p> <p>RESULT:</p> <p><input type="checkbox"/> DIRECTION WAS GIVEN TO SUPERINTENDENT</p> <p><input checked="" type="checkbox"/> THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN: HALL _____ TIPTON _____ POTTER _____ CHAMPION _____ GAYNER _____</p> <hr/> <p>Item #2—Government Code 54957 PUBLIC EMPLOYMENT, District Superintendent</p> <p>RESULT:</p> <p><input type="checkbox"/> DIRECTION WAS GIVEN TO SUPERINTENDENT</p> <p><input checked="" type="checkbox"/> THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN: HALL _____ TIPTON _____ POTTER _____ CHAMPION _____ GAYNER _____</p>

II. ENDED CLOSED SESSION AT 6:20 P.M. AND RETURNED TO OPEN SESSION

PRESIDED BY: Kelly Champion RECORDED BY: Dorie Gayner
Kelly Champion, PRESIDENT Dorie Gayner, CLERK

Checks Dated 07/01/2023 through 07/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00016696	07/26/2023	ALHAMBRA	11-9500	WATER SERVICE		32.96
00016697	07/26/2023	AMAZON CAPITAL SERVICES	01-9500	OFFICE SUPPLIES		1,850.43
00016698	07/26/2023	AT&T	11-5900	PHONE	152.06	
			11-9500	PHONE	151.40	303.46
00016699	07/26/2023	FIRST-CITIZENS BANK & TRUST	01-5900	PHONE SYSTEM/MAINTENANCE		640.92
00016700	07/26/2023	DONALD BERGSTROM	01-9500	GROUNDS MAINTENANCE	35.00	
				SPED BUILDING CLEANING	1,925.00	
			11-9500	GROUNDS MAINTENANCE	35.00	1,995.00
00016701	07/26/2023	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	01-4300	SALES TAX	.94-	
			01-9502	SALES TAX	485.26	
			11-9502	SALES TAX	10.68	495.00
00016702	07/26/2023	CALIFORNIA COUNTY SUPERINTENDE NTS	01-5300	AESA MEMBERSHIP	570.00	
				BASC STEERING COMMITTEE	1,000.00	
				CCSESA DUES	15,250.00	
				PASSCO DUES	200.00	
				TTSC MEMBERSHIP DUES	400.00	17,420.00
00016703	07/26/2023	CASBO	01-5300	CASBO DUES		850.00
00016704	07/26/2023	KELLY CHAMPION	01-9500	PER DIEM		64.06
00016705	07/26/2023	CURRENT ELECTRIC & ALARM	01-5810	ANNUAL ALARM FEE		650.00
00016706	07/26/2023	JAMES MORANTE DBA ENGAGE! STRATEGIES	01-9500	SBHIP CONSULTING SERVICES		6,000.00
00016707	07/26/2023	FRONTLINE TECHNOLOGIES GROUP LLC	01-5810	ESCAPE LICENSE/PROGRAMMING	29,264.65	
			01-5899	ESCAPE LICENSE/PROGRAMMING	29,264.66	58,529.31
00016708	07/26/2023	LAUREN JONES BEHAVIORAL CONSULTANT	01-9500	BEHAVIORAL CONSULTANT		3,802.50
00016709	07/26/2023	LIBERTY UTILITIES CPEC	01-9500	ELECTRICAL SERVICE	525.39	
			11-9500	ELECTRICAL SERVICE	109.47	634.86
00016710	07/26/2023	BARBARA MCKURTIS	01-9500	HEARING SCREENING		2,820.00
00016711	07/26/2023	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMPENSATION		12,969.50
00016712	07/26/2023	OFFICE DEPOT	01-9500	OFFICE SUPPLIES		951.85
00016713	07/26/2023	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE LEASE	71.76	
			01-5899	POSTAGE MACHINE LEASE	215.31	287.07
00016714	07/26/2023	PLUMAS-SIERRA TELECOMMUNICATIONS	11-9500	BROADBAND SERVICE		109.00
00016715	07/26/2023	UBEO WEST LLC	11-9500	COPIER/MAINTENANCE		26.36
00016716	07/26/2023	REMSA CENTER FOR INTEGRATED HEALTH CARE & COMMUNITY EDU	11-4300	CPR CARDS		17.00
00016717	07/26/2023	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		65.97
00016718	07/26/2023	SIERRA VALLEY HOME CENTER	01-9500	SHOP SUPPLIES		151.28
00016719	07/26/2023	TINYEYE THERAPY SERVICES	01-9500	THERAPY SERVICES		5,313.60

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.

ESCAPE ONLINE

Checks Dated 07/01/2023 through 07/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00016720	07/26/2023	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	1,816.00	
			76-9576	HEALTH INSURANCE	26,109.50	27,925.50
00016721	07/26/2023	U.S. BANK VOYAGER	01-9500	FUEL EXPENSE	187.62	
			11-9500	FUEL EXPENSE	188.72	376.34
Total Number of Checks					26	144,281.97

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	20	104,370.32
11	ADULT EDUCATION	9	832.65
76	Payroll Clearing	2	39,079.00
Total Number of Checks		26	144,281.97
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			144,281.97

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 07/01/2023 through 07/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00086198	07/26/2023	AIRGAS, USA, LLC	01-9510	TANK RENTAL LHS/DVL		553.97
00086199	07/26/2023	AMAZON CAPITAL SERVICES	01-4300	HOMELESS STUDENT SUPPLIES		505.17
00086200	07/26/2023	AMERIGAS	01-9510	PROPANE		749.43
00086201	07/26/2023	AT&T	01-9510	PHONE SERVICES		612.85
00086202	07/26/2023	B & C TRUEVALUE HOME CENTER	01-9510	MISC MAINT SUPPLIES		107.73
00086203	07/26/2023	B.T. MANCINI CO., INC	01-6200	BLEACHER PROJECT		107,231.00
00086204	07/26/2023	PAMELA BRANDON	01-5600	TECH COTTAGE RENTAL		100.00
00086205	07/26/2023	CALIFORNIA SCHOOL BOARD ASSOC C/O WESTAMERICA BANK	01-5300	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	3,816.00	
			01-5890	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	1,955.00	
			01-5899	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	5,771.00	11,542.00
00086206	07/26/2023	CALIFORNIA ASSOC. FFA ANGIE MILES, FINANCIAL SERVICE	01-9510	LEADERSHIP CONFERENCE		105.00
00086207	07/26/2023	CITY OF LOYALTON	01-9510	WATER AND SEWER - LOYALTON SITES		4,490.00
00086208	07/26/2023	DOWNIEVILLE PUBLIC UTILITY DIS	01-9510	Water		839.15
00086209	07/26/2023	EDWARDS, STEVENS AND TUCKER, LLP	01-9510	SUPT CONTRACT/BOARD LEGAL		767.00
00086210	07/26/2023	FARMTEK	01-6200	GARDEN GRANT SUPPLIES	10,186.00	
			01-9510	GARDEN GRANT SUPPLIES	300.00	10,486.00
00086211	07/26/2023	GIGAKOM	01-6400	ERATE - NETWORK EQUIPMENT		6,374.84
00086212	07/26/2023	CAROLINE GRIFFIN	01-9510	CATA CONFERENCE		1,541.62
00086213	07/26/2023	JANET HAMILTON	01-5600	TECH COTTAGE RENTAL		100.00
00086214	07/26/2023	HMR ARCHITECTS	01-9510	BLEACHER PROJECT		320.00
00086215	07/26/2023	JOSTENS	01-9510	DIPLOMA & COVER		205.44
00086216	07/26/2023	LIBERTY UTILITIES	01-9510	ELECTRIC - LOYALTON SITES		5,651.25
00086217	07/26/2023	MCPHERSON & JACOBSON, LLC	01-9510	SUPT. SEARCH		1,476.67
00086218	07/26/2023	BCM ONE	01-9510	PHONE SERVICES		421.61
00086219	07/26/2023	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMP		29,599.75
00086220	07/26/2023	PACIFIC GAS & ELECTRIC COMPANY	01-9510	Electricity		3,553.43
00086221	07/26/2023	POWERSCHOOL GROUP LLC	01-5890	POWERSCHOOL MAINT/SUPPORT		3,140.72
00086222	07/26/2023	UBEO WEST LLC	01-9510	COPIER MAINT.		274.81
00086223	07/26/2023	SCHOOL SERVICES OF CALIFORNIA	01-5890	FISCAL BUDGET SERVICES		4,500.00
00086224	07/26/2023	SIERRA BACKFLOW	01-5890	BACKFLOW TEST		104.00
00086225	07/26/2023	SIERRA BOOSTER	01-9510	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES		96.00
00086226	07/26/2023	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE	289.50	
			13-5890	FOOD FACILITY CHARGE	406.00	695.50
00086227	07/26/2023	SIERRA HARDWARE	01-9510	Misc Maintenance supplies		170.61

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 07/01/2023 through 07/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00086228	07/26/2023	SIERRA VALLEY HOME CENTER	01-9510	MAINT/CUSTODIAL SUPPLIES	96.73	
				MISC MAINT SUPPLIES	245.31	342.04
00086229	07/26/2023	SIERRA-PLUMAS JOINT UNIFIED	01-5890	BANK SERVICE FEES		388.79
00086230	07/26/2023	SMALL SCHOOL DIST. ASSN.	01-5300	MEMBERSHIP		825.00
00086231	07/26/2023	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	01-4330	SALES TAX	.79	
			01-9502	SALES TAX	288.21	289.00
00086232	07/26/2023	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-9510	EMPLOYMENT FINGERPRINTING		100.00
00086233	07/26/2023	TRI COUNTY SCHOOLS INS. GR.	01-5300	AUX FEES	250.00	
			01-9535	HEALTH INSURANCE	9,206.40	
			76-9576	HEALTH INSURANCE	86,618.59	96,074.99
00086234	07/26/2023	VERIZON WIRELESS	01-5899	CELL PHONE SERVICE	182.75	
			01-5900	CELL PHONE SERVICE	223.78	
			01-5910	CELL PHONE SERVICE	339.39	745.92
00086235	07/26/2023	U.S. BANK VOYAGER	01-9510	BUS FUEL	1,850.90	
				FIELD TRIP FUEL	110.94	
				FUEL - REIMBURSED BY ASB	1,182.46	
				FUEL FOR FFA	340.47	
				Fuel for Maintenance	264.04	3,748.81
00086236	07/26/2023	WHITE'S SIERRA STATION, INC	01-4300	FUEL VOUCHERS		1,000.00
00086237	07/24/2023	PROMEVO LLC	01-4300	CHROMEBOOKS		10,339.00
Total Number of Checks					40	310,169.10

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	39	193,544.76
13	Cafeteria Fund	1	406.00
76	Warrant/Pass Through (payroll)	2	116,218.34
Total Number of Checks		40	310,169.10
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			310,169.10

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

**ANNUAL SERVICES AGREEMENT
BETWEEN
THE SIERRA COUNTY OFFICE OF EDUCATION
AND THE
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT**

THIS AGREEMENT (hereinafter "Agreement") is made and entered into on ~~June 21~~ August 08, 2023, by and between the Sierra County Office of Education ("SCOE") and Sierra-Plumas Joint Unified School District, ("DISTRICT").

RECITALS

WHEREAS, the Legislature has recognized that both the county office of education and the governing board of any school DISTRICT may initiate and carry on any program, activity, or may otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which school districts are established (Education Code §35160, 35160.2); and

WHEREAS, the Legislature has specifically authorized the county superintendent of schools, through the county school service fund, to contract with districts to provide various services to assist them in coordination of their educational programs (Education Code §1700, et seq.); and

WHEREAS, the DISTRICT desires the SCOE to provide reasonable and necessary services, which are more particularly described below, pursuant to an annually renewable service agreement between the SCOE and the DISTRICT; and

WHEREAS, this Agreement supersedes any prior Annual Services Agreement made between the parties.

NOW THEREFORE, in consideration of the promises and the mutual covenants and agreements herein set forth, the SCOE and the DISTRICT agree as follows:

AGREEMENT

- 1. Reservation of Powers and Rights:** All powers, rights and obligations with respect to the operation of the DISTRICT, which are not specifically delegated to the SCOE herein, are hereby reserved to the DISTRICT consistent with applicable Board policies and procedures, this Agreement, and all applicable laws.
- 2. Contracted Services:** The DISTRICT agrees to purchase services ("contracted services") from the SCOE from July 1, 2023, through June 30, 2024, as follows:
 - A. Accounts Payable/Purchasing General Accounting Services:** DISTRICT shall provide accounting services to SCOE as follows: invoice all purchase orders and issue payment for all expenditures, update, file, and monitor unpaid invoices, input purchase orders requisitions, log fixed assets, 1099 reporting, assist with year-end close, etc.
 - B. General Accounting Services:** SCOE shall provide accounting services to DISTRICT as follows: establishing a chart of accounts, account code structure and financial ledgers maintenance and posting of all financial transactions to the DISTRICT's ledger preparation of needed financial reports including monthly cash flow and balance sheets, monthly reconciliation to bank statements and annual reports and statements, etc.

- C. Payroll Services:** SCOE shall provide payroll services to DISTRICT as follows: preparation of pay warrants; distribution of payroll checks and direct deposits, calculation and forwarding of all tax benefit, retirement, and other withholdings information; processing of professional service agreements and employment agreements/contracts, etc.
- D. Personnel Services:** SCOE shall provide personnel services to DISTRICT as follows: assistance in the development of personnel policies that are consistent with applicable laws; advice and information regarding the recruitment, hiring, training, retention of personnel as well as the conduct of employee evaluations and issuance of potential disciplinary action; maintenance of qualified substitute pools, assistance in the development of wage, salary and employee benefit programs and the compliance of these programs with all applicable regulations; information and assistance regarding compliance with applicable credentialing and fingerprinting requirements; assistance with collective bargaining negotiations and all other general labor matters etc.
- E. Technology Support Services:** SCOE shall contribute to technology support services to DISTRICT as follows: internet connection and wide area network (WAN) support, internet filtering as needed, Escape/Mainframe computer support, etc.
- F. Revenue Management Services:** SCOE shall provide revenue management services to DISTRICT as follows: budget development and fiscal planning, identifying potential sources of revenue, assistance with consolidated application and compliance review, collection and distribution of developer fees and Forest Service/timber harvest payments, assistance with projecting and monitoring expenditures, etc.
- G. Information Management Services:** SCOE shall provide information management information services to DISTRICT as follows: data information management, assistance in maintenance of a comprehensive and legally sufficient student information management system that tracks average daily attendance, enrollment, teacher credentialing information, standardized and alternative assessment data, emergency contacts, race/ethnicity, age, address, parent/guardian, immunizations, discipline, and special education, etc.
- H. Insurance/Risk Management Services:** SCOE shall provide insurance/risk management services to DISTRICT as follows: acquisition of appropriate insurance, administration of workers' compensation claims, provision of OSHA mandated federal posters, assistance and advice regarding issues such as return to work, light duty, and modified work assignments, development of standard operating policies and procedures consistent with state and federal safety laws, etc.
- I. Construction Contract Management Services:** SCOE shall assist with construction contract management services to DISTRICT as follows: management and oversight of public contract bidding procedures for DISTRICT construction projects, including soliciting, receiving, opening and evaluating bids; handling bid protests; receiving bid bonds and payment bonds; issuing and tracking payments to contractors; processing stop notices: etc.
- J. Special Education Services:** SCOE shall provide special education services to the DISTRICT as follows: provision of qualified staff, including special education specialist and instructional assistants, etc.

- K. Health Services:** SCOE shall provide health services to DISTRICT for nutrition and illness prevention programs, development of emergency response procedures, vision, hearing, scoliosis and other health screening for pupils, etc.
- L. Curriculum and Instruction:** SCOE shall direct and manage educational resources and provide leadership in the development of curriculum and instructional programs.
3. **Fees and Charges:** Contracted services supplied to DISTRICT by SCOE, as set forth above, shall be charged on the basis set forth on Exhibit A, attached. In addition to Fees and Charges, the County shall reimburse the DISTRICT for any expenditure paid by the DISTRICT of behalf of the County expenditures as set forth on Exhibit B, attached, but not limited to Exhibit B.
4. **Payments and Record Keeping:** In full payment for the services listed above and reimbursement of expenditures the SCOE is hereby authorized to transfer from the General Fund or other appropriate funds of the DISTRICT to the County School Service Fund maintained by the SCOE, before the close of any school year during which this Agreement is valid, an amount equal to the total contract obligations determined pursuant to the fee schedule set forth in Exhibit A, attached. The Superintendent shall promptly notify the DISTRICT of the date and amount of each transfer. With respect to those listed services which are charged on the basis of "actual costs," SCOE shall keep reasonable records of such costs for a period of not less than 5 years, and shall allow the DISTRICT to examine such records upon request.
5. **Term of Agreement:** This Agreement shall commence on July 1, 2023, and end on June 30, 2024.
6. **Extension and/or Renewal of Agreement:** This Agreement shall be automatically renewed for an additional fiscal year commencing July 1, 2024, and annually thereafter, unless written notice of intent to terminate or renegotiate is given by either party prior to March 1 of that same year.
7. **Termination of Agreement:** This Agreement is subject to termination during the initial term or any renewal term as specified herein. SCOE may discontinue any services provided pursuant to this Agreement upon 90 days advance written notice to DISTRICT of its intent to do so, in which case it is understood and agreed that any charges relating to such terminated services shall be credited back to the DISTRICT. The DISTRICT may terminate this Agreement for cause upon 15 days advance written notice to County Office of Education a material violation by Sierra County Office of Education the terms of this Agreement, unless SCOE remedies the breach within said 10-day period.
8. **Materials and Equipment:** The DISTRICT shall provide materials and equipment necessary for the performance of the duties herein assumed by SCOE unless otherwise specifically agreed to by SCOE. SCOE agrees that in the course of performing some of the duties, as set forth in this Agreement, SCOE may utilize facilities, equipment and materials belonging to DISTRICT. However, no such use of SCOE owned equipment, materials or facilities in the course of performing under this Agreement conveys to DISTRICT any ongoing property rights to use or possess such items.
9. **Employment of Personnel:** No agent, employee, or servant of DISTRICT shall be deemed to be an employee, agent or servant of SCOE, except as expressly acknowledged in writing by SCOE. No agent, employee, or servant of SCOE shall be deemed to be an employee, agent or servant of DISTRICT, except as expressly acknowledged in writing by DISTRICT.

- 10. **Relationship between the Parties:** The parties to this Agreement intend that the relationship between them created by this Agreement is that of an independent contractor, and not an employer/employee. It is expressly understood and agreed that DISTRICT employees are not entitled to any benefits to which SCOE employees are entitled, and that SCOE employees are not entitled to any benefits to which DISTRICT employees are entitled, including, but not limited to, overtime, retirement benefits, insurance benefits, vacation, workers' compensation benefits, sick or injury leave, or other benefits.
- 11. **Indemnification:** Each Party to this Agreement shall defend, indemnify, and hold the other harmless from and against all claims, demands, actions and proceedings of whatever cause or nature, and all costs and expenses connected therewith, including reasonable attorneys' fees, on account of any damage to or loss of any property, or injury to or death of any person, caused in whole or in part by its own negligence, or that of its officers, agents, servants, representatives, employees or subcontractors, in connection with services performed under this Agreement.
- 12. **Governing Law:** This Agreement shall be construed and enforced in accordance with the laws of the State of California. SCOE and DISTRICT in fulfilling the terms of this agreement will act in accordance with all applicable laws and regulations.
- 13. **Severability:** If, for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.
- 14. **Entire Agreement:** This Agreement and any attachments hereto shall constitute the full and complete agreement between the parties hereto. All prior representations, understandings and/or agreements are merged herein and are superseded by this Agreement.
- 15. **Amendments:** Nothing herein shall preclude the parties from negotiating or amending this Agreement to include additional services not contemplated by this Agreement. This Agreement may be altered, amended, changed, or modified only by agreement in writing, executed by the duly appointed representatives of DISTRICT and SCOE, with specific reference to both this Agreement and the provision(s) which said instrument purports to alter, amend or modify.

IN WITNESS WHEREOF, each of the Parties hereto has duly executed this Agreement as of the dates shown below.

Date: _____

Sierra County Office of Education
James Berardi, Superintendent

Date: _____

Sierra-Plumas Joint Unified School District
~~James Berardi~~ Andrea White, Interim Superintendent

Approved by the Board of Education on ~~June 21~~ August 08, 2023

EXHIBIT A

FEE SCHEDULE FOR CONTRACTED SERVICES

Salary & Benefits/Outside Contracts	Percentage of Actual Cost Billed to DISTRICT
Director of Business Services/CBO	50%
Human Resources Specialist	50%
Fiscal Services Coordinator	50%
Custodian	75%
Technology Specialist	10%
Teacher On Special Assignment	90%
School Site Administrator	Actual Cost of 1 FTE assigned to Loyalton Elementary School

EXHIBIT B

REIMBURSEMENT EXPENDITURES

Expenditures
Workshops attended by SCOE Staff
Shared utilities (telephone, electrical, etc.)
Repairs to administration portable building
Shared Office Equipment
One Half Board and Superintendent Health Care Benefits

**ANNUAL SERVICES AGREEMENT
BETWEEN
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
AND
SIERRA COUNTY OFFICE OF EDUCATION**

THIS AGREEMENT (hereinafter "Agreement") is made and entered into on ~~June 24~~ August 08, 2023, by and between Sierra-Plumas Joint Unified School District, ("DISTRICT") and Sierra County Office of Education ("SCOE").

RECITALS

WHEREAS, the Legislature has recognized that both the county office of education and the governing board of any school district may initiate and carry on any program, activity, or may otherwise act in any manner which is not in conflict with, or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which school districts are established (Education Code §35160, 35160.2); and

WHEREAS, the SCOE desires the DISTRICT to provide reasonable and necessary services, which are more particularly described below, pursuant to an annually renewable service agreement between the DISTRICT and SCOE; and

WHEREAS, this Agreement supersedes any prior Annual Services Agreement made between the parties.

NOW THEREFORE, in consideration of the promises and the mutual covenants and agreements herein set forth, the DISTRICT and SCOE agree as follows:

AGREEMENT

- 1. Reservation of Powers and Rights:** All powers, rights and obligations with respect to the operation of the SCOE, which are not specifically delegated to the DISTRICT herein, are hereby reserved to the SCOE consistent with applicable Board policies and procedures, this Agreement, and all applicable laws.
- 2. Contracted Services:** The SCOE agrees to purchase services ("contracted services") from the DISTRICT from July 1, 2023, through June 30, 2024, as follows:
 - A. General Office Services:** DISTRICT shall provide general office services to SCOE as follows: Advertise, post public notices and agendas; receive, open and distribute mail; telephone receptionist duties; prepare board meeting agenda and minutes; other routine clerical work such as keyboarding letters, memos, etc.
 - B. Technology Support Services:** DISTRICT shall provide technology support services to SCOE as follows: internet connection and wide area network (WAN) support, internet filtering as needed, Escape/Mainframe computer support, etc.
 - C. Revenue Management Services:** DISTRICT shall assist with revenue management services to SCOE as follows: budget development and fiscal planning, identifying potential sources of revenue, assistance with consolidated application and compliance review, assistance with projecting and monitoring expenditures, etc.

- D. Information Management Services:** DISTRICT shall provide information management services to SCOE as follows: data information management, assistance in maintenance of a comprehensive and legally sufficient student information management system that tracks special education average daily attendance, enrollment, teacher credentialing information, standardized and alternative assessment data, emergency contacts, race/ethnicity, age, address, parent/guardian, immunizations, discipline, and special education, etc.
- E. Special Education Services:** DISTRICT shall facilitate DISTRICT-wide Special Education program.
- F. California School Information Services:** DISTRICT agrees to provide services to SCOE for the maintenance of California School Information Services.
- G. Career Tech Pathways (CTP):** DISTRICT agrees to provide, as mutually agreed, necessary staff, facilities and equipment for CTP courses. In addition, to store fiscal year end inventory as well as when an CTP class is terminated until a mutual agreement is reached as to how the equipment should be dispersed. DISTRICT shall submit pupil attendance accounting, evaluations and information as required by the County.
- H. County Technical Assistance and Leadership Fund (CTALF):** DISTRICT agrees to provide assistance, as directed by County per Attachment A.
- 3. Fees and Charges:** Contracted services supplied to SCOE by DISTRICT, as set forth above, shall be charged on the basis set forth on Exhibit A, attached. In addition to Fees and Charges, the SCOE shall reimburse the DISTRICT for any expenditure paid by the DISTRICT on behalf of the SCOE, expenditures as set forth on Exhibit B, attached, but not limited to Exhibit B.
- 4. Payments and Record Keeping:** In full payment for the services listed above, the DISTRICT is hereby authorized to transfer from the General Fund or other appropriate funds to the SCOE School Service Fund maintained by the DISTRICT, before the close of any school year during which this Agreement is valid, an amount equal to the total contract obligations determined pursuant to the fee schedule set forth in Exhibit A, and reimbursable expenditures set forth in Exhibit B attached. The DISTRICT shall promptly notify SCOE of the date and amount of each transfer. With respect to those listed services, which are charged on the basis of "actual costs," DISTRICT shall keep reasonable records of such costs for a period of not less than 5 years, and shall allow the SCOE to examine such records upon request.
- 5. Term of Agreement:** This Agreement shall commence on July 1, 2023, and end on June 30, 2024.
- 6. Extension and/or Renewal of Agreement:** This Agreement shall be automatically renewed for an additional fiscal year commencing July 1, 2024, and annually thereafter, unless written notice of intent to terminate or renegotiate is given by either party prior to March 1 of that same year.

- 7. Termination of Agreement:** This Agreement is subject to termination during the initial term or any renewal term as specified herein, may discontinue any services provided pursuant to this Agreement upon 90 days advance written notice to SCOE of its intent to do so, in which case it is understood and agreed that any charges relating to such terminated services shall be credited back to the SCOE. The SCOE may terminate this Agreement for cause upon 15 days advance written notice to DISTRICT of a material violation by DISTRICT of the terms of this Agreement, unless DISTRICT remedies the breach within said 10-day period.
- 8. Materials and Equipment:** The SCOE shall provide materials and equipment necessary for the performance of the duties herein assumed by DISTRICT unless otherwise specifically agreed to by DISTRICT. DISTRICT agrees that in the course of performing some of the duties, as set forth in this Agreement, DISTRICT may utilize facilities, equipment and materials belonging to SCOE. However, no such use of SCOE owned equipment, materials or facilities in the course of performing under this Agreement conveys to DISTRICT any ongoing property rights to use or possess such items.
- 9. Employment of Personnel:** No agent, employee, or servant of SCOE shall be deemed to be an employee, agent or servant of DISTRICT, except as expressly acknowledged in writing by DISTRICT. No agent, employee, or servant of SCOE shall be deemed to be an employee, agent or servant of, except as expressly acknowledged in writing by SCOE.
- 10. Relationship between the Parties:** The parties to this Agreement intend that the relationship between them created by this Agreement is that of an independent contractor, and not an employer/employee. It is expressly understood and agreed that SCOE employees are not entitled to any benefits to which DISTRICT employees are entitled, and that DISTRICT employees are not entitled to any benefits to which SCOE employees are entitled, including, but not limited to, overtime, retirement benefits, insurance benefits, vacation, workers' compensation benefits, sick or injury leave, or other benefits.
- 11. Indemnification:** Each Party to this Agreement shall defend, indemnify, and hold the other harmless from and against all claims, demands, actions and proceedings of whatever cause or nature, and all costs and expenses connected therewith, including reasonable attorneys' fees, on account of any damage to or loss of any property, or injury to or death of any person, caused in whole or in part by its own negligence, or that of its officers, agents, servants, representatives, employees or subcontractors, in connection with services performed under this Agreement.
- 12. Governing Law:** This Agreement shall be construed and enforced in accordance with the laws of the State of California. SCOE and DISTRICT in fulfilling the terms of this agreement will act in accordance with all applicable laws and regulations.
- 13. Severability:** If, for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.
- 14. Entire Agreement:** This Agreement and any attachments hereto shall constitute the full and complete agreement between the parties hereto. All prior representations, understandings and/or agreements are merged herein and are superseded by this Agreement.

15. **Amendments:** Nothing herein shall preclude the parties from negotiating or amending this Agreement to include additional services not contemplated by this Agreement. This Agreement may be altered, amended, changed, or modified only by agreement in writing, executed by the duly appointed representatives of DISTRICT and SCOE, with specific reference to both this Agreement and the provision(s) which said instrument purports to alter, amend or modify.

IN WITNESS WHEREOF, each of the Parties hereto has duly executed this Agreement as of the dates shown below.

Date: _____

Sierra-Plumas Joint Unified School District
~~James Berardi~~ Andrea White, Interim Superintendent

Date: _____

Sierra County Office of Education
James Berardi, Superintendent

Approved by the Sierra County Board of Education on ~~June 21~~ August 08, 2023.

Attachment A

County Technical Assistance and Leadership Funds CTALF

Sierra County Office of Education will administer the CTALF funds in accordance with the scope of work defined by CDE with leadership, administrative oversight, training, and technical assistance. SCOE will abide by the principals and guidelines for activities relative to the CTALF funding.

The scope of activities will include the following:

1. **Employ Effective Research Based Program.** SCOE participants will research available curriculum and field test the curricular strategies for teacher and facility compatibility.
2. **Analysis of Data.** SCOE participants will refine available data and disseminate the summarized results to colleagues. The goals of the intervention program will be refined based upon the summarized data.
3. **Instruction.** SCOE participants will begin the organization and implementation of the curriculum and the instructional strategies using the multimedia and telecom technology. The curricular and extra-curricular resources will be archived and disseminated using the SMART Board technology.
4. **Teacher Training.** Teachers will be trained to use the curriculum with fidelity. The intervention program will provide a full array of curricular activities to support a healthy life style with an emphasis on tobacco free living. The use of the telecom system and the SMART boards will play a critical role in teacher training, gathering of data, and the refinement of program goals.
5. **Family Involvement.** The SCOE participants will establish intervention strategies to provide social and environmental support to families to promote a healthy life style. The intervention strategies will incorporate services from Mental Health, Probation, School Attendance Review Board, and other relative cessation groups as deemed appropriate. The use of our technology will allow for SCOE participants to conduct meetings and disseminate materials via a web based program. Teachers will have access to the web based materials so that they can support efforts initialed at home.
6. **Assessment.** SCOE participants will assess the intervention strategies, classroom instruction, and materials for effectiveness. The participant will release the data that shows an improvement in healthy life styles of Sierra Plumas Joint Unified School DISTRICT students or the revision and refinement of goals to improve program objectives. The use of SPJUSD technology will be instrumental in assisting with the assessment process.
7. **Fiscal responsibilities.** SCOE participants will have a transparent budget that will provide appropriate instructional materials and strategies to each school site. The use of the telecom system and the use of the SMART boards will expedite the process of disseminating the budget to each site.

EXHIBIT A

FEE SCHEDULE FOR CONTRACTED SERVICES

Staff - Salary & Benefits	Percentage of Actual Cost Billed to SCOE
Administrative Assistant	50%
Career Tech Pathways (CTP)	Not to exceed actual cost paid by the DISTRICT, or exceed County funding less County expenses
County Technical Assistance and Leadership Fund (CTALF)	Not to exceed actual cost paid by the DISTRICT, or exceed County funding less County expenses
Maintenance	25%

EXHIBIT B

REIMBURSABLE EXPENDITURES

Expenditures
Workshops attended by DISTRICT Business Staff
Shared utilities (telephone, electrical, etc.)
Repairs to administration portable building
Shared Office Equipment
<u>One Half</u> Board and Superintendent Health Care Benefits

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

**Resolution No. 24-003C/24-002D
DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS
FOR THE 2023-2024 SCHOOL YEAR**

WHEREAS, the Sierra County Office of Education (SCOE) and Sierra-Plumas Joint Unified School District (SPJUSD) make every effort to recruit fully prepared teachers; and

WHEREAS, when fully prepared teachers are not available, SCOE and SPJUSD recruit candidates who qualify for an intern credential; and

WHEREAS, there are teachers who have not yet completed Cross Cultural Language and Academic Development (CLAD) certification or other English Learner Authorization; and

WHEREAS, the Board of Trustees recognizes that there are an insufficient number of certificated persons who meet SCOE's and SPJUSD's specific employment criteria; and

WHEREAS, Title 5 Section 80026 and AB 471 (Scott) require that a Declaration of Need for Fully Qualified Educators and resolution by the Governing Board be submitted by an employing agency prior to the issuance of any emergency permit and/or limited assignments permit for that agency in a given school year; and

WHEREAS, Title 5 Section 80026 and AB 471 (Scott) specify that said Declaration of Need for Fully Qualified Educators and resolution be adopted by the Governing Board in a regularly scheduled public meeting of the Board on an annual basis; and

WHEREAS, said Declaration of Need for Fully Qualified Educators shall not be adopted by the Board as part of a consent calendar; and

WHEREAS, all employees invest their time, energy and countless hours to provide all students with quality programs and services that support their individual needs and educational goals;

NOW, THEREFORE, BE IT RESOLVED that the Sierra County Board of Education and Sierra-Plumas Joint Unified School District Governing Board hereby request that a Declaration of Need for Fully Qualified Educators be submitted to the Commission on Teacher Credentialing for the 2023-24 school year.

PASSED AND ADOPTED, by the Sierra County Board of Education and Sierra-Plumas Joint Unified School District Governing Board at their regular meeting held on the 8th of August, 2023.

VOTE:

Ayes _____ **Nays** _____ **Abstain** _____ **Absent** _____

Dorie Gayner,
SCOE & SPJUSD Clerk



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

County
 Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 20232024

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Sierra Plumas Joint Unified School Dist. District CDS Code: 46 70177

Name of County: Sierra County CDS Code: 46 10462

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 8/8/2023 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2024.

Submitted by (Superintendent, Board Secretary, or Designee):

Name *Signature* *Title*

Fax Number *Telephone Number* *Date*

Mailing Address

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County Sierra County CDS Code 46 10462

Name of State Agency _____

Name of NPS/NPA _____ County of Location Sierra

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on 08 / 08 / 2023, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, 2024.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

James Berardi

Name



Signature

Superintendent

Title

530-993-0828

Fax Number

530-993-1660

Telephone Number

Date

PO Box 955 Loyalton, CA 96118

Mailing Address

jberardi@spjUSD.org

EMail Address

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

1

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

1

Teacher Librarian Services

Emergency Transitional Kindergarten (ETK)

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	1
TOTAL	1

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. Small rural single county school district; limited staff and resources

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an internship program.

National University

If no, explain why you do not participate in an internship program.



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 20232024

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Sierra Plumas Joint Unified School Dist. District CDS Code: 46 70177

Name of County: Sierra County CDS Code: 46 10462

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

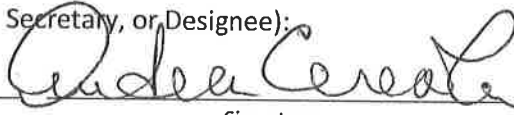
The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 8 / 8 / 2023 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2024.

Submitted by (Superintendent, Board Secretary, or Designee):

Andrea Ceresola



Interim Superintendent

Name

Signature

Title

530-993-0828

530-993-1660

Fax Number

Telephone Number

Date

PO Box 955 Loyalton, CA 96118

Mailing Address

awhite@spjUSD.org

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, 2024.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

2

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

Emergency Transitional Kindergarten (ETK)

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	3
Special Education	
TOTAL	4

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English	1	Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	1
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	Spanish /1

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. Small rural single county school district; limited staff and resources

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an internship program.

National University

If no, explain why you do not participate in an internship program.

Sierra Transportation Co., LLC
P.O. Box 6
Downieville, Ca 95936
530-289-3230

Sierra-Plumas Joint Unified School District
Transportation services for FY 2022-2023

\$90,000.00 Contract maximum for FY 2022-2023 for Sierra City run for full school year (180 days).

Contractor will be paid for days when services are provided.

Daily rate is \$500.00

A fuel surcharge will be added at an excess per gallon price once fuel reaches \$6.80 per gal for the amount used.

Doug Peterman
Sierra Transportation Co

Andrea White
SPJUSD, Interim Superintendent

Date

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
AND
SIERRA SCHOOLS FOUNDATION, MUSICA SIERRA AND
THE SIERRA COUNTY ARTS COUNCIL**

This Agreement is effective on July 1, 2023, between the Sierra-Plumas Joint Unified School District, hereinafter referred to as "DISTRICT," with principle offices located at 109 Beckwith Road, Loyalton, California, and THE SIERRA SCHOOLS FOUNDATION (SSF), MUSICA SIERRA (MS) and THE SIERRA COUNTY ARTS COUNCIL (SCAC), referred to herein as "CONTRACTORS."

Recitals

- A. DISTRICT is in support of a music program for its students provided that funding is adequate to support the program.
- B. CONTRACTORS agree to support the funding of the program in conjunction with any State or Federal funds which may be awarded toward the program.
- C. DISTRICT and CONTRACTORS desire to encompass a cooperative share of expenditures as designated. This program is intended to serve students of the DISTRICT at only Loyalton sites.

For the reasons above stated, and in consideration of the covenants contained in this agreement, the parties agree as follows:

OPERATIVE PROVISIONS

1. CONTRACTOR'S RESPONSIBILITY.

CONTRACTORS shall provide payments as indicated on the schedule below. Salaries and statutory benefits, materials and supplies, operating expenditures will be covered by CONTRACTORS until such time that the DISTRICT has received the state allotted Prop 28 funding. DISTRICT will bill CONTRACTORS on a quarterly basis.

CONTRACTORS agree to provide the following payments for support of the program:

September	\$25,000.00
December	\$25,000.00
March	\$25,000.00
June	Balance Remaining Due

CONTRACTOR shall reimburse DISTRICT for all costs associated with the program except for health and welfare benefits for the teacher hired for the program. If no funding from Prop 28 is received CONTRACTORS agree to cover full costs of the program, except for the Health & Welfare benefit DISTRICT cost.

CONTRACTORS agree to no less than the following percentage of costs after Prop 28 funding has been fully awarded and received by the DISTRICT:

<u>CONTRACTOR NAME</u>	<u>MINIMUM %</u>	<u>DURATION</u>
Sierra Schools Foundation	\$10,000	5 Fiscal Years
Sierra County Arts Council	\$ 2,000	2 Fiscal Years
Musica Sierra Foundation	Any Remaining Expenses	2 Fiscal Years

2. DISTRICT'S RESPONSIBILITY.

DISTRICT agrees to hire a Certificated Music Teacher to teach the program contingent upon funding. DISTRICT agrees to provide the selected teacher with up to \$17,536 annually towards their choice of Health & Welfare benefit packages currently offered by the DISTRICT. The DISTRICT agrees to notify CONTRACTORS of the receipt of Prop 28 funds and to use those funds, once received, to continue operation of the program.

3. TERM.

Commencement Date: July 1, 2023

Termination Date: June 30, 2024

DESIGNATED REPRESENTATIVES.

Andrea White, Interim Superintendent, is the designated representative of the DISTRICT. Jenna Holland, President for Sierra Schools Foundation; Lindsay McIntosh, Executive Director for Musica Sierra; and BJ Jordan, Executive Director for Sierra County Arts Council, representatives for CONTRACTORS.

5. AGREEMENT DATE. The Agreement Date is July 1, 2023.

6. NOTICES All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the party so to be served as follows:

If to "DISTRICT":

Sierra-Plumas Joint Unified School District
Office
Post Office Box 955
Loyalton, CA 96118
530 993-1660
530 993-0828 FAX

If to "CONTRACTORS":
Sierra Schools Foundation
P.O. Box 336
Sierraville, CA 96126
949 683-0116

DISTRICT:
Sierra-Plumas Joint Unified School District

Andrea White, Interim Superintendent
Sierra-Plumas Joint Unified School District

Date: _____

CONTRACTORS:

Jenna Holland, President
Sierra Schools Foundation

Date: _____

Lindsay McIntosh, Executive Director
Musica Sierra Foundation

Date: _____

BJ Jordan, Executive Director
Sierra County Arts Council

Date: _____

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SAFETY AIDE
PHYSICAL EDUCATION

Description of Position:

The position will have the following responsibilities:

1. Under the supervision of the physical education teachers, provide supervision in the locker rooms during high school and middle school physical education classes;
2. Under the supervision of the physical education teachers, assist with supervision in physical education classes;
3. Monitor and supervise school hallways and movement of pupils during outdoor passing times.

This is a non-certificated position that supports student safety through supervision of requirements that the employee work directly under and with specific guidance of specifically designated credentialed teachers, administrators, and confidential staff. This position is subject to funding availability and may be eliminated if funding is eliminated.

Qualifications:

1. Experience in settings that may be transferable to successful supervision of high school students;
2. Knowledge of sports, athletics, physical education activities desirable;

Skills:

1. The individual holding this position is required to have the skills to establish rapport with students that result in increased student safety in the physical education locker rooms and classes;
2. The individual can be available to provide assistance during optimal student access times during physical education classes. This schedule is subject to change in order to accommodate the school program

Knowledge:

Individual should be familiar with middle school and/or high school physical education programs. Some experience with high school students is highly desirable.

Abilities:

The individual should have the ability to:

1. Stand, walk, run, and participate in physical education classes for prolonged periods of time;
2. Supervise students in locker rooms both before and at the end of physical education classes;
3. Assist physical education instructors in supervision of physical education activities in physical education classes;

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Education:

High school diploma or equivalent to completion of high school course work graduation requirements (GED). College course work in physical education or related field is desirable.

Examples of Duties:

1. Supervise locker rooms before and after physical education classes;
2. Assist physical education teachers with supervision of physical education program;
3. Other duties as assigned.

Revision, 8/8/2023; Date Adopted: *pending approval*

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT USD
CLASSIFIED SALARY SCHEDULE 7-1-2022

RANGE	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	1	2	3	4	5	6	7	8	9	Yr 10	Yr 15	Yr 20	Yr 25	Yr 30
		3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	5.00%	5.00%	5.00%	5.00%	10.00%
1	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.06	\$ 19.63	\$ 20.62	\$ 21.65	\$ 22.73	\$ 23.87	\$ 26.25
2	\$ 15.73	\$ 16.20	\$ 16.69	\$ 17.19	\$ 17.71	\$ 18.24	\$ 18.79	\$ 19.35	\$ 19.93	\$ 20.93	\$ 21.97	\$ 23.07	\$ 24.22	\$ 26.65
3	\$ 15.97	\$ 16.45	\$ 16.94	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.07	\$ 19.64	\$ 20.23	\$ 21.24	\$ 22.30	\$ 23.42	\$ 24.59	\$ 27.05
4	\$ 16.21	\$ 16.69	\$ 17.20	\$ 17.71	\$ 18.24	\$ 18.79	\$ 19.35	\$ 19.93	\$ 20.53	\$ 21.56	\$ 22.64	\$ 23.77	\$ 24.96	\$ 27.45
5	\$ 16.45	\$ 16.94	\$ 17.45	\$ 17.98	\$ 18.52	\$ 19.07	\$ 19.64	\$ 20.23	\$ 20.84	\$ 21.88	\$ 22.98	\$ 24.12	\$ 25.33	\$ 27.86
6	\$ 16.70	\$ 17.20	\$ 17.71	\$ 18.25	\$ 18.79	\$ 19.36	\$ 19.94	\$ 20.54	\$ 21.15	\$ 22.21	\$ 23.32	\$ 24.49	\$ 25.71	\$ 28.28
7	\$ 16.95	\$ 17.46	\$ 17.98	\$ 18.52	\$ 19.08	\$ 19.65	\$ 20.24	\$ 20.84	\$ 21.47	\$ 22.54	\$ 23.67	\$ 24.85	\$ 26.10	\$ 28.71
8	\$ 17.20	\$ 17.72	\$ 18.25	\$ 18.80	\$ 19.36	\$ 19.94	\$ 20.54	\$ 21.16	\$ 21.79	\$ 22.88	\$ 24.03	\$ 25.23	\$ 26.49	\$ 29.14
9	\$ 17.46	\$ 17.98	\$ 18.52	\$ 19.08	\$ 19.65	\$ 20.24	\$ 20.85	\$ 21.47	\$ 22.12	\$ 23.22	\$ 24.39	\$ 25.61	\$ 26.89	\$ 29.57
10	\$ 17.72	\$ 18.25	\$ 18.80	\$ 19.37	\$ 19.95	\$ 20.55	\$ 21.16	\$ 21.80	\$ 22.45	\$ 23.57	\$ 24.75	\$ 25.99	\$ 27.29	\$ 30.02
11	\$ 17.99	\$ 18.53	\$ 19.08	\$ 19.66	\$ 20.25	\$ 20.85	\$ 21.48	\$ 22.12	\$ 22.79	\$ 23.93	\$ 25.12	\$ 26.38	\$ 27.70	\$ 30.47
12	\$ 18.26	\$ 18.81	\$ 19.37	\$ 19.95	\$ 20.55	\$ 21.17	\$ 21.80	\$ 22.46	\$ 23.13	\$ 24.29	\$ 25.50	\$ 26.77	\$ 28.11	\$ 30.92
13	\$ 18.53	\$ 19.09	\$ 19.66	\$ 20.25	\$ 20.86	\$ 21.48	\$ 22.13	\$ 22.79	\$ 23.48	\$ 24.65	\$ 25.88	\$ 27.18	\$ 28.54	\$ 31.39
14	\$ 18.81	\$ 19.37	\$ 19.96	\$ 20.55	\$ 21.17	\$ 21.81	\$ 22.46	\$ 23.13	\$ 23.83	\$ 25.02	\$ 26.27	\$ 27.58	\$ 28.96	\$ 31.86
15	\$ 19.09	\$ 19.66	\$ 20.25	\$ 20.86	\$ 21.49	\$ 22.13	\$ 22.80	\$ 23.48	\$ 24.19	\$ 25.39	\$ 26.66	\$ 28.00	\$ 29.40	\$ 32.34
16	\$ 19.38	\$ 19.96	\$ 20.56	\$ 21.18	\$ 21.81	\$ 22.47	\$ 23.14	\$ 23.83	\$ 24.55	\$ 25.78	\$ 27.06	\$ 28.42	\$ 29.84	\$ 32.82
17	\$ 19.67	\$ 20.26	\$ 20.87	\$ 21.49	\$ 22.14	\$ 22.80	\$ 23.49	\$ 24.19	\$ 24.92	\$ 26.16	\$ 27.47	\$ 28.84	\$ 30.29	\$ 33.31
18	\$ 19.96	\$ 20.56	\$ 21.18	\$ 21.82	\$ 22.47	\$ 23.14	\$ 23.84	\$ 24.55	\$ 25.29	\$ 26.55	\$ 27.88	\$ 29.28	\$ 30.74	\$ 33.81
19	\$ 20.26	\$ 20.87	\$ 21.50	\$ 22.14	\$ 22.81	\$ 23.49	\$ 24.20	\$ 24.92	\$ 25.67	\$ 26.95	\$ 28.30	\$ 29.72	\$ 31.20	\$ 34.32
20	\$ 20.57	\$ 21.18	\$ 21.82	\$ 22.47	\$ 23.15	\$ 23.84	\$ 24.56	\$ 25.30	\$ 26.05	\$ 27.36	\$ 28.73	\$ 30.16	\$ 31.67	\$ 34.84
21	\$ 20.88	\$ 21.50	\$ 22.15	\$ 22.81	\$ 23.50	\$ 24.20	\$ 24.93	\$ 25.68	\$ 26.45	\$ 27.77	\$ 29.16	\$ 30.61	\$ 32.14	\$ 35.36
22	\$ 21.19	\$ 21.83	\$ 22.48	\$ 23.15	\$ 23.85	\$ 24.56	\$ 25.30	\$ 26.06	\$ 26.84	\$ 28.18	\$ 29.59	\$ 31.07	\$ 32.63	\$ 35.89
23	\$ 21.51	\$ 22.15	\$ 22.82	\$ 23.50	\$ 24.21	\$ 24.93	\$ 25.68	\$ 26.45	\$ 27.24	\$ 28.61	\$ 30.04	\$ 31.54	\$ 33.12	\$ 36.43
24	\$ 21.83	\$ 22.48	\$ 23.16	\$ 23.85	\$ 24.57	\$ 25.31	\$ 26.07	\$ 26.85	\$ 27.65	\$ 29.04	\$ 30.49	\$ 32.01	\$ 33.61	\$ 36.97
25	\$ 22.16	\$ 22.82	\$ 23.51	\$ 24.21	\$ 24.94	\$ 25.69	\$ 26.46	\$ 27.25	\$ 28.07	\$ 29.47	\$ 30.95	\$ 32.49	\$ 34.12	\$ 37.53
26	\$ 22.49	\$ 23.16	\$ 23.86	\$ 24.58	\$ 25.31	\$ 26.07	\$ 26.85	\$ 27.66	\$ 28.49	\$ 29.91	\$ 31.41	\$ 32.98	\$ 34.63	\$ 38.09
27	\$ 22.83	\$ 23.51	\$ 24.22	\$ 24.94	\$ 25.69	\$ 26.46	\$ 27.26	\$ 28.07	\$ 28.92	\$ 30.36	\$ 31.88	\$ 33.47	\$ 35.15	\$ 38.66
28	\$ 23.17	\$ 23.86	\$ 24.58	\$ 25.32	\$ 26.08	\$ 26.86	\$ 27.67	\$ 28.50	\$ 29.35	\$ 30.82	\$ 32.36	\$ 33.98	\$ 35.68	\$ 39.24
29	\$ 23.52	\$ 24.22	\$ 24.95	\$ 25.70	\$ 26.47	\$ 27.26	\$ 28.08	\$ 28.92	\$ 29.79	\$ 31.28	\$ 32.84	\$ 34.49	\$ 36.21	\$ 39.83
30	\$ 23.87	\$ 24.59	\$ 25.32	\$ 26.08	\$ 26.87	\$ 27.67	\$ 28.50	\$ 29.36	\$ 30.24	\$ 31.75	\$ 33.34	\$ 35.00	\$ 36.75	\$ 40.43
DIRECTOR	\$ 46.93	\$ 49.05	\$ 50.52	\$ 52.04	\$ 53.60	\$ 55.21	\$ 56.86	\$ 58.57	\$ 60.33	\$ 63.34	\$ 66.51	\$ 69.83	\$ 73.33	\$ 80.66
TECH SPEC.	\$ 26.57	\$ 27.76	\$ 29.01	\$ 29.88	\$ 30.78	\$ 31.70	\$ 32.66	\$ 33.63	\$ 34.64	\$ 36.38	\$ 38.19	\$ 40.10	\$ 42.11	\$ 46.32

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE

JOB CLASSIFICATION	RANGE	
Noon Supervisor	1	
Cafeteria Work	1	
Cashier	1	
Instructional Aide	2	
Cook I	9	
Library Aide	5	
Custodian	11	
Maintenance Custodian	16	
Classroom Specialist	27	
Plant Maint./Bus Driver	23	
Transportation Clerk	4	
School Secretary - LES	12	
School Secretary - LHS/DVL	14	
Administrative Assistant	22	
Bilingual Parent Liaison/ELPAC Coord	14	
Educational Research Technician	21	
Student Services Liaison	14	
Safety Aide P.E.	1	<i>*pending board approval 8/8/2023</i>

ADMINISTRATIVE-EXECUTIVE ASSISTANT TO THE SUPERINTENDENT(S)

POSITION SUMMARY:

Under the administrative direction of the ~~Business Manager~~ Director of Business Services/CBO, the ~~Administrative-Executive~~ Assistant shall provide a wide variety of high level secretarial tasks to support the District/County Superintendent(s) and the business office; provide confidential administrative assistance to the District/County Superintendent(s) and the Governing Board(s); serve as initial contact/resource person to the public providing information and assistance; attend monthly District/County Governing Board meetings.

PRINCIPAL RESPONSIBILITIES:

- Receive, screen and route telephone calls; greet and assist visitors, refer callers and visitors to appropriate staff members, take and relay messages, respond to requests, complaints and questions from staff and the public
- Deliver, retrieve, open, date stamp and disseminate incoming mail
- Log incoming checks
- Communicate with a wide variety of District/County personnel and administrators, parents, Board trustees, community organizations, media and governmental agencies
- Support all activities of the District/County Superintendent, including scheduling and maintaining appointment calendar; coordinating dates for meetings; gathering needed information from a variety of resources and carrying out other administrative details as directed
- Maintain Master Calendar, Vehicle Schedule, Office Calendar, others
- Coordinate the compilation and preparation of District/County Board agendas incorporating communications and background materials for distribution to Board trustees and posting on the district website; prepare Board packets for distribution by hard copy and electronic transmission; posts and/or mails agendas as appropriate.
- Prepare for and participate in District/County Board meetings including room set-up, assisting presenters, operating videoconferencing, audio-record proceedings; compose official meeting minutes for Superintendent's review and Board approval
- Post minutes on district website, and otherwise maintain permanent records of Board proceedings and actions.
- Coordinate the filing of Conflict of Interest Statements for elected officials and other designated employees; file reports with proper agencies. Update and maintain Conflict of Interest policies.
- Maintain District/County policy manuals online and hard copies. Review, edit and confer with staff regarding any changes for the purpose of compliance with education code provisions.
- Research board policies, Education Code and other laws or court cases for pertinent information as requested/as needed
- Prepare and maintain a variety of required records, files and binders
- Prepare reports to State and Federal agencies and coordinate collection of departmental data (CBEDS, Civil Rights Survey, Title IX, others) for publication and reporting
- Analyze attendance data and prepare State reports for Pupil Attendance Accounting at P-1, P-2 and P-3 intervals
- Monitor school closures and shortened school days to determine if requirements for instructional minutes are met each school year
- Prepare and submit J-13A waivers for school closures to the State as needed
- Assist in planning and implementing staff development activities

- Prepare First Day of School packet templates for site secretarial use and disbursement; assure information is in compliance with government code regulations
- Serve as a liaison with administrators, Board trustees, attorneys, and the public for the purpose of facilitating communication; communicate with a variety of office and district personnel and outside agencies to coordinate activities, exchange information on issues or concerns
- Upload documents to ~~county/district~~District/County website and post pertinent information on home page
- Make independent decisions regarding office work flow and meeting operational requirements
- Prepare documentation (e.g. reports, correspondence) for the purpose of providing written support and/or conveying information; check and review information and materials for the purpose of ensuring accuracy, completeness and conformity with legal procedures
- Update ~~Sierra-District/County~~ Safe Schools Plan, Expulsion Plan, and Pesticide Improvement Plan, Foster Youth Plan as directed by the Superintendent and administrative team
- Oversee site mandatory postings
- Responsible for the coordination of the School Attendance Review Board (SARB) including room set-up, all correspondence, agendas, official minutes, records and letters for Superintendent and committee; communicate with administrators, parents and committee members regarding all aspects of the SARB process.
- Prepare SARB report for the District/County governing Board annually
- ~~Represent the district as the Foster Youth Liaison, monitoring and assisting enrolled foster youth, attending section meetings when possible, preparing agendas, minutes and chairing the Foster Youth Services Executive Advisory Council meetings~~
- As Custodian of Records Maintain permanent student files, process student transcripts requests, complete graduation verification requests, process other student records requests
- ~~Process interdistrict and intradistrict variance requests~~
- Maintain student suspension reports
- Maintain student expulsion records; communication with principals and timely letters to parents, record and produce final script of hearing, drafting the decision and disseminate information to appropriate persons.
- Process inter-district and intra-district attendance requests
- Responsible for maintenance and accurate reporting of inter/intra-~~d~~District transfer attendance requests; corresponds with school districts, parents, Board members and Superintendent; disseminates information according to Board policy and procedures
- Process applications for use of all school facilities from outside agencies and/or private parties filing and recording accurate information for Superintendent's review, including County/District/County office portable use and rental
- Work with ~~Business Manager~~Director of Business Services/CBO to update contracts for contracted employees/services annually
- Assist with Post and update updating and posting school transportation bus routes on the District/County website as needed
- Communicate with bus drivers, parents, school and office staff regarding student transportation when needed
- Provide backup assistance for payroll and other related functions of the Fiscal Services Coordinator as needed
- Work on special projects requiring initiative and independent judgment
- Cross-train and assist business office staff and school site employees with departmental functions-
- Operate assigned computer software systems and a variety of office equipment including a printer, scanner, copier, facsimile, calculator, typewriter, telephone and other office machines to perform assigned duties
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced secretarial and administrative assistant methods and responsibilities
Education Code, Election Codes and the Brown Act relating to school government
Basic functions and organization of school district and county government
Effective oral communication skills including telephone etiquette and greeting the public
Professional interpersonal skills using tact, patience and courtesy
Modern administrative office practices, procedures and equipment
Correct English usage, grammar, spelling, punctuation and vocabulary in written and verbal communication
Statistical and record-keeping techniques
Alpha and numeric filing systems
Operation of computer, computer systems, computer software and office machines
Receptionist and telephone techniques

ABILITY TO:

Learn the procedures, functions and limitations of assigned duties
Perform a variety of complex and responsible secretarial and administrative support duties
Work effectively with constant interruptions
Follow written and verbal instructions
Communicate effectively both orally and in writing with clarity
Compose correspondence and written materials independently
Analyze situations accurately and adopt an effective course of action
Work independently exercising good judgment and personal initiative
Prepare and maintain administrative records and files
Compile data and prepare reports
Work confidentially with discretion; be flexible and sensitive to changing situations
Plan and organize work to meet schedules and time lines
Maintain cooperative and effective working relationships with office staff, elected public officials and the community at large
Represent the District/ County Office with tact, diplomacy and sensitivity
Capable of some light lifting
Type 60 WPM accurately
Operate a variety of office equipment to perform assigned duties
Operate a vehicle to conduct work
Attend workshops and trainings to gain knowledge and enhance work efficiency

EDUCATION AND EXPERIENCE:

Minimum three years progressively responsible clerical and secretarial experience. Work experience in the educational setting is preferred. Possess a high school diploma or equivalent. Related post-graduate business coursework is desirable.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
Sitting or standing for extended periods of time
Reaching overhead, above the shoulders and horizontally to retrieve and store materials
Lifting, pushing, pulling and carrying objects; light lifting 30-40 lbs
Bending at the waist, kneeling and squatting
Hearing and speaking to exchange information on the telephone or in person
Near and far visual acuity/depth perception
Driving a vehicle to conduct work as necessary

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

First Reading and Adoption: ~~October 10, 2010~~ August 08, 2023

~~Revision: August 8, 2017~~

CSBA POLICY GUIDE SHEET – August 08, 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 4112.2 – Certification *(Certificated)*

Policy updated to reference that the Commission on Teacher Credentialing (CTC) has adopted regulations to implement statutory changes to the subject matter competence requirements, add, to the first philosophical paragraph, demonstration of competency in the subject matter to be taught to the attributes of certificated staff, provide that the Governing Board is required to adopt an annual resolution that it has made reasonable efforts to recruit a fully prepared teacher before hiring, in accordance with a specified hiring hierarchy, a candidate who is not fully credentialed, clarify that the Board's obligation to take action to approve a notice of intent to employ a provisional internship permit does not require that the item be an action item, and add that the Declaration of Need specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits.

Administrative Regulation 4112.2 – Certification *(Certificated)*

Regulation updated to clarify that the district may charge a fee to persons being tested to cover the cost of developing, administering, and grading the district proficiency test, include administrative leave related to dismissal and suspension proceedings and military leave as types of leaves for which the Superintendent or designee may request the Commission on Teacher Credentialing (CTC) to issue a Teaching Permit for Statutory Leave, and add a new section "Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit" (ETK) which reflects **NEW LAW (AB 210, 2022)** authorizing the district to request a one-year early childhood education emergency specialist permit which allows the teaching of all subjects in a self-contained transitional kindergarten general education classroom. Regulation also updated to reference **NEW LAW (SB 1397, 2022)** which requires CTC, until July 1, 2024, to waive the basic skills proficiency requirement for the issuance of an emergency 30-day substitute permit and **NEW LAW (AB 1876, 2022)** which requires CTC to accept an alternative verification of substitute teaching as part of the requirements for initial issuance of an emergency career substitute teaching permit.

Board Policy 4140/4240/4340 - Bargaining Units *(All Staff)*

Policy updated to align the definition of "management employee" with code language and to reference **NEW LAW (SB 931, 2022)** which provides that any district found by the Public Employment Relations Board to be in violation of the prohibition against deterring or discouraging district employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization, may be subject to civil penalties of \$1,000 for each affected employee, up to a maximum of \$100,000 in total, and may be ordered to pay attorney's fees and costs to the employee organization. Policy also updated to specify that the Superintendent or designee may communicate with district employees regarding their rights to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially recognized employee organization, add applicable number of days for compulsory interest arbitration related to access to new employee orientation, expand the material regarding district requirements for new employee orientations that are applicable until June 30, 2025, reference **NEW LAW (SB 1131, 2022)** which extends the Safe at Home address confidentiality program to employees who face threats of violence, or violence or harassment from the public because of the employee's work for the district, and clarify language regarding information that should not be disclosed when an employee submits a written request to keep specified information private.

Board Policy 5117 - Interdistrict Attendance

Policy updated to reference **NEW LAW (AB 185, 2022)** which extends the school district of choice program to July 1, 2028, and to reflect **NEW LAW (SB 941 2022)** which authorizes a district to enter into an Instruction Collaboration Agreement with another local educational agency(ies) (LEA) to offer the same or similar courses and coursework to students from another LEA who have been impacted by teacher shortages, disruptions, or cancellations in science, technology, engineering, and mathematics classes, or dual language immersion programs.

Board Policy 5141.5 - Mental Health

Policy updated to expand the first philosophical paragraph and reflect the U.S. Surgeon General's **NEW GUIDANCE** regarding the importance of social connection and the impact of social media on health and well-being. Policy also updated to reflect **NEW LAW (SB 14, 2021)** which requires the California Department of Education (CDE) to recommend best practices and identify training programs to address student behavioral and mental health, including common psychiatric conditions and substance use disorders, safely deescalating crisis situations involving students with a behavioral health disorder, linking students with referrals, and providing instruction on how to maintain student privacy and confidentiality. Policy also updated to reflect that districts are required to notify students and parents/guardians twice a year about how to access mental health services, **NEW LAW (AB 748, 2022)** which requires each school site serving students in any of grades 6-12 to create a mental health poster, and **NEW LAW (AB 167, 2021)** which requires CDE to develop guidelines for the use of telehealth technology in schools.

Board Policy 5141.6 - School Health Services

Policy updated to expand the first philosophical paragraph to include the unique position of districts to increase health equity and the utilization of telehealth as a method to deliver health care services in schools. Policy also updated to provide for preventative programming and intervention strategies as types of health services to be provided by districts.

Administrative Regulation 5141.6 - School Health Services

Regulation updated to include behavioral health services in the list of school health services that the district may provide, and that the district may deliver health care services to students by way of telehealth technology. Regulation also updated to reflect Department of Healthcare Services Policy and Procedure Letters No. 21- 017R and No. 23-004 which require districts to develop a plan to ensure that individuals with disabilities are able to effectively communicate and participate in the Medi-Cal program.

Additionally, regulation updated to provide that a district may seek reimbursement from a student's health care service plan when the district provides services or arranges for the provision of services to a student for treatment of a mental health or substance use disorder. Policy 5145.6 - Parent/Guardian Notifications

Policy updated to reflect Health Care Services Policy and Procedures letter No. 21-017R and No. 23-004 which require districts to develop a plan to meet alternative formatting requirements for individuals with disabilities to enable individuals with speech, vision, and hearing disabilities to effectively communicate and participate in the Medi-Cal program.

Board Policy 5145.6 - Parent/Guardian Notifications

No summary provided.

Exhibit (1) 5145.6 - Parent/Guardian Notifications

Exhibit updated to add parent/guardian notifications related to (1) the manner in which district-established graduation requirements and career and technical education courses satisfy college entrance A-G course criteria, (2) California's child access prevention laws and laws related to the safe storage of firearms, (3) transfer of coursework and credits for highly mobile student populations, (4) how to access mental health services at school and/or in the community, (5) the online distribution of a digitized mental health poster, (6) type 1 diabetes information, (7) the opportunity to submit written comments on the local control and accountability plan, (8) student's participation in state assessments and option to request an exemption from testing, (9) information related to the district's food service programs, (10) upcoming eye examinations at school site and option to opt-out of eye examinations, (11) potential eligibility for services or accommodations pursuant to Section 504 or an individualized education program, (12) limitations on disenrollment of a child in a preschool or child care program, including expulsion and suspension, including how to file an appeal in the event of expulsion or suspension, (13) program plan for maintaining a child's safe participation in a preschool or child care program when a child exhibits persistent and serious challenging behaviors, (14) receipt of a "Notice of Action, Recipient of Services," prior to suspending or expelling a child in a preschool program, (15) the provision of a suspension and expulsion notice, manifestation determination notice, involuntary transfer notice, and related information to a foster youth's educational rights holder, attorney, and county social worker, and an Indian child's tribal social worker and, if applicable, county social worker, (16) findings from an evaluation of participating in an independent study course when satisfactory education progress is not being met, (17) exemption from district-established graduation requirements for students with disabilities, (18) requirement to stock and make available an adequate supply of menstrual products free of cost, (19) posting of child care license, and (20) requirement to post rates, discounts and scholarship options at child care facilities. exhibit also updated for conforming changes.

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

Personnel *(Certificated)*
Policy 4112.2: Certification

CSBA NOTE: Under the authority granted by Education Code 44252, the Commission on Teacher Credentialing (CTC) establishes standards and procedures for the issuance and renewal of multiple subject, single subject, education specialist, and other credentials, certificates, and permits and approves applications. Pursuant to Education Code 44251, a preliminary credential is generally valid for five years, during which time the employee must complete the requirements for the clear credential in order to continue to serve in a certificated position. The clear credential must be renewed every five years, but renewal does not require completion of additional coursework or service requirements.

All candidates for a teaching credential must demonstrate proficiency in the subject matter area of the intended credential as specified in Education Code 44259. To implement statutory changes to the subject matter competence requirements pursuant to AB 130 (Ch. 44, Statutes of 2021), CTC has adopted 5 CCR 80096, which includes revisions based on the Office of Administrative Law's feedback; see CTC Coded Correspondence 22-06 for more information on the regulation.

Assignment to certain positions within the district may require additional qualifications. For example, see AR 4112.22 - Staff Teaching English Learners, AR 4112.23 - Special Education Staff, and BP/AR 4113 - Assignment.

~~The Board of Education~~The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and competency in the subject matter to be taught. -The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

Priorities for Hiring Based on Unavailability of Credentialed Teacher

CSBA NOTE: To the extent possible, the district must hire a "fully prepared" teacher who holds a clear or preliminary teaching credential in the subject or setting of the assignment. The Governing Board may authorize a fully credentialed teacher to serve in an assignment outside the area authorized by the credential if specified criteria are met; see BP/AR 4113 - Assignment and CTC's, "Assignment Resources," available on its web site. Education Code 44225.7 permits the district to hire a candidate who is not a fully credentialed teacher in accordance with the hiring hierarchy provided in Items #1-3 below if the Board has adopted an annual resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment.

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, and the Board adopts a resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: -(Education Code 44225.7)

CSBA NOTE: Pursuant to Education Code 44225.7, if a credentialed teacher is not available, priority for employment must be given to an individual who is enrolled in an approved internship program, as provided in Item #1 below. CTC Coded Correspondence 13-01 clarifies that such an individual must possess a CTC-issued intern credential.

1. A candidate who enrolls in an approved ~~intern~~internship program in the region of the district and possesses an intern credential

CSBA NOTE: Pursuant to Education Code 44225.7, next priority for filling a position should be for a candidate who is scheduled to complete preliminary credential requirements within six months, as provided in Item #2 below. CTC Coded Correspondence 13-01 clarifies that such an individual must qualify for and obtain a provisional internship permit (PIP) or short-term staff permit (STSP).

Pursuant to 5 CCR 80021-80021.1, the district may employ persons with a PIP when the district has conducted a diligent search but has been unable to recruit a credentialed teacher, or an STSP when needed to immediately staff classrooms based on unforeseen circumstances. Each of these options requires the district to provide orientation, training, and/or guidance; see the accompanying administrative regulation.

2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is granted a provisional internship permit (PIP) or short-term staff permit issued by ~~the~~CTC

CSBA NOTE: 5 CCR 80021.1 requires that a notice of intent to employ a person with a PIP be made public as described in the following paragraph. A copy of the agenda item and the Superintendent or designee's verification of the Board's favorable action must be included as part of the application to the CTC along with other required verifications; see the accompanying administrative regulation.

- ~~1.~~ The Board shall approve, as an action itemThe Board shall take action to approve, at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. -(5 CCR 80021.1)

CSBA NOTE: Pursuant to Education Code 44225.7, when the district is unable to recruit a credentialed teacher or a teacher who meets the qualifications specified in Items #1-2 above, it may request CTC to approve the assignment of a person who does not meet those criteria. According to CTC Coded Correspondence 13-01, such an individual would need to qualify for a "variable term waiver." For further information about variable term waivers, see 5 CCR 80125 and CTC's, "Waiver Requests Guidebook".

- ~~2.3.~~ An individual who has been granted a credential waiver by ~~the~~CTC

CSBA NOTE: Pursuant to 5 CCR 80023.2, 80026, and 80027-80027.1, the Board must annually approve a Declaration of Need for Fully Qualified Educators prior to hiring a person with an emergency permit or a limited assignment permit to teach outside the area of certification. The form for the Declaration of Need is available on CTC's web site. Pursuant to 5 CCR 80026, the Declaration of Need must be approved at a regularly scheduled public Board meeting and is valid for up to 12 months, expiring on June 30 following its submission to CTC.

~~Prior to requesting that the CTC issue an emergency permit or a limited assignment permit, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. Annually, the Board shall, prior to requesting that CTC issue an emergency permit or limited assignment permit, approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled open Board meeting, with the entire Declaration of Need being included in the Board agenda— (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)~~

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in ~~items~~Items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits and limited assigned permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. -It shall also specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. -(5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

Parental Notifications

CSBA NOTE: The following section is for use by districts that receive federal Title I funds, and may be used or adapted by other districts at their discretion.

20 USC 6312 requires districts receiving federal Title I funds to provide the following annual notification to parents/guardians of students in any school receiving Title I funds. Such districts may choose to provide the same notification to all schools, regardless of whether they receive Title I funds.

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: -(20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of the teacher's certification

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. -(20 USC 6312)

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Polic adopted: April 10, 2007
revised: October 14, 2014
revised: August 9, 2016
revised: June 23, 2020
revised: ?? , 2023

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

Personnel (Certificated)
Regulation 4112.2: Certification

Verification of Credentials

CSBA NOTE: The following optional section may be revised to reflect district practice. Pursuant to Education Code 44330, 44332.5, and 44857, each person employed in a position requiring certification qualifications must register a valid credential not later than 60 days after beginning employment in the district or not later than 60 days after renewing a credential. Pursuant to Education Code 44332.5, a district with over 10,000 average daily attendance (ADA) may provide for the registration of its own certificated employees' credentials. If it does not do so, or if the district has 10,000 ADA or less, certificated employees' credentials must be registered with the county office of education (COE).

Pursuant to 5 CCR 80001, the official record of a credential includes any credential in a paper or electronic format, including, but not limited to, information obtained from CTC's web site. Since CTC does not provide credentials in a paper format, the district must obtain verification of its employees' certification through CTC's online service and may print the displayed information.

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. -(Education Code 44857)

CSBA NOTE: Pursuant to Education Code 44332, 44332.5, and 44332.6, an individual may be employed while CTC is processing the application if the individual holds a temporary certificate issued by a district with over 10,000 ADA or the COE, indicating that the individual has passed the state assessment of teachers' basic skills and completed a criminal record check. Education Code 44332, 44332.5, and 44332.6 require the district or COE, prior to issuing a temporary certificate, to obtain a certificate of clearance (fingerprint clearance) from CTC to satisfy the criminal record check requirement.

The Superintendent or designee shall verify that any person who is employed by the district while CTC is processing the application for certification possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. -(Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

Basic Skills Proficiency

CSBA NOTE: Education Code 44830 provides that a district cannot employ an individual in a position requiring certification unless that person has met the basic skills proficiency requirement or is exempted from the requirement by law. Such exemptions are specified in Education Code 44252 and 44830. Unless exempted, persons who have been granted a credential by CTC have met the basic skills proficiency requirement as a condition of obtaining the credential.

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. -(Education Code 44252, 44252.6, 44830)

CSBA NOTE: According to CTC leaflet CL-667, "Basic Skills Requirement," the basic skills proficiency requirement may be met as reflected in Items #1-8, below.

A person may demonstrate basic skills proficiency in reading, writing, and mathematics by:

1. Passage of the California Basic Educational Skills Test (CBEST) (Education Code 44252.5)
2. Passage of the California Subject Examinations for Teachers: Multiple Subjects plus Writing Skills Examination
3. Passage of the California State University (CSU) Early Assessment Program or the CSU Placement Examinations (Education Code 44252)
4. Achieving a qualifying score on the Scholastic Aptitude Test or the American College Test (Education Code 44252)
5. Achieving a qualifying score on College Board Advanced Placement Examinations
6. Passage of a basic skills examination from another state
7. Qualifying coursework (Education Code 44252)
8. Qualifying coursework and exams (Education Code 44252)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if the employee has not yet been afforded the opportunity to take the test, provided that the employee takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of the test results. -(Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by CTC unless the teacher has completed a basic skills proficiency test in another state, passed a basic skills proficiency test developed and administered by the district, by cooperating districts or by the county office of education (COE), or is otherwise exempted by law. -The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. -(Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

CSBA NOTE: Pursuant to Education Code 44252 and 44830, persons holding or applying for a "designated subjects special subjects" credential must be assessed with a district basic skills proficiency test, unless their credential requires possession of a bachelor's degree in which case they are required to meet the state basic skills proficiency requirement. When such persons are employed by a consortium of districts or a joint powers agreement, the test may instead be established by the boards of those entities.

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. -(Education Code 44252, 44830)

The district may charge a fee to persons being tested to cover the costs of developing, administering, and grading the district proficiency test. -(Education Code 44252, 44830)

Short-Term Staff Permit

CSBA NOTE: 5 CCR 80021 establishes the short-term staff permit (STSP) to immediately fill teacher vacancies based on unforeseen circumstances. Pursuant to 5 CCR 80021, CTC will issue the STSP to an individual only once and for no more than one year. The STSP will expire no later than July 1, unless the STSP is for a summer school assignment in which case the STSP will expire no later than September 1.

The district may request that CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to:- (5 CCR 80021)-

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved internship program
4. Inability of the applicant to enroll in an approved internship program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an internship program or the applicant's withdrawal from an internship program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested
2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit
3. Written justification for the permit signed by the Superintendent or designee

CSBA NOTE: 5 CCR 80021 provides that a holder of the STSP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). 5 CCR 80021 provides that all STSPs will also include an English learner authorization allowing the holder to provide services in English language development (ELD) and specially designed academic instruction in English (SDAIE); see AR 4112.22 - Staff Teaching English Learners. Upon request by the district and verification of the applicant's target- language proficiency, the STSP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. -(5 CCR 80021)

Provisional Internship Permit

CSBA NOTE: 5 CCR 80021.1 establishes the provisional internship permit (PIP) to staff classrooms when appropriately credentialed teachers cannot be found after a diligent search. 5 CCR 80021.1 provides that the PIP will be issued for one calendar year and may not be renewed.

Before requesting that CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. -(5 CCR 80021.1)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement

unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. -(5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: -(5 CCR 80021.1, 80026.5)-

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance shall will be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience.

3. The district shall will assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall will assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at an open Governing Board meeting which shall state states the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that the applicant will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.-

6. The candidate has been apprised of steps to earn a credential and enroll in an ~~intern~~ internship program.

CSBA NOTE: 5 CCR 80021.1 provides that a holder of the PIP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). In addition, 5 CCR 80021.1 provides that all PIPs will include an English learner authorization allowing the holder to provide services in ELD and SDAIE; see AR 4112.22 - Staff Teaching English Learners. Upon request by the district and verification of the applicant's target-language proficiency, the PIP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. -(5 CCR 80021.1)

Teaching Permit for Statutory Leave

CSBA NOTE: 5 CCR 80022 establishes the Teaching Permit for Statutory Leave (TPSL), which authorizes the holder to serve as the interim teacher of record when a teacher takes a statutory leave. The applicable statutory leaves are specified in 5 CCR 80022. The TPSL is valid for one calendar year from the first day of the month immediately following the date of issuance, but may be renewed on an annual basis provided that the holder completes additional requirements as specified and the district verifies that it will provide continued mentoring and support.

Qualifications required for the TPSL include possession of a bachelor's or higher degree, completion of the basic skills requirement unless exempted by state law or regulations, completion of the subject-matter requirement for the authorization, and 45 hours of preservice preparation in the content areas listed in 5 CCR 80022. The design and delivery of the preservice preparation are at the discretion of the district and, as described in CTC Coded Correspondence 16-10, may include existing training and development programs, new preparation courses or modules, and/or partnerships with the COE, neighboring districts, colleges and universities, or private companies. CTC does not accredit or oversee any TPSL preparation. The following paragraph may be revised to reflect district practice.

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, administrative leave related to dismissal and suspension proceedings, military leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. -(5 CCR 80022)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to CTC that it will provide the interim teacher: (5 CCR 80022)

1. An orientation to the assignment before or during the first month of service in the statutory leave assignment
2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment
3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs

CSBA NOTE: The TPSL authorizes the interim teacher of record to serve for the full length of the statutory leave. CTC Coded Correspondence 16-10 clarifies that, when more than one acceptable leave is taken consecutively, the holder of the TPSL may continue to serve as the interim teacher of record for the entire length of those leaves.

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. -(5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022 and annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. -(5 CCR 80022)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with ~~items~~Items #2-3 above. -(5 CCR 80022)

Long-Term Emergency Permits

CSBA NOTE: Pursuant to Education Code 44225.7, the district may request that CTC grant an applicant a one-year emergency permit in accordance with Education Code 44300 and 5 CCR 80023-80026.6 when a "fully prepared teacher," defined as a teacher who has completed a teacher preparation program, is unavailable to the district. Emergency permits may only be issued for the resource specialist permit (5 CCR 80024.3.1), teacher

librarian services permit (5 CCR 80024.6), crosscultural, language and academic development permit (CLAD) (5 CCR 80024.8), and bilingual authorization permit (5 CCR 80024.7).

Pursuant to 5 CCR 80023.1, an emergency permit may be renewed for up to two additional one-year periods (for a maximum of three years of service).

In order to request an emergency permit, the district must first demonstrate that it has made reasonable efforts to recruit candidates who are enrolled in an intern program or are scheduled to complete preliminary credential requirements within six months and must submit a Declaration of Need for Fully Qualified Educators; see the accompanying Board policy.

As necessary, the Superintendent or designee may request that CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit (CLAD), or emergency bilingual authorization permit. -(5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before beginning a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience. -(5 CCR 80026.5)

Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit (ETK)

CSBA NOTE: Pursuant to Education Code 44300, as amended by AB 210 (Ch. 62, Statutes of 2022), the district may request a one-year early childhood education (ECE) emergency specialist permit that authorizes the teaching of all subjects in a self-contained transitional kindergarten (TK) general education classroom. Applicants for an ECE emergency specialist permit must meet the following qualifications and possess a baccalaureate or higher degree from a regionally accredited institution of higher education, hold a valid CTC-issued child development permit at the

teacher or higher level, and satisfy subject matter requirements in accordance with Education Code 44300. For more information regarding staffing requirements for TK, see BP 6170.1 - Transitional Kindergarten.

If, after conducting a diligent search, the district has been unable to recruit a sufficient number of certificated teachers, including teacher candidates pursuing full certification through internship, district internship, or other alternative routes established by CTC, the Superintendent or designee may request CTC to issue a one-year early childhood education (ECE) emergency specialist permit that authorizes the teacher to teach all subjects in a self-contained transitional kindergarten (TK) general education classroom. (Education Code 44300)

The request to CTC shall include the following justifications for the need for the ECE emergency specialist permit: (Education Code 44300)

1. Annual documentation that the district has adopted in policy and practice a process for conducting a diligent search as defined in Education Code 44300
2. A Declaration of Need for Fully Qualified Educators based on the documentation set forth in Item #1, and adopted by the Board at a regularly scheduled Board meeting
3. Verification that the district will provide the required orientation, mentoring, and support
4. The Board's receipt, at a regularly scheduled Board meeting, of a report on the orientation.

mentoring, and support described in Item #3

The district may request CTC to renew the ECE emergency specialist permit for one additional year provided the following occurs: (Education Code 44300)

1. The applicant verifies current enrollment in a commission-approved teacher preparation program that will result in a credential authorizing teaching TK
2. The district submits a Declaration of Need for Fully Qualified Educators in the same manner as described in Item #2, above
3. The district verifies that the applicant continues to successfully serve in the assignment on the basis of the ECE emergency specialist permit
4. The district verifies continued orientation, mentoring, and support, with reporting to the Board in the same manner as described in Item #3, above

Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:-

CSBA NOTE: Pursuant to Education Code 44300, as amended by SB 1397 (Ch. 335, Statutes of 2022), CTC is required, until July 1, 2024, to waive the basic skills proficiency requirement for the issuance of an emergency 30- day substitute permit. This waiver may not be used to satisfy the basic skills proficiency requirement for any other teaching credential, permit, or certificate.

1. A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year or as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. -(5 CCR 80025, 80025.3, 80025.4)

CSBA NOTE: Pursuant to 5 CCR 80025.1, an emergency career substitute teaching permit requires the individual to possess a baccalaureate or higher degree from a regionally accredited institution of higher education and pass the CBEST unless exempted by state law or regulations. In addition, pursuant to Education Code 44300.5, as added by AB 1876 (Ch. 113, Statutes of 2022), the district must verify that either the applicant has completed three consecutive years of at least 90 days per year of day-to-day substitute teaching in the district in the three years immediately preceding the application, that the applicant has completed at least 90 days per year of day-to-day substitute teaching accumulated from one or more districts participating in a consortium with the district in the three years immediately preceding the application, or if the COE is responsible for the assignment of day-to-day substitutes for the districts in its jurisdiction, that the applicant has completed three consecutive years of at least 90 days per year of day-to-

day substitute teaching accumulated from one or more districts in the county requesting the permit in the three years immediately preceding the date of application.

- 1.
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. -(5 CCR 80025.1)
- 2.
3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. -(5 CCR 80025.2)
- 3.
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. -(5 CCR 80025.5)

CSBA NOTE: 5 CCR 80025 and 80025.5 require the district to have a Statement of Need on file before employing a person with an emergency substitute permit pursuant to Item #1 or 4 above. CTC's Statement of Need form is available on CTC's web site.

Before employing a person with an emergency substitute permit pursuant to ~~item~~Item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

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

Personnel *(All Staff)***Policy 4140~4240~4340: Bargaining Units**

CSBA NOTE: Pursuant to Government Code 3544, an employee organization may become the employees' exclusive representative for negotiations by filing a request with the district providing proof that a majority of the employees in an appropriate unit wish to be represented by that organization. Notice of such request must be immediately posted conspicuously on all employee bulletin boards in each district facility in which members of the unit are employed. Government Code 3544.1 requires the district to grant the request for recognition unless (1) the district doubts the appropriateness of the unit, (2) another employee organization files a challenge to the appropriateness of the unit or submits a competing claim of representation within 15 work days of the posting of notice of the written request, or (3) the district currently has a lawful written agreement with another employee organization representing the same employees.

"Exclusive representative," as defined in Government Code 3540.1, means an employee organization recognized or certified as the exclusive negotiating representative for all district employees other than management and confidential employees.

Government Code 3543 provides that public school employees have the right to represent themselves individually in their employment relations with the district except that, once an exclusive representative has been recognized, an employee in that unit is prohibited from meeting and negotiating with the district.

The Governing Board recognizes the right of district employees to form a bargaining unit and to select an employee organization as the exclusive representative to represent the employees in the employees' employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

CSBA NOTE: In East Whittier School District, the Public Employment Relations Board (PERB) found that the district's policy limiting the wearing of union buttons that favor or oppose any matter that is the subject of negotiations in the classroom or in other instructional areas in the presence of students violated the Educational Employment Relations Act (EERA), as there was no finding of special circumstances which would limit the established right of employees to wear union buttons in the workplace, nor was there a finding that wearing the union buttons was a political activity. PERB continues to use a case-by-case approach to determine whether a district's policy restricting the wearing of union buttons by employees is justified by special circumstances, as seen in PERB's ruling in City of Sacramento with regard to union insignia on employees' hardhats. Due to the legal uncertainty in this area, districts are encouraged to consult CSBA's District and County Office of Education Legal Services or district legal counsel prior to limiting the wearing of union buttons that support the union's position in collective bargaining.

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

Formation of Bargaining Units

CSBA NOTE: The following section contains legal requirements for the certification or recognition of bargaining units for different categories of employees.

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all

supervisory employees and is not represented by an employee organization that represents district employees who are supervised by the supervisory employees. (Government Code 3545)

For this purpose, supervisory employee means any employee, regardless of job description, having authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to, direct, or adjust grievance of other employees, or effectively recommend that action, when the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 3540.1)

CSBA NOTE: Pursuant to Government Code 3543.4, management and confidential employees, as defined in

Government Code 3540.1, are excluded from the right to be represented in negotiations by an employee organization. PERB ultimately determines, based upon the duties of the position, which positions qualify as "management" or "confidential" and thus are excluded from bargaining.

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. In the employment relationship with the district, such employees may represent themselves or be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543.4)

Management employee means ~~any~~ any employee ~~who has in a position having~~ significant responsibilities for formulating district policies or administering district programs, ~~and whose position is.~~ Management positions shall be designated as a management position by the Board, which may be subject to review by the Public Employment Relations Board. (Government Code 3540.1)

Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Government Code 3540.1)

Membership

CSBA NOTE: Government Code 3550 prohibits districts from deterring or discouraging district employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. Pursuant to Government Code 3551.5, as added by SB 931 (Ch. 823, Statutes of 2022), any district found by PERB to be in violation of this prohibition may be subject to civil penalties of \$1,000 for each affected employee, up to a maximum of \$100,000 in total, and may be ordered to pay attorney's fees and costs to the employee organization.

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550, ~~3551.5~~)

CSBA NOTE: The remainder of this section is optional. Government Code 3553 establishes requirements for districts that choose to disseminate a mass communication regarding employees' rights to join, support, or refrain from joining or supporting an employee organization. A "mass communication" means any written document, including a script for an oral or recorded presentation or message, intended for multiple employees.

Districts should exercise caution and consult with CSBA's District and County Office of Education Legal Services or district legal counsel before communicating with employees about their rights to join or not join an employee organization to avoid violating the law against unfair labor practices.

When an employee approaches the district with questions specifically about the benefits of the membership in an employee organization, the employee should be referred to the employee organization.

The Superintendent or designee may communicate with district employees regarding their rights ~~under the law to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially recognized employee organization.~~ Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' ~~right to join or support an employee organization or to refrain from joining or supporting an employee organization~~ rights under the law, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to New Employee Orientations

The district shall permit employee organizations access to new employee orientation or onboarding process where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation, except that a shorter notice may be provided if an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice. (Government Code 3555.5, 3556)

Following a request to negotiate by either party, the structure, time, and manner of access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative. If the district and exclusive representative fail to reach an agreement, matters related to access to the new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. The arbitrator selection process shall commence within 14 days of a party's demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be issued within 10 days and shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of a new employee orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

CSBA NOTE: The following paragraph applies until June 30, 2025, unless the date is extended by law. Government Code 3556, as amended by SB 191 (Ch. 67, Statutes of 2022), provides additional obligations for public employers under the conditions specified in the following paragraph.

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following: (Government Code 3556)

1. When an ~~in person~~ in person new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an ~~in person~~ in person meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting-
~~Upon, during which the request of an~~ exclusive representative scheduling such an in person meeting, the Superintendent or designee shall provide an appropriate on-site meeting space within

seven days of receiving the exclusive representative's request be permitted to communicate directly with the newly hired employees.

Within seven days of an exclusive representative's request to schedule such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space.

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people. If such an order prohibits all gatherings, the exclusive representative may schedule a meeting(s) once the order is lifted or modified to permit gatherings.

Alternative access to these meetings shall be determined through mutual agreement between the district and the exclusive representative.

Access to Employee Contact Information

CSBA NOTE: Pursuant to Government Code 3558, districts are required to provide recognized employee organizations with specified contact information for new employees in the bargaining unit, as provided below. The information required by Government Code 3558 must be provided in a manner consistent with Government Code 7928.300, which authorizes disclosure of an employee's home address, home telephone number(s), and personal cell phone number to an employee organization unless the district receives a written request by the employee to not disclose the information. Pursuant to Government Code 7928.300, the personal email address of an employee is not disclosable unless used by the employee to conduct public business. The following paragraph should be revised if districts have an agreement with their employee organization(s) requiring more frequent or more detailed contact lists.

In County of Los Angeles v. Los Angeles County Employee Relations Commission, the California Supreme Court held that (1) an employer has a duty to provide information relevant to collective bargaining to the applicable bargaining unit and failure to do so is a violation of the employer's obligation to bargain in good faith; (2) the disclosure of an employee's home address and phone number(s) by an employer to the union is presumptively relevant to the union's role as bargaining agent and does not violate the employee's constitutional right of privacy; and (3) other avenues for implementing privacy safeguards are available, such as bargaining for a notice and opt-out procedure or drafting employment contracts that will notify employees that their home contact information is subject to disclosure to the union and that they may request nondisclosure.

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee ~~in the bargaining unit~~, within 30 days of hire or by the first pay period of the month following hire, unless the exclusive representative has agreed to a different interval for the provision of the information. In addition, the Superintendent or designee shall provide the exclusive representative the same information in regard to all employees in the bargaining unit at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, ~~6254.3~~7928.300)

However, the Superintendent or designee shall not disclose ~~the~~: (Government Code 3558, 6207, 6215, 6215.2, 7928.300)

1. The home address and any phone numbers on file for employees performing law enforcement-related functions, ~~nor disclose the home address, home~~

CSBA NOTE: The Safe at Home address confidentiality program has been in existence pursuant to Government Code 6207 to protect victims of domestic violence, sexual assault, and stalking. This type of protection has been extended, pursuant to Government Code 6215 and 6215.2, as amended by SB 1131 (Ch. 554, Statutes of 2022), to employees who face threats of violence, or violence or harassment from the public because of the employee's work for the district.

2. The home address, home telephone or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207-~~or~~
3. The employee's home address, home telephone and personal cell phone numbers, and personal email address of anyan employee who providesnot performing law enforcement related functions if the employee has submitted a written request that theto keep such information not be disclosed to private. In such instances, the exclusive representative. Following receipt of a written request, the districtSuperintendent or designee shall also remove the employee's home address, and home telephone and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

CSBA NOTE: Pursuant to Government Code 3558, an employee organization is authorized, after notifying the district of a violation of the district's employee information disclosure obligations, to file a special unfair labor practice charge with PERB. If the alleged violation involves the provision of an inaccurate or incomplete list of employees, Government Code 3558 allows the district 20 calendar days to cure the alleged violation and to give the exclusive representative written notice of the actions taken. If a violation is found, PERB is required to assess against the district a civil penalty of \$10,000 and attorney's fees and costs in addition to any other remedy provided by law.

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative. (Government Code 3558)

CSBA NOTE: Government Code 3558 limits to three times within any 12-month period a district's opportunity to cure when an inaccurate or incomplete list has been provided to an exclusive representative. The following paragraph offers a way to avoid or minimize possible violation and may be revised to reflect district practice.

At least, at the beginning of each school year, To provide accurate information, the Superintendent or designee shall review the list of contact information for district employees to ensure that the list is complete and contains accurate information at the beginning of each school year, or more often as appropriate.

Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

Membership Dues or Other Payments to an Employee Organization

CSBA NOTE: Bargaining unit employees who choose to join the employee organization pay membership dues, which are deducted from the employee's salary or wage payment as provided below. Pursuant to the U.S. Supreme Court's decision in Janus v. American Federation of State, County, and Municipal Employees, bargaining unit employees who choose not to join an employee organization cannot be required to pay any fees to the employee organization. However, pursuant to Education Code 45060 and 45168, an employee who chooses not to join an employee organization may be charged fees for applicable services, programs, or committees provided to the employee by the employee organization if that nonmember employee first affirmatively and voluntarily consents to pay those fees to the employee organization, as required by Janus v. AFSCME.

Education Code 45060 and 45168 set forth the process for handling authorizations, changes, and cancellations for dues or other payments, and provide safeguards for districts that rely on information provided by an employee organization concerning such payroll deductions (i.e., the employee organization's indemnification of the district against any employee's claim based on such reliance).

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective.

However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

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**Policy 5117: Interdistrict Attendance**

CSBA NOTE: The Education Code provides a number of options under which a district may enroll a student whose parent/guardian does not reside within district boundaries. Under an "interdistrict attendance permit" or "reciprocal agreement" pursuant to Education Code 46600-46610, a student may attend school in a different district when both the district of residence and the district of proposed attendance agree (Option 1 below). Alternatively, pursuant to Education Code 48300-48317, as amended by AB 185 (Ch. 571, Statutes of 2022), the Governing Board may, until July 1, 2028, declare the district to be a "school district of choice" willing to accept a specific number of interdistrict transfers into the district through a random selection process (Option 2 below). In order to maintain the integrity of the random selection process, it is recommended that a school district of choice not also accept transfers under the interdistrict attendance permit option except when extraordinary circumstances exist, as provided in Option 2 below. Districts that wish to use both sources of authority should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

In addition to these options, pursuant to Education 48345, as added by SB 941 (Ch. 711, Statutes of 2022), the Board is authorized, until July 1, 2029, to enter into an agreement with other local educational agencies (LEA) to offer courses and coursework to students from another LEA who have been impacted by disruptions or cancellations to specified courses, or teacher shortages to such courses. See the section "Instruction Collaboration Agreements" below.

Pursuant to Education Code 48204, a district may authorize a student whose parent/guardian is employed within district boundaries to attend a school in the district (Allen bill transfer); see AR 5111.1 - District Residency.

~~The Board of Education~~ The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

Interdistrict Attendance Agreements and Permits

CSBA NOTE: The following section is for use by districts that have entered into an agreement with one or more other districts to accept student transfers through interdistrict attendance permits pursuant to Education Code 46600-46610. Districts selecting this option should also select Option 1 in the accompanying administrative regulation.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts.- (Education Code 46600)

CSBA NOTE: Education Code 46600 requires that the interdistrict attendance agreement specify the terms and conditions under which individual permits may be granted or denied. In addition, pursuant to Education Code 46600, students who have been granted an interdistrict attendance permit must be allowed to continue to attend the school without having to reapply unless the agreement between the two districts contains specific agreed-upon standards for reapplication; see the accompanying administrative regulation. Districts also may include in the agreement the agreed-upon standards for revocation of students' interdistrict attendance. Examples of conditions that may result in revocation include falsification of information stated on the permit application, unsatisfactory attendance, continual disruption, or poor academic achievement.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit.- (Education Code 46600)

CSBA NOTE: Pursuant to Education Code 46600, it is the responsibility of the Superintendent or designee of the district of residence, subject to Board policies of the district of residence and terms of the agreement, to issue an individual permit verifying the district's approval of an interdistrict transfer out of the district. The permit shall become valid when endorsed by the Board's designee in the district of proposed enrollment.

See the accompanying administrative regulation for procedures to follow when the permit is denied.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Instruction Collaboration Agreements

CSBA NOTE: Pursuant to Education Code 48345, as added by SB 941, the Board may enter into an instruction collaboration agreement (ICA) with school districts, county offices of education or charter schools to offer the same or similar corresponding individual courses and coursework to students from another LEA who have been impacted by teacher shortages, disruptions or cancellations in science, technology, engineering, and mathematics (STEM) classes, or disruptions or cancellations in dual language immersion programs.

The Superintendent or designee may, with board approval, enter into an instruction collaboration agreement (ICA) with another school district, county office of education or charter school to offer the same or similar courses and coursework to students who have been impacted by any of the following: (Education Code 48345)

1. Disruptions or cancellations in science, technology, engineering, and mathematics (STEM) classes
2. Disruptions or cancellations in dual language immersion programs
3. Teacher shortages in STEM classes or dual language immersion programs

Prior to accepting students for classes for any of the reasons specified in Items #1-3 above, the Superintendent or designee shall, with Board Approval, determine the maximum number of students that the district can accept for these purposes. The district shall accept students who apply until the district is at maximum capacity.

Students shall be admitted to this program through an unbiased process that prohibits an inquiry into, or evaluation or consideration of, whether a student should be authorized to participate in the course or coursework based upon the student's current academic or athletic performance, proficiency in English, physical condition, any of the individual characteristics specified in Education Code 200, or family income. If the number of applicants exceeds the number of seats available, the approval for participation shall be determined by a random public drawing at a regularly scheduled Board meeting. (Education Code 48345)

The Superintendent or designee shall publicly post information, including, but not limited to, applicable forms and timelines for submission pursuant to the ICA, to ensure that students and their families are aware of the opportunities to participate. (Education Code 48345)

CSBA NOTE: Pursuant to Education Code 48345, as added by SB 941, the average daily attendance attributable to a student participating in the ICA shall remain with the LEA of origination for purposes of state apportionment.

When negotiating the ICA, the Superintendent or designee shall collaborate with the other participating LEA(s) to agree upon an appropriate shared cost structure. (Education Code 48345)

Transportation

CSBA NOTE: The following optional section is for use by all districts and should be revised to reflect district practice. Districts are not required to provide transportation or transportation assistance to students admitted under an interdistrict attendance permit pursuant to Education Code 46600-46610, except that Education Code 46600, requires the district of enrollment to provide transportation assistance to a student who is eligible for free or reduced price meals and is either a child of an active military duty parent/guardian or a victim of an act of bullying, as defined in Education Code 48900.

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600.- (Education Code 46600)

In addition, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

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

Students**Policy 5141.5: Mental Health**

CSBA NOTE: The U.S. Surgeon General's, "Social Connection Advisory," emphasizes the critical role that social connection plays in individual and societal health and well-being, and provides recommendations for how to address the consequences when there is a lack of social connection. Because schools play an important role in facilitating positive social connection, the advisory includes specific actions districts can implement, which include (1) developing a strategic plan for school connectedness and social skills with benchmark tracking, (2) building social connection into the health curriculum, (3) implementing socially based educational techniques, and (4) creating a supportive school environment.

In its advisory, "Social Media and Youth Mental Health," the U.S. Surgeon General describes the positive and negative impacts of social media on children and adolescents, including the impact on mental health and well-being, and recommends that schools develop, implement, and evaluate digital and media literacy curriculum to provide students and staff with the skills to strengthen digital resilience.

Education Code 215 requires all governing boards to adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components; see BP/AR 5141.52 - Suicide Prevention. The following optional policy is intended to address broader mental health issues facing students and may be revised to reflect district practice.

~~The Board of Education recognizes that students' emotional well-being and mental health contribute~~
The Governing Board recognizes that students' emotional well-being and mental health are critical to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to reduce the stigma associated with mental illness, facilitate access to mental health services, and help students build students' resiliency skills, help students including digital resilience, increase social connections, and cope with life challenges, ~~and reduce the stigma associated with mental illness.~~

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

CSBA NOTE: The state's content standards for health education include voluntary standards pertaining to mental, emotional, and social health at selected elementary and secondary grades and suicide prevention instruction at grade 7 or 8 and in high school.

Education Code 51925, as added by SB 224 (Ch. 675, Statutes of 2021), requires districts that offer health education courses to middle or high school students to include mental health instruction, as specified. Pursuant to Education Code 51929, as added by SB 244, the California Department of Education (CDE) is required to, by January 1, 2024, develop a plan to expand mental health instruction.

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression

and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

Information and Training

CSBA NOTE: Pursuant to Education Code 49428.15, as added by SB 14 (Ch. 672, Statutes of 2021), CDE is required to, subject to budget appropriations, recommend best practices and identify evidence-based and evidence-informed training programs for schools to address student behavioral health, including staff and student training on recognizing the signs and symptoms of behavioral health disorders, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse, and has identified such a training program, "Youth Mental Health First Aid," which is available on its website.

The Superintendent or designee shall provide school staff with information and training to recognize the early signs and symptoms of an emerging mental health condition or behavioral health disorder, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, safely deescalate crisis situations involving students with a behavioral health disorder, and link students with effective services, referrals, and supports. Such training shall also provide instruction on how to maintain student privacy and confidentiality. Behavioral health information and training may also be provided to parents/guardians, students, and families. (Education Code 49428.15)

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

CSBA NOTE: Each district school is required to notify students and parents/guardians at least twice per school year with information regarding how to access student mental health services on campus and/or in the community, in accordance with Education Code 49428.

At least twice per school year, the Superintendent or designee shall ensure that each school provides notice regarding how to initiate access to student mental health services on campus and/or in the community. The notification shall be in at least two of the following methods: (Education Code 49428)

1. Distributing the information, electronically or in hardcopy, in a letter to parents/guardians, and in a school publication or other document to students
2. Including the information, at the beginning of the school year, in the parent handbook for parents/guardians and in student orientation materials or a student handbook
3. Posting the information on the school's website or social media

Parents/guardians and students shall each receive two notices on how to initiate access to student mental health services, which may be delivered by different methods. (Education Code 494280)

CSBA NOTE: Pursuant to Education Code 49428.5, as added by AB 748 (Ch. 431, Statutes of 2022), each school site serving students in any of grades 6-12 is required to create a poster, as specified below, that identifies approaches and resources about student mental health, and prominently display such poster in public areas that are accessible to and commonly frequented by students at each school site. Pursuant to Education Code 49428.5, as added by AB 748, CDE is required to develop a model mental health poster.

Each school site that serves students in any of grades 6-12 shall create an age appropriate and culturally relevant poster that identifies approaches and shares resources about student mental health, and that includes the following information: (Education Code 49428.5)

1. Identification of common behaviors of those struggling with mental health or who are in a mental

health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes

2. A list of, and contact information for, school site-specific resources, including, but not limited to, counselors, wellness centers, and peer counselors
3. A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers
4. A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy
5. A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence and abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating

The poster shall be displayed in English and any primary language spoken by 15 percent or more of the students at the school site and be no smaller than 8.5 by 11 inches and at least 12-point font. The poster shall be prominently and conspicuously displayed in public areas that are accessible to, and commonly frequented by, students at each school site such as bathrooms, locker rooms, classrooms, classroom hallways, gymnasiums, auditoriums, cafeterias, wellness centers, and offices. Additionally, at the beginning of each school year the poster shall be distributed online to students through social media, websites, portals, and learning platforms. (Education Code 49428.5)

Mental Health Counseling and Referrals

CSBA NOTE: Pursuant to Education Code 49428.1, as added by AB 309 (Ch. 662, Statutes of 2021), CDE is required to develop model referral protocols for addressing student mental health concerns and to post the model referral protocols on its website.

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential.- As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

CSBA NOTE: Pursuant to Education Code 49429, as amended by AB 167 (Ch. 252, Statutes of 2021), CDE, in consultation with the State Department of Health Care Services and appropriate stakeholders, is required to develop, subject to budget appropriations, guidelines for the use of telehealth technology in schools, including mental health and behavioral health services to students on school campuses, by December 31, 2022. See also 5141.6 - School Health Services.

Mental health and behavioral health services for students on campus may be provided by way of telehealth technology. (Education Code 49429)

CSBA NOTE: Pursuant to 28 CFR 35.108, a student should be evaluated in accordance with Section 504 of the Rehabilitation Act (29 USC 794) if the student has a disability, including a mental impairment, that substantially limits a major life activity, has a record of such impairment, or is regarded as having such impairment. See BP/AR 6164.6 - Identification and Education Under Section 504. Districts also have an affirmative, ongoing duty to actively and systematically seek out, identify, locate, and evaluate all children with disabilities who may be in need of special education and related services (Education Code 56171, 56300-56385; 20 USC 1412; 34 CFR 300.111). See BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education.

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any

educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable.- (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

Funding Resources

CSBA NOTE: In addition to using district funds for mental health programs or services, districts may apply for grant funds administered by the county mental health agency or other sources.

The Mental Health Services Act, established by Proposition 63 in 2004, provides funding, personnel, and other resources to support county mental health programs, including, but not limited to, prevention and early intervention programs. Funding may be allocated for outreach to families and others to recognize the early signs of potentially severe and disabling mental illnesses, access and linkage to medically necessary care for children with severe mental illness, reduction in stigma and discrimination against people with mental illness, and strategies to reduce negative outcomes that may result from untreated mental illness.

Welfare and Institutions Code 5886 established the Mental Health Student Services Act, a competitive grant program to award funds to county mental health or behavioral health departments for the purpose of creating mental health partnerships with school districts, charter schools, and county offices of education

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health.- In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

SIERRA COUNTY OFFICE OF EDUCATION
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Sierra County/Sierra-Plumas Joint Unified School District

Students**Policy 5141.6: School Health Services**

CSBA NOTE: The following optional policy should be revised to reflect district practice. This policy addresses the provision of health services at or near school sites (e.g., a school-based or school-linked health center or mobile van) through the employment of or contract with health care professionals or community health centers, including by way of telehealth.

Pursuant to Education Code 49419, the California Department of Education (CDE) has created an Office of School- Based Health Programs to assist districts with current CDE health-related programs, and to provide technical assistance, outreach, and information to districts on allowable services and submission of claims. School-based health programs provide resources, support, and information to address the physical, mental, and/or behavioral health needs of school communities, including students and staff. For more information, see CDE's website.

The 2022 Bipartisan Safer Communities Act (P.L. 117-159), which amended the Protecting Access to Medicare Act of 2014 (42 USC 1396a), requires the Secretary of Health and Human Services (CalHHS) to publish best practices to support the delivery of services to students covered under Medicaid and the Children's Health Insurance Program (CHIP) via telehealth in schools, including mental health and substance use disorder services. See the section entitled "Medi-Cal Billing" in the accompanying administrative regulation.

Other CSBA sample policies and/or administrative regulations address specific health requirements and services for students. For example, see BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions, AR 5141.24 - Specialized Health Care Services, BP/AR 5141.3 - Health Examinations, AR 5141.32 - Health Screening for School Entry, and BP 5141.5 - Mental Health.

The Board of Education~~The Board of Education~~The Governing Board recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The Board further recognizes that schools are uniquely positioned to increase health equity and to help ensure that all students have access to necessary health care services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses, and may utilize telehealth as a delivery mechanism to increase access to health care services in schools.

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on the results of this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district, including preventative programming and intervention strategies to address students' physical, mental, and behavioral health needs.

CSBA NOTE: School health centers are generally funded by a combination of insurance reimbursements; state, federal, and county grants; district funds; subsidies from community clinics or hospitals; and/or private donations.

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

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

The Board may prioritize school health services to schools serving students with the greatest need, including schools with medically underserved populations and/or a high percentage of low-income and uninsured children and youth.

School health services shall be provided under the supervision of a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

If a school nurse is employed by the school or district, ~~he/she~~the nurse shall be involved in planning and implementing the school health services as appropriate.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. The California Department of Education's (CDE), "Health Framework for California Public Schools," recommends a coordinated school health approach which integrates health services, health education, physical education, parent/community involvement, nutrition services, psychological and counseling services, a safe and healthy school environment, and health promotion for staff.

Welfare and Institutions Code 5961-5961.5 established the Children and Youth Behavioral Health Initiative, which was created to enhance, expand, and redesign the systems that support behavioral health for students under age 25, with the goal of delivering equitable, appropriate, timely, and accessible behavioral health services and supports. More information and resources are available on CalHHS' website.

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, nutrition and physical fitness programs, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

CSBA NOTE: The following optional paragraph is for use by districts that choose to engage in outreach and enrollment efforts to encourage eligible students' participation in no-cost or low-cost health coverage programs.

Education Code 49557.2 authorizes the district to include on the application for free and reduced-price meals information about the Medi-Cal program and a student's potential eligibility. Pursuant to Education Code 49558, districts may release information on the free and reduced-price meals application to the local agency that determines eligibility under the Medi-Cal program, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information. See BP/AR 3553 - Free and Reduced Price Meals.

To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low- to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but are not limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law.

Consent and Confidentiality

CSBA NOTE: Parent/guardian consent is generally required prior to providing health services to a minor student. However, Family Code 6920-6930 specify exceptions under which minors do not need parent/guardian consent prior to receiving services, including an exception for a minor age 12 years or older to consent to medical care related to the prevention of a sexually transmitted disease, for medical care and counseling relating to the diagnosis and treatment of a drug- or alcohol-related problem, or for medical care related to an injury caused by intimate partner violence. In addition, Health and Safety Code 124260 allows a minor age 12 or older to consent to outpatient mental health

services if, in the opinion of a professional person, as defined, the minor is mature enough to participate intelligently in the mental health treatment or counseling services. In this case, the child's parent/guardian must be involved unless the professional person determines it would be inappropriate.

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-~~6929~~6930, Health and Safety Code 124260, or other applicable law.

CSBA NOTE: The Health Insurance Portability and Accountability Act (HIPAA) (45 CFR 164.500-164.534) mandates actions that "covered entities" must take to protect the privacy of an individual's health information. Generally, entities covered by HIPAA may release or receive "protected health information" about an individual only if that individual gives permission or the Act expressly permits its release. Districts with questions about the applicability of HIPAA should consult CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate.

Additionally, the California Confidentiality of Medical Information Act (CMIA) (Civil Code 56-56.37) prohibits a health care provider, a health care service plan, or contractor from disclosing medical information without first obtaining permission of the individual. Civil Code 56.10, as amended by SB 1184 (Ch. 993, Statutes of 2022), authorizes a health care provider or a health care service plan to disclose medical information that complies with HIPAA to a school-linked services coordinator, pursuant to a written authorization between the health provider and the student. A "school-linked services coordinator" means an individual located on a school campus or under contract by a county behavioral health provider agency for the treatment and health care operations and referrals of students and their families that holds one of the following credentials or licenses: pupil personnel services, school nurse, marriage and family therapy, educational psychology, or professional clinical counseling.

In addition, 22 CCR 51270 requires districts serving as Medi-Cal providers to comply with confidentiality requirements specified in Education Code 46090 and 49073-49079, Welfare and Institutions Code 14100.2, 22 CCR 51009, 42 USC 1320c-9, and 42 CFR 431.300; see the section entitled "Payment/Reimbursement for

Services" below. Also see the accompanying administrative regulation regarding additional requirements for Medi-Cal billing, including the requirement to enter into a Provider Participation Agreement and Annual Report with the California Department of Health Care Services (DHCS).

Pursuant to Education Code 49428.15, CDE is required to recommend best practices and identify evidence-based and evidence-informed training programs for schools to address student behavioral health, including instruction on how to maintain student privacy and confidentiality, consistent with federal and state privacy laws. CDE has identified such a training program, "Youth Mental Health First Aid," which is available on its website.

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

Payment/Reimbursement for Services

CSBA NOTE: Some school health services, such as medical and related services specified in an individualized education program for students with disabilities, must be provided free of charge. For other services, districts may charge a fee and are entitled to seek third-party reimbursement from students' private insurance and state or federal programs such as Medi-Cal or the Child Health and Disability Prevention program. See the accompanying administrative regulation.

The Superintendent or designee may bill public and private insurance programs and other applicable programs for reimbursement of services as appropriate. Services may be provided free of charge or on a sliding scale in accordance with law.

CSBA NOTE: The following optional paragraph is for use by districts that have received approval from the DHCS to serve as Medi-Cal providers. Pursuant to Welfare and Institutions Code 14132.06 and 22 CCR 51051 and 51190.1, to the extent that federal funding is available, local educational agencies (LEAs) may receive partial Medi-Cal reimbursement through the LEA Medi-Cal Billing Option for health services provided to an enrolled student under age 22 who is certified for Medi-Cal and/or a member of the student's family. In addition, pursuant to Welfare and Institutions Code 14132.47, LEAs may be reimbursed through the Medi-Cal Administrative Activities (MAA) program for some of their administrative costs associated with school-based health and outreach activities that are not claimable under the LEA Medi-Cal Billing Option or other programs. See the accompanying administrative regulation.

Districts may receive assistance with Medi-Cal billing through CSBA's Practi-Cal program. See CSBA's website for further information.

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

Program Evaluation

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but are not necessarily limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; measures of school climate; feedback from staff and participants regarding program accessibility and operations, including accessibility to low-income and linguistically and culturally diverse students and families; and program costs and revenues.

SIERRA COUNTY OFFICE OF EDUCATION
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Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Students**Regulation 5141.6: School Health Services**

Types of Health Services

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

In accordance with student and community needs and available resources, school health services offered by the district may include, but are not limited to:

1. Health screenings, evaluations, and assessments of students' need for health services
2. Physical examinations, immunizations, and other preventive medical services
3. First aid and administration of medications
4. Diagnosis and treatment of minor injuries and acute medical conditions
5. Management of chronic medical conditions
6. Basic laboratory tests
7. Emergency response procedures
8. Nutrition services
9. Oral health services that may include preventive services, basic restorative services, and referral to specialty services

CSBA NOTE: Pursuant to Health and Safety Code 104830-104865, elementary and secondary students must be offered an opportunity each school year to receive a topical application of fluoride or other decay-inhibiting agent by a dentist or dental assistant, under a program organized and operated by the county health officer. Districts are required to cooperate with the county health officer in carrying out the program in any school in their jurisdiction and to provide notification to parents/guardians regarding the availability of the program, as provided below.

The Superintendent or designee shall notify all parents/guardians of the opportunity pursuant to Health and Safety Code 104830-104865 for their child to receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agent to the teeth during the school year. Such application of fluoride or other decay-inhibiting agent shall only be provided to a student whose parent/guardian returns the notification with an indication consenting to the treatment. (Health and Safety Code 104830, 104850, 104855)

CSBA NOTE: Pursuant to Education Code 49428.15, the California Department of Education (CDE) is required to recommend best practices and identify evidence-based and evidence-informed training programs for schools to address student behavioral health, including staff and student training on recognizing the signs and symptoms of common psychiatric conditions and substance use disorders and other behavioral health disorders. CDE has identified such a training program, "Youth Mental Health First Aid," which is available on its website.

10. Mental or behavioral health services, which may include assessments, crisis intervention, counseling, treatment, and referral to a continuum of services including emergency psychiatric care, community support programs, inpatient care, and outpatient programs
11. Substance abuse prevention and intervention services
12. Vision and audiology services
13. Speech therapy
14. Occupational therapy
15. Physical therapy
16. Reproductive health services
17. Specialized health care services for students with disabilities
18. Medical transportation
19. Targeted case management
20. Referrals and linkage to services not offered on-site
21. Public health and disease surveillance
22. Individual and family health education
23. School or districtwide health promotion

CSBA NOTE: Pursuant to Education Code 49429, CDE, in consultation with the Department of Health Care Services (DHCS) and appropriate stakeholders, and subject to budget appropriations, is required to develop guidelines for the use of telehealth technology in schools, including mental health and behavioral health services to students on school campuses, by December 31, 2022.

The district may deliver health care services, including mental and behavioral health, for students on campus by means of telehealth technology. (Education Code 49429)

Medi-Cal Billing

CSBA NOTE: The following optional section is for use by districts that have contracted with DHCS in order to provide services as a Medi-Cal provider as authorized by Welfare and Institutions Code 14132.06; see the accompanying Board policy. To the extent that the district contracts with health care practitioners or clinics to provide the services, the practitioner or clinic is considered the provider of services and is the entity billing and receiving Medi-Cal payments for services.

DHCS' Local Educational Agency Medi-Cal Billing Option Program (LEA BOP) reimburses LEA BOP providers, including school districts, the federal share of the maximum allowable rate for approved health-related services provided by qualified health service practitioners to Medi-Cal eligible students.

Pursuant to Welfare and Institutions Code 14115.8 DHCS has developed program guidance, available on its website, containing information regarding processes, documentation, and the proper submission of claims under the LEA BOP.

The 2022 Bipartisan Safer Communities Act (P.L. 117-159), which amended the Protecting Access to Medicare Act of 2014 (42 USC 1396a), requires the Secretary of Health and Human Services to publish best practices to support the delivery of services to students covered under Medicaid and the Children's Health Insurance Program (CHIP) via telehealth in schools, including mental health and substance use disorder services. The Secretary of Health and Human Services, in consultation with the Secretary of Education, has issued guidance, "Information on School- Based Services in Medicaid: Funding, Documentation and Expanding Services," to local educational agencies and school-based entities to support the delivery of medical assistance to Medicaid and CHIP beneficiaries in school-based settings and outline strategies and tools to reduce administrative burdens on, and simplify billing for, districts, in particular small and rural districts.

In order to provide services as a Medi-Cal provider, the district shall enter into and maintain a contract with the California Department of Health Care Services (DHCS). (Welfare and Institutions Code 14132.06; 22 CCR 51051, 51270)

CSBA NOTE: The federal Americans with Disabilities Act (42 USC 12101; 28 CFR 35) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and state law, prohibit discrimination against qualified individuals who have speech, hearing, or vision disabilities who participate in public programs. Because discrimination is prohibited in the administration of Medi-Cal services, including determining eligibility, districts and district subcontractors must provide qualified individuals with auxiliary aides and services, including materials in alternative formats, such as braille, large font, or audio recordings, to ensure individuals can effectively communicate and participate in public programs, services, or activities including Medi-Cal. In accordance with DHCS Policy and Procedure Letters No. 21-

017R and No. 23-004, districts are required, by August 1, 2023, to develop a plan to meet these alternative format requirements, in accordance with the terms and conditions of the Provider Participation Agreement and Addendum, and store and maintain the alternative format plan within their audit file, which may be requested by DHCS at any time after August 1, 2023.

The Superintendent or designee shall develop a plan to ensure that the district and all district subcontractors, provide individuals with speech, vision, and hearing disabilities auxiliary aides and services, to enable those individuals to effectively communicate and participate in the Medi-Cal program. Such auxiliary aides and services may include, but are not limited to, providing written materials in alternative formats, such as braille, large font, audio recordings, or closed captioning.

CSBA NOTE: With the exception of health care aides who provide specialized physical health care services pursuant to Education Code 49423.5, any practitioner whom the district employs or with whom it contracts must be credentialed to practice as a physician, registered nurse, psychologist, school counselor, or one of the other professions listed in 22 CCR 51190.3 in order for the district to receive Medi-Cal reimbursement.

The Superintendent or designee shall ensure that all practitioners employed by or under contract with the district possess the appropriate license, certification, registration, or credential and provide only those services that are within their scope of practice. (22 CCR 51190.3, 51270, 51491)

CSBA NOTE: Reimbursement under Medi-Cal is limited to the services specified in Welfare and Institutions Code 14132.06 and 22 CCR 51190.4 and 51360. Pursuant to Welfare and Institutions Code 14132.06, services may be reimbursable whether or not the student has an individualized education program (IEP) or individualized family service plan (IFSP) or whether those same services are provided at no charge to the beneficiary or to the community at large.

22 CCR 51360 provides that services for accompanying a student off campus for nursing or school health aide services will be reimbursable when specified as medically necessary in an IEP or IFSP.

The Superintendent or designee shall submit a claim for Medi-Cal reimbursement whenever the district provides a Medi-Cal-eligible student under age 22 and/or a member of the student's family a covered service specified in 22 CCR 51190.4 or 51360. (Welfare and Institutions Code 14132.06; 22 CCR

51096, 51098, 51190.1, 51190.4, 51309, 51360, 51535.5)

CSBA NOTE: Health and Safety Code 1374.722 requires a health care service plan contract issued, amended, renewed or delivered on or after January 1, 2024, that is required to provide coverage for medically necessary treatment of mental health and substance use disorders pursuant to Health and Safety Code 1374.72, 1374.721, and 1374.73, to cover the provision of the services identified in the fee-for-service reimbursement schedule published by DHCS, when those services are delivered at school sites, as defined below, regardless of the network status of the district or health care provider. Guidance to health care service plans regarding compliance with this section is required to be issued by December 31, 2023.

Additionally, pursuant to Welfare and Institutions Code 5961.4, DHCS is required to develop a school-linked statewide fee schedule for outpatient mental health or substance use disorder treatment provided to students under the age of 25 at a school site, a school-linked statewide provider network of school site behavioral health counselors, evidence-based behavioral health programs, behavioral health services and supports virtual platform, and to award school-linked partnership and capacity grants. As part of the Children and Youth Behavioral Health Initiative, DHCS is also required to provide incentive payments to qualifying Medi-Cal managed care plans to implement interventions that increase access to preventive, early intervention, and behavioral health services by school-affiliated behavioral health providers for children in publicly funded preschool through grade 12. More information about the Children and Youth Behavioral Health Initiative is available on DHCS's website.

When the district provides services, or arranges for the provision of services, for treatment of a mental health or substance use disorder for a student at a school site or at an off-campus clinic, mobile counseling service, or similar district-arranged location, the district may seek reimbursement from the student's health care service plan, in accordance with the requirements of Health and Safety Code 1374.722.

The district shall maintain records and supporting documentation including, but not limited to, records of the type and extent of services provided to a Medi-Cal beneficiary in accordance with law. (22 CCR 51270, 51476)

CSBA NOTE: 22 CCR 51270 requires federal reimbursements to be reinvested in health and social services for students and their families, as provided below. This requirement does not apply to reimbursements received under the Medi-Cal Administrative Activities (MAA) program described in the following section.

Any federal funds received by the district as reimbursement for the costs of services under the Medi-Cal billing option shall be reinvested in approved services for students and their families. The Superintendent or designee shall consult with a local school-linked services collaborative group regarding decisions on reinvestment of federal funds. (22 CCR 51270)

CSBA NOTE: 22 CCR 51270 requires that districts submit an annual report, as described below, as a condition of continued participation as a Medi-Cal provider. The deadline for this annual report is specified in the program provider participation agreement that districts enter into with DHCS.

The Superintendent or designee shall submit an annual report to DHCS to identify participants in the community collaborative, provide a financial summary including reinvestment expenditures, and describe service priorities for the future. (22 CCR 51270)

Medi-Cal Administrative Activities

CSBA NOTE: The following optional section is for use by districts that participate in the MAA program administered by DHCS pursuant to Welfare and Institutions Code 14132.47. Under this program, districts providing Medi-Cal- covered health services may be reimbursed for some of their administrative and outreach costs. This section reflects program requirements described in DHCS's "California School-Based Medi-Cal Administrative Activities Manual," available on its website.

Districts may receive assistance with Medi-Cal administrative billing through CSBA's Practi-Cal program. See CSBA's website for further information.

The district shall apply for reimbursement for activities identified by DHCS which are related to the administration of the Medi-Cal program. Such activities include, but are not ~~be~~ limited to, outreach, translation for Medi-Cal services, facilitation of applications, arrangement of nonemergency and nonmedical transportation of eligible individuals, program planning and policy development, claims coordination and administration, training, and general administration.

Appropriate staff shall receive training in administrative claiming categories and related activities.

CSBA NOTE: The district must submit claims through either a local educational agency consortium (i.e., one of the service regions of the California County Superintendent Educational Services Association) or a local governmental agency (i.e., county or chartered city) that has contracted with DHCS. The district may modify the following two paragraphs to reflect the appropriate entity or agency.

To receive reimbursement for Medi-Cal administrative activities, the Superintendent or designee shall, on a quarterly basis, submit an invoice to the local educational consortium or local governmental agency through which the district has contracted.

CSBA NOTE: The MAA program requires randomly selected employees who perform MAA activities as a normal part of their job duties to complete a random-moment time study which is used to determine the work effort of all time study participants over a given time period. Further information regarding the required procedure is available on the DHCS website.

In addition, the Superintendent or designee shall submit to the local educational consortium or local governmental agency, and shall update each quarter, a roster of all employees who perform direct Medi-Cal services or administrative activities. When notified by the local educational consortium or local governmental agency of the date and time that a random-moment time survey must be conducted by a particular employee, the Superintendent or designee shall coordinate the completion and submission of the survey in accordance with DHCS timelines and procedures.

The Superintendent or designee shall maintain an audit file containing random-moment time survey documentation and other records specified by DHCS. Such documentation shall be kept for three years after the end of the quarter in which expenditures were incurred or, if an audit is in progress, until the completion of the audit.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Regulation approved: November 13, 2018
revised: ?? , 2023

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

Students**Policy 5145.6: Parent/Guardian Notifications**

The ~~Governing Board of Education~~ desires to promote effective communication between the school and the home and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote parental understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. -(Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. -(Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. -(Education Code 48982)

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

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

CSBA NOTE: The following paragraph applies to notices required for certain federal programs, including, but not necessarily limited to, Title I notices pursuant to 20 USC 6311 and 6312, notices regarding the rights of parents/guardians of students with disabilities pursuant to 34 CFR 300.503 and 300.504, and notices of the educational rights of students experiencing homelessness pursuant to 42 USC 11432. The following paragraph may be revised to reflect district practice.

Notifications shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.

CSBA NOTE: Pursuant to state and federal antidiscrimination laws, including the Americans with Disabilities Act (42 USC 12101; 28 CFR 35) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794), auxiliary aides and services must be provided to qualified individuals with disabilities to enable those individuals to effectively communicate and participate in public programs, services, or activities. For example, for the Medi-Cal Program, the Department of Health Care Services (DHCS), the state agency that administers the program, has issued Policy and Procedure Letters No. 21-017R and No. 23-004, which require districts to develop a plan to meet these alternative format requirements. For more information on the Medi-Cal Program, see AR 5141.6 - School Health Services.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large font, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

CSBA NOTE: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in either language.
Education Code 48985 requires the California Department of Education (CDE) to notify districts, by August 1 of each year, of the schools and the languages for which the translation of notices is required based on census data submitted to the CDE in the preceding fiscal year.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. -(Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 10, 2007
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revised: April 10, 2018
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Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Students**Exhibit 5145.6-E(1): Parent/Guardian Notifications**

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of ~~2021~~2022 (AB ~~128~~178, Ch. ~~214~~5, Statutes of ~~2021~~2022) extends the suspension of these requirements through the ~~2021-22~~2022-23 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

CSBA NOTE: The following exhibit lists notices which the law explicitly requires be provided to parents/guardians. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements. For example, see AR 1312.3 - Uniform Complaint Procedures for the contents of the annual notice regarding uniform complaint procedures (UCP) as mandated by 5 CCR 4622.

The exhibit does not include other notices that are recommended throughout CSBA's sample policy manual, but are not required by law. The district may revise the exhibit to reflect additional notifications provided by the district.

I. Annually

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 222.5
Board Policy/Administrative Regulation #: See BP 5146
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 234.7
Board Policy/Administrative Regulation #: See BP 0410
Subject: Right to a free public ~~year~~ 234.7 education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174
Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Use of pesticide ~~product~~products, active ingredients, ~~Internet~~internet address to access

information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1

Education or Other Legal Code: Education Code 35256, 35258

Board Policy/Administrative Regulation #: See BP 0510

Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 35291, 48980

Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1

Subject: District and site discipline rules

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 44050

Board Policy/Administrative Regulation #: See BP 4119.21, See BP 4219.21, See BP 4319.21

Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 46010.1

Board Policy/Administrative Regulation #: See AR 5113

Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: District policy authorizing transfer

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Copy of sexual harassment policy as related to students; contact information for Title IX coordinator

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 32255-32255.6

Board Policy/Administrative Regulation #: See AR 5145.8

Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301

Board Policy/Administrative Regulation #: See BP 5111.1, See AR 5116.1, See AR 5117

Subject: All statutory attendance options, available local attendance options, options for meeting

residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Board allows such absence

Education or Other Legal Code: Education Code 48980, 46014

Board Policy/Administrative Regulation #: See AR 5113

Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48205

Board Policy/Administrative Regulation #: See AR 5113, See BP 6154

Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208

Board Policy/Administrative Regulation #: See AR 6183

Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49403

Board Policy/Administrative Regulation #: See BP 5141.31

Subject: School immunization program

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49423, 49480

Board Policy/Administrative Regulation #: See AR 5141.21

Subject: Administration of prescribed medication

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49471, 49472

Board Policy/Administrative Regulation #: See BP 5143

Subject: Availability of insurance

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

Subject: How district established graduation requirements do or do not satisfy college entrance A-G course criteria; district's CTE courses that satisfy A-G course criteria

When to Notify: Annually

Education or Other Legal Code: Education Code 48986, 49392

Board Policy/Administrative Regulation #: See AR 0450

Subject: Information and laws related to the safe storage of firearms and California's child access prevention laws

When to Notify: Annually

Education or Other Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: See AR 1312.3, See BP 0460, See BP 3260

Subject: Uniform complaint procedures, available appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3

Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7

Board Policy/Administrative Regulation #: See AR 5125

Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria for defining school officials and to determine legitimate educational interest, categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Release of directory information

~~When to Notify: Beginning of each~~

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49069.5, 51225.1

Board Policy/Administrative Regulation #: See AR 6173, AR 6173.1, AR 6173.3, AR 6175

Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, migrant students and students participating in a newcomer program.

When to Notify: Two or more times during the school year

Education or Other Legal Code: Education Code 49428

Board Policy/Administrative Regulation #: See ~~None~~BP 5141.5

Subject: How to access mental health services at school and/or in the community

When to Notify: Beginning of each school year in schools serving students in grades 6-12

Education or Other Legal Code: Education Code 49428.5

Board Policy/Administrative Regulation #: See BP 5141.5

Subject: Distribution of digitized mental health poster online

When to Notify: Annually or upon enrollment in elementary school

Education or Other Legal Code: Education Code 49452.6

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Availability of type 1 diabetes informational materials developed by the California Department of Education

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5
 Board Policy/Administrative Regulation #: See AR 3553
 Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 51513, 20 USC 1232h
 Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8
 Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: When developing the local control and accountability plan and during the annual update of the local control and accountability plan (LCAP)

Education or Other Legal Code: Education Code 52062

Board Policy/Administrative Regulation #: See BP 0460

Subject: Opportunity to submit written comments regarding specific actions and expenditures in proposed plan or annual update

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 56301
 Board Policy/Administrative Regulation #: See BP 6164.4
 Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year
 Education or Other Legal Code: Education Code 58501, 48980
 Board Policy/Administrative Regulation #: See AR 6181
 Subject: Alternative schools

When/Whom to Notify: Annually

Education or Other Legal Code: Education Code 60615, 5 CCR 852

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year
 Education or Other Legal Code: Health and Safety Code 104855
 Board Policy/Administrative Regulation #: See AR 5141.6
 Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When/Whom to Notify: Annually

Education or Other Legal Code: 5 CCR 852; Education Code 60615

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year, if district receives Title I funds
 Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48
 Board Policy/Administrative Regulation #: See BP 4112.2, See AR 4222

Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year
 Education or Other Legal Code: 34 CFR 104.8, 106.9
 Board Policy/Administrative Regulation #: See BP 0410, See BP 6178
 Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals
 Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93
 Board Policy/Administrative Regulation #: See AR 3514
 Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year
 Education or Other Legal Code: USDA [FNS Instructions 113-1](#)
 Board Policy/Administrative Regulation #: See BP 3555
 Subject: [Information related to the district's food service programs](#)

[When to Notify: Beginning of each school year](#)
[Education or Other Legal Code: USDA SP-23-201746-2016](#)
 Board Policy/Administrative Regulation #: See AR 3551
 Subject: District policy on meal payments

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling
 Education or Other Legal Code: Education Code 221.5₂, 48980
 Board Policy/Administrative Regulation #: See BP 6164.2
 Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment
 Education or Other Legal Code: Education Code 310
 Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174
 Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program
 Education or Other Legal Code: Education Code 32390, 48980
 Board Policy/Administrative Regulation #: See AR 5142.1
 Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district
 Education or Other Legal Code: Education Code 35211
 Board Policy/Administrative Regulation #: None
 Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported
 Education or Other Legal Code: Education Code 39831.5
 Board Policy/Administrative Regulation #: See AR 3543
 Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus
 Education or Other Legal Code: Education Code 44808.5, 48980
 Board Policy/Administrative Regulation #: See BP 5112.5
 Subject: Open campus

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course Prior to satisfy graduation requirement providing an eye examination
 Education or Other Legal Code: Education Code 48980, 51225.3 49455.5
 Board Policy/Administrative Regulation #: See AR ~~6146.1~~ 5141.3
 Subject: ~~How each school graduation requirement does~~ Upcoming eye examinations at school site, including form on which parent/guardian may indicate lack of consent

When to Notify: When a parent/guardian request for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures
Education or does not satisfy college entrance a-g course criteria; districts ~~CTE~~ CTE courses that satisfy a-g course criteria

Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: To be included in AR 5141.21
Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When to Notify: Upon a student's enrollment
 Education or Other Legal Code: Education Code 49063
 Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3
 Subject: Specified rights related to student records

When to Notify: When students enter grade 7
 Education or Other Legal Code: Education Code 49452.7
 Board Policy/Administrative Regulation #: See AR 5141.3
 Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school
 Education or Other Legal Code: Education Code 49452.8
 Board Policy/Administrative Regulation #: See AR 5141.32
 Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Before grade 12
 Education or Other Legal Code: Education Code 51225.8
 Board Policy/Administrative Regulation #: See AR 6143
 Subject: Completion and submission of FAFSA and CADAA

When to Notify: Beginning of each school year for students in grades 9-12
 Education or Other Legal Code: Education Code 51229, 48980
 Board Policy/Administrative Regulation #: See AR 6143, [BP 6178](#)
 Subject: UC and CSU College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year
 Education or Other Legal Code: Education Code 51938, 48980
 Board Policy/Administrative Regulation #: See AR 6142.1
 Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year
 Education or Other Legal Code: Education Code 60641.5, 5 CCR 863
 Board Policy/Administrative Regulation #: See AR 6162.51
 Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12
 Education or Other Legal Code: Education Code 69432.9
 Board Policy/Administrative Regulation #: See AR 5121, See AR 5125
 Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: Upon enrollment in a California State Preschool program
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: Limitations on disenrollment, including expulsion and suspension and how to file an appeal in the event of expulsion or suspension

When to Notify: When child is enrolled or reenrolled in a licensed child care center or preschool
 Education or Other Legal Code: Health and Safety Code 1596.7996
 Board Policy/Administrative Regulation #: See AR 5148
 Subject: Information on risks and effects of lead exposure, blood lead testing

When to Notify: When child is enrolled in kindergarten
 Education or Other Legal Code: Health and Safety Code 124100, 124105
 Board Policy/Administrative Regulation #: See AR 5141.32
 Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test
 Education or Other Legal Code: 5 CCR 11523
 Board Policy/Administrative Regulation #: See AR 6146.2
 Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds
 Education or Other Legal Code: 20 USC 7908
 Board Policy/Administrative Regulation #: See AR 5125.1
 Subject: Request that district not release student's name, address, and phone number to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records, security of district records, Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: See BP 3580
Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination
Education or Other Legal Code: Education Code 262.3
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient
Education or Other Legal Code: Education Code 313.5, 5 CCR 11303
Board Policy/Administrative Regulation #: See AR 6174
Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives ~~Titles~~ Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year
Education or Other Legal Code: Education Code 313.2, 440.2, 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: See BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When to Notify: When homeless or foster youth applies for enrollment in before/after school program
Education or Other Legal Code: Education Code 8483
Board Policy/Administrative Regulation #: See AR 5178.2
Subject: Right to priority enrollment how to request priority enrollment

When to Notify: When a child in a California State Preschool program exhibits persistent and serious challenging behaviors
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: Description of the child's behaviors and program plan for maintaining the child's safe participation in program and expulsion/unenrollment process

When to Notify: At least 24 hours before the effective date of suspending or expelling a child from a California State Preschool program
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: "Notice of Action, Recipient of Services," as described in 5 CCR 17783

When to Notify: Before high school student attends specialized secondary program on a university campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition

Education or Other Legal Code: Education Code 33479.3

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status

Education or Other Legal Code: Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising

Education or Other Legal Code: Education Code 35182.5

Board Policy/Administrative Regulation #: [See](#) BP 3312

Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: See BP 6117

Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Education or Other Legal Code: Education Code 46601

Board Policy/Administrative Regulation #: See AR 5117

Subject: Appeal process

When to Notify: Before early entry to transitional kindergarten or kindergarten, if early entry offered

Education or Other Legal Code: Education Code 48000

Board Policy/Administrative Regulation #: See AR 5111, See AR 6170.1

Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention

Education or Other Legal Code: Education Code 48070.5

Board Policy/Administrative Regulation #: See AR 5123

Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health

Education or Other Legal Code: Education Code 48213

Board Policy/Administrative Regulation #: See AR 5112.2

Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization

Education or Other Legal Code: Education Code 48216; 17 CCR 6040

Board Policy/Administrative Regulation #: See AR 5141.31

Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant

Education or Other Legal Code: Education Code 48260.5, 48262

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department

Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Name and address of SARB or probation department and reason for referral

When/Whom to Notify: When student requests to voluntarily transfer to continuation school

Education or Other Legal Code: Education Code 48432.3

Board Policy/Administrative Regulation #: See AR 6184

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin

Education or Other Legal Code: Education Code 48853.5
Board Policy/Administrative Regulation #: See AR 6173.1
Subject: Basis for the placement recommendation

When to Notify: When a foster youth or an Indian child receives a suspension, expulsion, manifestation determination, or involuntary transfer

Education or Other Legal Code: Education Code 48853.5

Board Policy/Administrative Regulation #: See AR 6173.1, AR 6173.4

Subject: Suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information to a foster youth's educational rights holder, attorney, and county social worker and an Indian child's tribal social worker and, if applicable, the child's county social worker

When to Notify: When student is removed from class and teacher requires parental attendance at school

Education or Other Legal Code: Education Code 48900.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts

Education or Other Legal Code: Education Code 48904

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1

Subject: Notice of suspension

When to Notify: When original period of suspension is extended

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom

Education or Other Legal Code: Education Code 48911.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension

Education or Other Legal Code: Education Code 48912

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Intent to hold a closed session re: suspension

When to Notify: When a student expelled from another district for certain acts seeks admission

Education or Other Legal Code: Education Code 48915.1, 48918

Board Policy/Administrative Regulation #: See BP 5119

Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied

Education or Other Legal Code: Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs

Education or Other Legal Code: Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site

Education or Other Legal Code: Education Code 48987

Board Policy/Administrative Regulation #: See AR 5141.4

Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
 Education or Other Legal Code: Education Code 49067
 Board Policy/Administrative Regulation #: See AR 5121
 Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school into the district
 Education or Other Legal Code: Education Code 49068
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Right to receive copy of student's record and a hearing to challenge content of student's records

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals
 Education or Other Legal Code: Education Code 49070
 Board Policy/Administrative Regulation #: See AR 5125.3
 Subject: If board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity
 Education or Other Legal Code: Education Code 49073.6
 Board Policy/Administrative Regulation #: See BP 5125
 Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter
 Education or Other Legal Code: Education Code 49073.6
 Board Policy/Administrative Regulation #: AR 5125
 Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer
 Education or Other Legal Code: Education Code 49076
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena
 Education or Other Legal Code: Education Code 49077
 Board Policy/Administrative Regulation #: See AR 5125
 Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis
 Education or Other Legal Code: Education Code 49452.5
 Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456; 17 CCR 2951

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Vision or hearing test results

When to Notify: Within 10 days of negative balance in meal account

Education or Other Legal Code: Education Code 49557.5

Board Policy/Administrative Regulation #: See AR 3551

Subject: Negative balance in meal account; encouragement to apply for free or reduced price meals

When to Notify: Annually to parents/guardians of student athletes

Education or Other Legal Code: Education Code 49475

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on concussions and head injuries

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition

Education or Other Legal Code: Education Code 49476

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Opioid fact sheet

When/Whom to Notify: Within 30 days of foster youth, ~~homeless youth~~ student experiencing homelessness, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12

Education or Other Legal Code: Educational Code 51225.1

Board Policy/Administrative Regulation #: See BP 6146.1, See AR 6173, See AR 6173.1, AR 6173.3, See AR 6175

Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school, transfer opportunities through California Community Colleges

When to Notify: When satisfactory educational progress in one or more independent study courses is not being made by student under 18

Education or Other Legal Code: Educational Code 51749.5

Board Policy/Administrative Regulation #: See BP 6158

Subject: Findings from evaluation to determine if it is in student's best interest to remain in independent study or whether student should be referred to an alternative program.

When to Notify: Before any test/survey questioning personal beliefs

Education or Other Legal Code: Education Code 51513

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency

Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175, See AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857; 22 CCR 101218.1

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to enter and inspect facility and other rights as specified

When to Notify: When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead

Education or Other Legal Code: Health and Safety Code 1597.16

Board Policy/Administrative Regulation #: See AR 5148

Subject: The requirement to test the facility, and the results of the test

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: See AR 3513.3

Subject: The district's tobacco-free schools policy and enforcement procedures

~~When to Notify: When testing by community water system finds presence of lead exceeding specified level~~

~~Education or Other Legal Code: Health and Safety Code 116277~~

~~Board Policy/Administrative Regulation #: See AR 3514~~

~~Subject: Elevated lead level at school~~

When to Notify: When sharing student immunization information with an immunization system

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer

Education or Other Legal Code: Penal Code 626.81

Board Policy/Administrative Regulation #: See AR 1240, See BP 1250

Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises
 Education or Other Legal Code: Penal Code 627.5
 Board Policy/Administrative Regulation #: See AR 3515.2
 Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law
 Education or Other Legal Code: 5 CCR 4631
 Board Policy/Administrative Regulation #: See AR 1312.3
 Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program
 Education or Other Legal Code: 5 CCR 18066
 Board Policy/Administrative Regulation #: See AR 5148
 Subject: Policies regarding excused and unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services
 Education or Other Legal Code: 5 CCR [17782](#), 18094, 18118
 Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3
 Subject: Policies re: Approval or denial of services

When to Notify: At least 14 days before change in service or other intended action, upon recertification or update of application for child care or preschool services
 Education or Other Legal Code: 5 CCR [17783](#), 18095, 18119
 Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3
 Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program
 Education or Other Legal Code: 5 CCR 18114
 Board Policy/Administrative Regulation #: See AR 5148
 Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late
 Education or Other Legal Code: 5 CCR 18114
 Board Policy/Administrative Regulation #: See AR 5148
 Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights
 Education or Other Legal Code: 20 USC 1232h
 Board Policy/Administrative Regulation #: See AR 5022
 Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught
 Education or Other Legal Code: 20 USC 6312
 Board Policy/Administrative Regulation #: See AR 4112.24
 Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of

school year, to parents/guardians of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 6020

Subject: Notice of policy

When to Notify: When district receives ~~receives~~ Impact Aid funds for students residing on Indian lands, to ~~parents~~ parents/guardians of Indian children

Education or Other Legal Code: 20 USC 7704; 34 CFR 222.94

Board Policy/Administrative Regulation #: See AR 3231

Subject: Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

Subject: Need to submit verification information; any subsequent change in benefits; appeals

When/Whom to Notify: When student is homeless or unaccompanied minor

Education or Other Legal Code: 42 USC 11432; Education Code 48852.5, 42 USC 11432

Board Policy/Administrative Regulation #: See AR 6173

Subject: Educational and related opportunities; transportation services; placement decision and right to appeal; duties of district liaison; public notice

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30

Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to receive records and an opportunity for hearing upon request

When to Notify: When student complains of sexual harassment

Education or Other Legal Code: 34 CFR 106.44, 106.45

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of ~~complaint~~ complaint if applicable

When to Notify: When district receives federal funding assistance for nutrition program

Education or Other Legal Code: USDA FNS Instruction 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

IV. Special Education Notices

When to Notify: Prior to a student with disabilities beginning tenth grade

Education or Other Legal Code: Educational Code 51225.31

Board Policy/Administrative Regulation #: See BP 6146.1

Subject: Exemption from local graduation requirements

When to Notify: Prior to conducting initial evaluation

Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503

Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4

Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins

Education or Other Legal Code: Education Code 56321

Board Policy/Administrative Regulation #: See AR 6159

Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159

Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting

Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322

Board Policy/Administrative Regulation #: See AR 6159

Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP

Education or Other Legal Code: Education Code 56343.5

Board Policy/Administrative Regulation #: See AR 6159

Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage

Education or Other Legal Code: Education Code 56521.1

Board Policy/Administrative Regulation #: See AR 6159.4

Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services

Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503

Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1

Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint

Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or a change in placement

Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530

Board Policy/Administrative Regulation #: See AR 5144.2

Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing
 Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508
 Board Policy/Administrative Regulation #: See AR 6159.1
 Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504
 Education or Other Legal Code: 34 CFR 104.32, 104.36
 Board Policy/Administrative Regulation #: See AR 6164.6
 Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

When Where to Notify Post: In all district schools and offices, including staff lounges and student government meeting rooms
 Education or Other Legal Code: Education Code 234.1
 Board Policy/Administrative Regulation #: See AR 1312.3
 Subject: Uniform complaint procedures board policy and administrative regulation

When Where to Notify Post: In each classroom used for license exempt California State Preschool Program
 Education or Other Legal Code: Education Code 8212
 Board Policy/Administrative Regulation #: See AR/E 1312.3
 Subject: Health and safety requirements for preschool programs; where to get complaint form

When to Notify: In each classroom in each school
Education or Other Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: See AR/E 1312.4
Subject: Complaints subject to Williams uniform complaint procedures

When to Notify Where to Post: In each classroom in each school
Education or Other Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: See AR/E 1312.4
Subject: Complaints subject to Williams uniform complaint procedures

When to Notify: Where to Post: In any school serving any of grades 6-12, in a prominent and conspicuous location in every restroom required to stock menstrual products,
Education or Other Legal Code: Education Code 35292.6
Board Policy/Administrative Regulation #: See AR 3517
Subject: Requirement to stock and make available free of cost an adequate supply of menstrual products that includes email address and telephone number for a designated individual responsible for maintaining requisite supply of menstrual products

Where to Post In a licensed child care and development center at a location accessible to parents/guardians
Education or Other Legal Code: Health and Safety Code ~~596~~1596.857
Board Policy/Administrative Regulation #: See AR 5148
Subject: Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility

Where to Post: In a prominent, publicly accessible location in the child care facility
Education or Other Legal Code: Health and Safety Code 1596.8555
Board Policy/Administrative Regulation #: See AR 5148
Subject: Child care license

Where to Post: In a prominent location adjacent to child care license at facility
Education or Other Legal Code: Welfare and institutions Code 10228
Board Policy/Administrative Regulation #: See AR 5148
Subject: Rates, discounts, or scholarship policies

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