

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

July 29, 2025

5:00pm CLOSED Session

6:00pm Regular Session

**Meeting Location:**

*Loyalton:* Sierra County Office of Education, Room 10, 109 Beckwith Rd, Loyalton CA 96118

**Zoom for the public:**

*Link:* <https://us02web.zoom.us/j/87063712831>

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

*Webinar ID:* 870 6371 2831

**Board Members:**

*Area 1:* Patty Hall – phall@spjUSD.org

*Area 2:* Rhynie Hollitz (*Vice President*) – rhollitz@spjUSD.org

*Area 3:* John Martinetti (*Clerk*) – jmartinetti@spjUSD.org

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

*Area 5:* Richard Jaquez – rjaquez@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.sierracountyschools.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 Sean Snider, District Superintendent
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Employee Organizations:

Unrepresented Employees:	District Superintendent Sierra-Plumas Teachers' Association Classified Employees Confidential Employees Administrative Employees
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2. Government Code 54957  
PUBLIC EMPLOYMENT PERFORMANCE EVALUATION  
Title: District Superintendent
  - a. 2024-2025 evaluation follow-up
  - b. Superintendent draft presentation of 2025-2026 goals

**F. RETURN TO OPEN SESSION and ADJOURN FOR BREAK**

**G. 6:00PM – RECONVENE**

**H. FLAG SALUTE**

**I. REPORT OUT FROM CLOSED SESSION**

**J. RECOGNITION OF STAFF LEAVING SCOE/SPJUSD**

**K. INFORMATION/DISCUSSION ITEMS**

1. Superintendent Reports

**COUNTY—SCOE**

a. SCOE Personnel Items:

1. Resignation for Amanda Wattenburg, Teacher on Special Assignment,  
1.0 FTE, effective June 30, 2025

**DISTRICT—SPJUSD**

- b. Presentation of Draft Facility Master Plan\*
- c. Middle School Update
- d. All-Staff Kickoff August 18<sup>th</sup>
- e. Board Goal Setting Workshop

2. Business Report

- a. Most recent Inter-District Attendance Agreements approved\*\*

3. SPTA Report

4. Committee/Board Member Reports

5. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board. Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

**L. CONSENT CALENDAR**

1. Approval of minutes for the joint Regular Meeting held June 24, 2025\*\*
2. Approval of minutes for the joint Special Meeting held July 02, 2025\*\*
3. Approval of Board Report-Checks Dated 06/01/2025 through 06/30/2025
  - a. SCOE\*\*
  - b. SPJUSD\*\*
4. Approval of Quarterly Report on Williams Uniform Complaints for the quarter ending 06/30/2025
  - a. SCOE\*\*
  - b. SPJUSD\*\*
5. Authorization for the Superintendent to enter into the REVISED 2024-2025 Interlocal Contract with Washoe County School District, Contract 2025-007D\*\*
6. Acknowledgement of \$1000 donation from Harmony Lodge No. 164, F. & A.M.\*\*
7. Approval of the following SPJUSD personnel items:
  - a. Resignation for Isabel McMillan, Expanded Learning Opportunity Program (ELO-P) Instructor, Downieville, .88 FTE (5.25 hours/day), effective June 30, 2025

- b. Authorization to fill Expanded Learning Opportunity Program (ELO-P) Instructor, Downieville, .88 FTE (5.25 hours/day)
- c. Assignment of Isabel McMillan, 4-6 Teacher, Downieville School, 1.0 FTE, effective August 18, 2025
- d. Approval of Employment of Viviana Romero on a Short-Term Staff Permit (STSP) in order to fill a certificated assignment in Math at Downieville School for the 2025-2026 school year, as allowed by the California Commission on Teacher Credentialing regulations. A diligent search was conducted and no fully credentialed applicant was available. 1.0 FTE, effective August 18, 2025
- e. Resolution No. 26-004D, Authorizing Employment of Viviana Romero on a Short-Term Staff Permit for the 2025-2026 school year\*\*
- f. Assignment of Shannon Scott, Loyalton Middle School Secretary & Districtwide Attendance Clerk, 1.0 FTE, effective August 06, 2025
- g. Resignation for Taya Hernandez, Instructional Aide, Loyalton Elementary School, .63 FTE (3.75 hours/day), effective July 21, 2025
- h. Authorization to fill Instructional Aide, Loyalton Elementary School, .63 FTE (3.75 hours/day)
- i. Rescind assignment of Mirabel Hernandez, 2025-2026 Soccer Coach, Loyalton High School
- j. Assignment of the following coaches:
  - 1. Ozzie Perez, 2025-2026 Soccer, Loyalton High School
  - 2. Phoebe Sheridan, 2025-2026 JV Volleyball, Loyalton High School
  - 3. Mitch Wilson, 2025-2026 Girls Softball, Loyalton High School
  - 4. Isaac Price, 2025-2026 Golf, Loyalton High School
  - 5. Frank Emsoff, 2025-2026 Assistant Varsity Football, Loyalton High School
  - 6. Augustine Corcoran, 2025-2026 Boys Baseball, Loyalton High School

## **M. ACTION ITEMS**

### **1. 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 2025-2026 School Year
- b. Adoption of Resolution No. 26-002C/26-003D, Declaration of Need for Fully Qualified Educators for the 2025-2026 School Year\*\*
- c. Approval of the Declaration of Need for Fully Qualified Educators for the 2025-2026 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 2025-2026 school year.*

#### **COUNTY—SCOE**

- e. Adoption of the Revised SCOE Proposition 30 Education Protection Act for 2025-26\*\*

- f. Adoption of Resolution 26-001C, Fund Transfers between SCOE and SPJUSD for the 2025-2026 Fiscal Year\*\*

**DISTRICT—SPJUSD**

- g. Adoption of Resolution 26-002D, Fund Transfers between SPJUSD and SCOE for the 2025-2026 Fiscal Year\*\*

**BOARD POLICIES AND BYLAWS**

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

**New for July 29<sup>th</sup> – First Reading**

- h. 0410—Nondiscrimination in District Programs and Activities\*\*
- i. 0420.4—Charter School Authorization\*\*
- j. 0420.41—Charter School Oversight\*\*
- k. 0440—District Technology Plan\*\*
- l. 0441—Artificial Intelligence\*\*
- m. 0450—Comprehensive Safety Plan\*\*
- n. 1113—District and School Websites\*\*
- o. 1312.3—Uniform Complaint Procedures\*\*
- p. 9011—Disclosure of Confidential/Privileged Information\*\*

**N. ADVANCED PLANNING**

1. The next Regular Joint Board Meeting will be held on August 12, 2025, 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

**O. ADJOURN**



James Berardi,  
County Superintendent



Sean Snider,  
District Superintendent

\*\* enclosed

\* handout

^^ prior meeting handout

James Berardi, County Superintendent – [jberardi@spjUSD.org](mailto:jberardi@spjUSD.org)

Sean Snider, District Superintendent – [ssnider@spjUSD.org](mailto:ssnider@spjUSD.org)

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

Randy Jones, Director of Business Services/CBO – [rjones@spjUSD.org](mailto:rjones@spjUSD.org)

Office: 530-993-1660 x0

Email [schoolinfo@spjUSD.org](mailto:schoolinfo@spjUSD.org) to be added to the agenda email list.

## Inter-District Attendance Agreements

2025-2026

New/Renewal	School Year	Grade Entering	District of Residence	Receiving District	Reason Given by Requestor	Backup Documentation Received?	In/Out?
New	2025-26	K	SPJUSD	TTUSD	Parents work in Truckee	Yes	Out
Renewal	2025-26	8	Plumas	SPJUSD	Continue education in Loyalton	n/a	In
Renewal	2025-26	12	Plumas	SPJUSD	Continue education in Loyalton	n/a	In
New	2025-26	TK	SPJUSD	TTUSD	Parents work in Truckee	Yes	Out
New	2025-26	K	SPJUSD	TTUSD	Spanish immersion program	n/a	Out
Renewal	2025-26	12	TTUSD	SPJUSD	Prefer smaller school setting in Loyalton	n/a	In
Renewal	2025-26	2	SPJUSD	TTUSD	Siblings attend schools in TTUSD	n/a	Out
New	2025-26	9	SPJUSD	TTUSD	Continue education in Truckee	n/a	Out
Renewal	2025-26	8	SPJUSD	TTUSD	Parents work in Truckee	n/a	Out
Renewal	2025-26	11	SPJUSD	TTUSD	Continue education in Truckee	n/a	Out
New	2025-26	9	Fort Sage USD	SPJUSD	Preferred social environment	n/a	In
New	2025-26	12	SPJUSD	TTUSD	Preferred environment for senior year	n/a	Out
Renewal	2025-26	11	SPJUSD	TTUSD	Continue education in Truckee	n/a	Out
Renewal	2025-26	K	SPJUSD	TTUSD	Continue education in Truckee	n/a	Out
Renewal	2025-26	8	SPJUSD	Plumas	Continue education in Portola	n/a	Out
Renewal	2025-26	12	Plumas	SPJUSD	Continue education in Loyalton	n/a	In
Renewal	2025-26	11	Fort Sage USD	SPJUSD	Auto renewal	n/a	In
Renewal	2025-26	11	SPJUSD	Washoe	Proximity to school	n/a	Out
Renewal	2025-26	9	SPJUSD	Washoe	Proximity to school	n/a	Out
Renewal	2025-26	8	SPJUSD	Washoe	Parent works in Washoe	Yes	Out
Renewal	2025-26	6	SPJUSD	Washoe	Parent works in Washoe	Yes	Out
Renewal	2025-26	9	SPJUSD	Washoe	Proximity to school	n/a	Out
Renewal	2025-26	5	SPJUSD	Washoe	Proximity to school	n/a	Out
Renewal	2025-26	12	SPJUSD	Washoe	Proximity to school	n/a	Out
Renewal	2025-26	5	SPJUSD	Washoe	Proximity to school	n/a	Out
Renewal	2025-26	9	SPJUSD	Washoe	Proximity to school	n/a	Out
Renewal	2025-26	4	SPJUSD	Washoe	Proximity to school	n/a	Out
Renewal	2025-26	4	SPJUSD	Washoe	Proximity to school	n/a	Out
Renewal	2025-26	1	SPJUSD	Washoe	Proximity to school	n/a	Out
Renewal	2025-26	1	SPJUSD	Washoe	Proximity to school	n/a	Out
New	2025-26	K	SPJUSD	Washoe	Religious exemption for immunizations	n/a	Out
Renewal	2025-26	6	SPJUSD	Washoe	Proximity to school	n/a	Out
Renewal	2025-26	6	SPJUSD	Washoe	Proximity to school	n/a	Out

Report Date:

7/29/2025

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

June 24, 2025

4:00pm CLOSED Session

## 5:00pm 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 4:05pm.*

## B. ROLL CALL

PRESENT: *Area 2: Rhynie Hollitz (Vice President)*  
*Area 3: John Martinetti (Clerk)*  
*Area 4: Kelly Champion (President)*  
*Area 5: Richard Jaquez (arrived at 4:17pm)*

ABSENT: *Area 1: Patty Hall*

### C. APPROVAL OF AGENDA

MARTINETTI/HOLLITZ  
3/0

#### D. PUBLIC COMMENT FOR CLOSED SESSION

None

### E. CLOSED SESSION

The Board moved into Closed Session *at 4:05pm* to discuss the following item(s):

1. Government Code 54957  
PUBLIC EMPLOYMENT PERFORMANCE EVALUATION  
Title: District Superintendent

2. Government Code 54957.6  
CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator(s) for the Board: James Berardi, County Superintendent  
Sean Snider, District Superintendent

Employee Organizations:

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

F. RETURN TO OPEN SESSION *at 5:00pm* and ADJOURN FOR BREAK

G. 5:12PM – RECONVENE

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

*MARTINETTI: Closed Session was for discussion only.*

J. INFORMATION ITEMS

1. Superintendent Reports

**COUNTY—SCOE**

- a. SCOE covering paving work for administrative office access
- b. COE 2025-2026 Annual Summary Report  
*Overview by BERARDI.*
- c. Stipend position for 2025-2026 Math, Science, Computer Science Coordinator  
*BERARDI: This position will be funded by the CAL-MSCS statewide grant and will last as long as the grant is funded.*

**DISTRICT—SPJUSD**

~~None~~

d. Update on moving the Sierra Pass classroom portable

*SNIDER: Found someone who moves portables. Cost is estimated at about \$20K to move the building and \$20-\$25K for foundation work to move Sierra Pass over to the Adult Ed site. We will bring this to the board for approval when we have all the information.*

e. New bus driver cleared

*SNIDER: Josh Wilkinson was cleared last week and will be ready to drive for the upcoming school year.*

2. Business Report

- a. Tenth Month SPJUSD Enrollments for the 2024-2025 School Year

3. SPTA Report

*None*

4. Board Self Evaluation Survey Results

*Overview by SNIDER.*

5. Committee/Board Member Reports

*HOLLITZ/CHAMPION: Budget Committee meeting held today at 3pm. Reviewed revenues versus expenses by school and program, Middle School update, and an overview of the proposed budgets. For the Middle School one-time costs are at about \$155K and on-going costs about \$162K.  
MARTINETTI: We are holding a Facilities meeting this Thursday at 5pm.*

6. Public Comment

*None*

K. CONSENT CALENDAR

- 1. Approval of minutes for the joint Regular Meeting held June 10, 2025
- 2. Authorization to submit 2025-2026 Consolidated Applications
  - a. SCOE
  - b. SPJUSD

3. Approval of the California Interscholastic Federation Representatives for the 2025-2026 School Year (corrected)
4. Approval of the Agricultural Career Technical Incentive Grant application for 2025-2026
5. Approval of the following SPJUSD personnel items:
  - a. Assignment of Mirabel Hernandez, 2025-2026 Soccer Coach, Loyaltan High School
  - b. Assignment of Viviana Romero, Math Teacher, Downieville School, 1.0 FTE, effective August 18, 2025
  - c. Resignation for Katrina Bosworth, 4-6 Teacher, Downieville School, 1.0 FTE, effective June 30, 2025
  - d. Authorization to fill 4-6 Teacher, Downieville School, 1.0 FTE

*HOLLITZ/JAQUEZ*

*4/0*

#### L. ACTION ITEMS

##### 1. New Business

##### **COUNTY & DISTRICT—SCOE & SPJUSD**

- a. Adoption of the 2025-2026 SCOE/SPJUSD Local Control and Accountability Plan (updated)  
*CHAMPION/MARTINETTI*  
*4/0*
- b. Proposition 30 Education Protection Act funding for 2025-2026  
The Education Protection Account (EPA) provides Local Educational Agencies (LEAs) with general purpose state aid funding pursuant to Proposition 30, The Schools and Local Public Safety Protection Act of 2012, approved by the voters on November 6, 2012. The EPA funding is a component of a LEA's Local Control Funding Formula (LCFF) or charter school general purpose entitlement.  
*HOLLITZ/CHAMPION*  
*4/0*
- c. Adoption of the 2025-2026 Budgets and the Criteria and Standards Reports
  1. SCOE
  2. SPJUSD*Overview by JONES and SNIDER.*  
*HOLLITZ/MARTINETTI*  
*4/0*
- d. Adoption of Dashboard Local Indicators
  1. SCOE
  2. SPJUSD*Overview by SNIDER.*  
*MARTINETTI/HOLLITZ*  
*4/0*
- e. Approval of Electrical Work for new District Office Portable and Wellness Center  
*JAQUEZ/MARTINETTI*  
*4/0*



**DISTRICT—SPJUSD**

- f. Approval of Instructional Continuity Plan as Addendum to Comprehensive School Safety Plan

*HOLLITZ/JAQUEZ*

*4/0*

- g. Selection of Firms for Architects pool

1. Aedis Architects

2. Interactive Resources Architects and Engineers

*CHAMPION/MARTINETTI*

*4/0*

- h. Approval of quote for geotechnical investigation under new portables

*JAQUEZ/MARTINETTI*

*4/0*

**BOARD POLICIES AND 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.”

**Batch from June 10<sup>th</sup> – Second Reading**

*HOLLITZ motioned to approve i-n as presented. Motion died without a second.*

*CHAMPION motioned to approve j-n as presented and no changes to i. Second by MARTINETTI.*

*CHAMPION amended the motion to make no changes to i, exclude j, approve k-n as presented. Second by MARTINETTI.*

*3/1 (HOLLITZ)*

i. 6142.93—Science Instruction

j. 6142.94—History-Social Science Instruction

k. 6159—Individualized Education Program

l. 6159.2—Nonpublic, Nonsectarian School and Agency for Special Education

m. 9224—Oath of Affirmation

n. 9260—Legal Protection

**M. ADVANCED PLANNING**

1. The next Regular Joint Board Meeting will be held on July 29, 2025, 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

*None*

**N. ADJOURN**

*CHAMPION adjourned the meeting at 6:38pm.*

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James Berardi,  
County Superintendent

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Sean Snider,  
District Superintendent

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John Martinetti, Clerk



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

DATE: June 24, 2025

CLOSED SESSION BEGAN AT: 4:05 P.M.

**BOARD MEMBERS PRESENT:**

✓ Patty Hall ✓ Rhynie Hollitz ✓ John Martinetti ✓ Kelly Champion ✓ Richard Jaquez 4:17 pm

**OTHERS PRESENT:**

- ☒ James Berardi, County Superintendent
- ☒ Sean Snider, District Superintendent
- ☐ Randy Jones, Director of Business Service/CBO
- ☐ Carol Wieckowski, Evans, Wieckowski, Ward & Scofield LLP, Legal Counsel
- ☐
- ☐

**I. SESSION TOPIC(S):**

**Item #1—Government Code 54957**

PUBLIC EMPLOYMENT PERFORMANCE EVALUATION

Title: District Superintendent

**RESULT:**

- ☐ DIRECTION WAS GIVEN TO SUPERINTENDENT
- ☒ THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.
- ☐ A ROLL CALL VOTE WAS TAKEN:  
HALL \_\_\_\_\_ HOLLITZ \_\_\_\_\_ MARTINETTI \_\_\_\_\_ CHAMPION \_\_\_\_\_ JAQUEZ \_\_\_\_\_
- ☐ A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:  
HALL \_\_\_\_\_ HOLLITZ \_\_\_\_\_ MARTINETTI \_\_\_\_\_ CHAMPION \_\_\_\_\_ JAQUEZ \_\_\_\_\_

**Item #2—Government Code 54957.6**

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator(s) for the Board:

James Berardi, County Superintendent

Sean Snider, District Superintendent

Employee Organizations:

Unrepresented Employees:

District Superintendent

Sierra-Plumas Teachers' Association

Classified Employees

Confidential Employees

Administrative Employees

**RESULT:**

- ☐ DIRECTION WAS GIVEN TO SUPERINTENDENT
- ☒ THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.
- ☐ A ROLL CALL VOTE WAS TAKEN:  
HALL \_\_\_\_\_ HOLLITZ \_\_\_\_\_ MARTINETTI \_\_\_\_\_ CHAMPION \_\_\_\_\_ JAQUEZ \_\_\_\_\_
- ☐ A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:  
HALL \_\_\_\_\_ HOLLITZ \_\_\_\_\_ MARTINETTI \_\_\_\_\_ CHAMPION \_\_\_\_\_ JAQUEZ \_\_\_\_\_

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

II. ENDED CLOSED SESSION AT 5:00 P.M. AND RETURNED TO OPEN SESSION

PRESIDED BY:

Kelly Champion  
Kelly Champion, PRESIDENT

RECORDED BY:

John Martinetti, CLERK

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

July 02, 2025

6:00pm

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

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**A. CALL TO ORDER**

*President KELLY CHAMPION called the meeting to order at 6:01pm.*

**B. ROLL CALL**

**PRESENT:**     *Area 2: Rhynie Hollitz (Vice President)*  
                  *Area 3: John Martinetti (Clerk) (arrived at 6:06pm)*  
                  *Area 4: Kelly Champion (President)*  
                  *Area 5: Richard Jaquez*

**ABSENT:**     *Area 1: Patty Hall*

**C. APPROVAL OF AGENDA**

*HOLLITZ/JAQUEZ*  
*3/0*

**D. PUBLIC COMMENT**

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

**E. ACTION ITEMS**

**1. Old Business**

- a. Approval of quotes for asbestos abatement**
  - 1. Downieville Schools
  - 2. Loyalton Elementary School
  - 3. Loyalton High School
- b. Approval of quotes for carpeting**
  - 1. Downieville Schools
  - 2. Loyalton Elementary School
  - 3. Loyalton High School

*HOLLITZ motioned to approve the following:*

- *Carpeting only for the Library at Downieville School (tested negative for asbestos)*
- *Asbestos abatement and carpeting for Room 7 at Loyalton Elementary School*
- *Asbestos abatement only for Room 2 at Loyalton High School (no carpet needed)*

*Second by CHAMPION.*

*4/0*

2. New Business

- a. Adoption of Resolution 26-001D authorizing filing of applications for State funding for School Facility Program projects and affirming compliance with Proposition 2 requirements

*CHAMPION/MARTINETTI*

*4/0*

- b. Approval of architect proposal for District Office/Wellness Center project

*HOLLITZ/JAQUEZ*

*4/0*

- c. Assignment of Isabel McMillan, 4-6 Teacher, Downieville School, 1.0 FTE, effective August 18, 2025

*JAQUEZ/MARTINETTI*

*4/0*

F. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on July 29, 2025, 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.

G. ADJOURN

*CHAMPION adjourned the meeting at 6:21pm.*

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James Berardi,  
County Superintendent

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Sean Snider,  
District Superintendent

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John Martinetti, Clerk

## Checks Dated 06/01/2025 through 06/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00017507	06/13/2025	PRIMO BRANDS BLUETRITON BRANDS, INC.	11-4330	WATER SERVICE		63.22
00017508	06/13/2025	AMAZON CAPITAL SERVICES	01-4300	STUDENT SUPPLIES	1,107.70	
			01-4330	OFFICE SUPPLIES	159.17	
				TONER	529.45	1,796.32
00017509	06/13/2025	DONALD BERGSTROM	01-5810	SPED/DO CLEANING	1,286.25	
			01-5899	SPED/DO CLEANING	551.25	1,837.50
00017510	06/13/2025	CDW GOVERNMENT, INC.	01-4300	CHROMEBOOKS		8,836.35
00017511	06/13/2025	MELANIE CHRISTIAN	01-5810	TRANSPORTATION REIMBURSE		693.00
00017512	06/13/2025	MICAH COHEN, MOT, OTR/L	01-5810	OCCUPATIONAL THERAPY SERVICES		3,772.60
00017513	06/13/2025	CURRENT ELECTRIC & ALARM	11-5810	SERVICE CALL		150.00
00017514	06/13/2025	FAGEN FRIEDMAN & FULFROST LLP	01-5801	LEGAL FEES		690.00
00017515	06/13/2025	KELLI GROCK	01-5100	COUNSELING SERVICES	5,416.68	
			01-5810	COUNSELING SERVICES	1,803.32	7,220.00
00017516	06/13/2025	JOEL TILLMAN	11-5810	TECH SUPPORT		312.50
00017517	06/13/2025	LAUREN JONES BEHAVIORAL CONSULTANT	01-5899	BEHAVIORAL CONSULTANT		12,616.50
00017518	06/13/2025	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMPENSATION		12,530.25
00017519	06/13/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	01-5600	POSTAGE MACHINE LEASE	51.33	
			01-5899	POSTAGE MACHINE LEASE	154.03	205.36
00017520	06/13/2025	PLUMAS-SIERRA TELECOMMUNICATIONS	11-5900	BROADBAND SERVICE		109.00
00017521	06/13/2025	UBEO WEST LLC	11-5600	COPIER/MAINTENANCE		46.33
00017522	06/13/2025	SIERRA VALLEY HOME CENTER	01-4300	SHOP CLASS SUPPLIES		2,070.69
00017523	06/13/2025	SINGLETON AUMAN PC	01-5810	AUDIT FEES		4,000.00
00017524	06/13/2025	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	1,794.03	
			76-9576	HEALTH INSURANCE	28,124.47	29,918.50
00017525	06/13/2025	U.S. BANK	01-4300	BUSINESS CARD STOCK	38.43	
			01-4350	FUEL EXPENSE	26.21	
			01-5200	FUEL EXPENSE	28.11	
				HOTEL ACCOMODATIONS	303.16	
				POWERSCHOOL UNIVERSITY	1,447.53	
			01-5899	BUSINESS CARD STOCK	38.43	
				CONFERENCE TRAVEL	812.63	
				POWERSCHOOL UNIVERSITY	1,691.11	
			11-4320	CLEANING SUPPLIES	85.24	
			11-5200	CASAS SUMMER INSTITUTE	597.36	
				CONFERENCE TRAVEL	812.63	5,880.84
00017526	06/13/2025	U.S. BANK VOYAGER	01-4350	FUEL EXPENSE	416.54	
			01-5200	FUEL EXPENSE	140.33	

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## Checks Dated 06/01/2025 through 06/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00017526	06/13/2025	U.S. BANK VOYAGER	01-5899	FUEL EXPENSE	291.44	848.31
00017527	06/13/2025	AMBER WILLIAMS	01-5200	PER DIEM		126.00
00017528	06/30/2025	AMAZON CAPITAL SERVICES	01-4400	TABLET		674.59
00017529	06/30/2025	AT&T	11-5900	PHONE		175.15
00017530	06/30/2025	DAKTRONICS, INC.	01-6400	SCORE BOARD		9,186.71
00017531	06/30/2025	WESTED ATTN: WESTED OPERATING ACCOUNT	01-5810	HEALTHY KIDS SURVEY		238.80
00017532	06/30/2025	EDWARDS, STEVENS AND TUCKER, LLP	01-5801	LEGAL FEES		715.00
00017533	06/30/2025	ELEVATION TRUCKEE	01-5810	TRANSITIONAL SERVICES		1,344.00
00017534	06/30/2025	FAGEN FRIEDMAN & FULFROST LLP	01-5801	LEGAL FEES		1,311.00
00017535	06/30/2025	INTERMOUNTAIN DISPOSAL, INC.	01-5899	GARBAGE SERVICE	118.50	
			11-5500	GARBAGE SERVICE	37.91	156.41
00017536	06/30/2025	WENDY JACKSON	11-5200	CASAS SUMMER INSTITUTE		283.00
00017537	06/30/2025	LIBERTY UTILITY CA	01-5500	ELECTRICAL SERVICE	818.09	
			11-5500	ELECTRICAL SERVICE	200.79	1,018.88
00017538	06/30/2025	RESOLVE TECHNOLOGY GROUP, INC.	01-5810	TECHNOLOGY ASSISTANCE		3,450.00
00017539	06/30/2025	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		244.34
00017540	06/30/2025	SISKIYOU COUNTY OFFICE OF EDUCATION	01-5300	COALITION DUES		1,826.88
00017541	06/30/2025	U.S. BANK	01-4300	HOTEL/MTG LUNCH	149.46	
			01-4330	ADOBE SUBSCRIPTION	239.88	
				ATTENDANCE BROCHURES	301.00	
			01-5200	CCS TRAVEL	750.00	
				HOTEL ACCOMODATIONS	607.64	
				HOTEL/MTG LUNCH	346.73	
			01-5810	END OF YEAR CELEBRATION	5,064.00	
			01-5899	FIELD TRIP	220.50	
				HOTEL/MTG LUNCH	130.69	
			11-4300	SNACKS FOR MEETING	12.48	
			11-4320	PAINT	388.49	
			11-5200	CASAS SUMMER INSTITUTE	974.81	9,185.68
00017542	06/30/2025	U.S. BANK VOYAGER	01-4350	FUEL EXPENSE	71.51	
			01-5200	FUEL EXPENSE	49.50	
			01-5899	FUEL EXPENSE	41.30	162.31
Total Number of Checks					36	123,696.02

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

## Checks Dated 06/01/2025 through 06/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	28	78,792.39
11	ADULT EDUCATION	11	4,248.91
76	Payroll Clearing	2	40,654.72
Total Number of Checks		36	123,696.02
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			123,696.02

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## Checks Dated 06/01/2025 through 06/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087650	06/05/2025	BRADY INDUSTRIES	01-4400	VACUUM		637.09
00087651	06/13/2025	AIRGAS, USA, LLC	01-5600	TANK RENTAL LHS/DVL		394.30
00087652	06/13/2025	AMAZON CAPITAL SERVICES	01-4300	office supplies	115.42	
				student instruction	103.73	
			01-4302	office supplies	69.25	
			01-4305	Library Supplies	58.49	
			01-4320	MAINT. SUPPLIES	36.67	
			01-4330	office supplies	102.56	486.12
00087653	06/13/2025	AMERIGAS	01-5540	PROPANE	3,030.43	
			01-5899	PROPANE	371.71	3,402.14
00087654	06/13/2025	AMPLIFY EDUCATION, INC.	01-9330	READING DIFF RISK SCREENER		11,143.27
00087655	06/13/2025	JAMES BERARDI	01-4300	SNACKS FOR TESTING		127.99
00087656	06/13/2025	PAMELA BRANDON	01-5600	TECH COTTAGE RENTAL		100.00
00087657	06/13/2025	CALIFORNIA AGRICULTURAL TEACHERS' ASSN.	01-5200	CATA	505.00	
				CATA Conference	555.00	1,060.00
00087658	06/13/2025	CITY OF LOYALTON	01-5530	WATER AND SEWER - LOYALTON SITES	6,261.44	
			01-5899	WATER AND SEWER - LOYALTON SITES	283.57	6,545.01
00087659	06/13/2025	DOWNIEVILLE PUBLIC UTILITY DIS	01-5530	Water		605.95
00087660	06/13/2025	EDLIO, LLC COLLECTIONS	01-5890	ADDITIONAL TEXTS		700.00
00087661	06/13/2025	STEPHEN FILLO	01-5200	FUEL		45.51
00087662	06/13/2025	JANET HAMILTON	01-5600	TECH COTTAGE RENTAL		100.00
00087663	06/13/2025	JEFFERY SOON	01-5890	CAFETERIA CONSULTANT		6,749.78
00087664	06/13/2025	JOSHUA WILKINSON	01-5200	MILEAGE		72.80
00087665	06/13/2025	LEGACY PRODUCTIONS	01-4300	PLAY TICKETS		40.00
00087666	06/13/2025	LUDWIG HINRICHS	01-5890	ELOP INSTRUCTOR		1,250.00
00087667	06/13/2025	MARYSVILLE JOINT USD	01-5600	BUS MAINTENANCE		1,523.14
00087668	06/13/2025	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		1,360.63
00087669	06/13/2025	MOUNTAIN MESSENGER	01-5890	ADVERTISEMENTS AND PUBLIC HEARINGS		66.16
00087670	06/13/2025	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMP		27,724.25
00087671	06/13/2025	ODP BUSINESS SOLUTIONS LLC	01-4300	Ink	138.05	
			01-4302	office supplies	354.87	492.92
00087672	06/13/2025	PACIFIC GAS & ELECTRIC COMPANY	01-5510	Electricity		4,202.36
00087673	06/13/2025	PACIFIC STORAGE COMPANY	01-5890	SHREDDING		948.00
00087674	06/13/2025	POWERSCHOOL GROUP LLC	01-5890	POWERSCHOOL HOSTING		3,428.46
00087675	06/13/2025	ISAAC PRICE	01-4351	BUS FUEL		246.00
00087676	06/13/2025	UBEO WEST LLC	01-5600	COPIER MAINT.	541.34	
			01-5899	COPIER MAINT.	112.76	654.10

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## Checks Dated 06/01/2025 through 06/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087677	06/13/2025	RUA & SON MECHANICAL, INC	40-9515	ROOF REPLACEMENT PROJECT		15,399.79
00087678	06/13/2025	SIERRA BACKFLOW	01-5890	BACKFLOW TEST		89.00
00087679	06/13/2025	SIERRA BOOSTER	01-5890	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES		454.05
00087680	06/13/2025	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE		289.50
00087681	06/13/2025	SIERRA HARDWARE	01-4320	Misc Maintenance supplies		1,356.31
00087682	06/13/2025	SIERRA VALLEY HOME CENTER	01-4300	MISC. AG SUPPLIES	304.21	
			01-4320	MAINT SUPPLIES	126.44	
				MAINT. SUPPLIES	328.28	758.93
00087683	06/13/2025	SINGLETON AUMAN PC	01-9510	AUDIT FEES		4,000.00
00087684	06/13/2025	SIOBHAN MARKEE	01-5200	FUEL		84.42
00087685	06/13/2025	SYSCO FOOD SVCS OF SACRAMENTO	13-4340	CAFETERIA - FOOD AND SUPPLIES	1,050.42-	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	6,166.25	5,115.83
00087686	06/13/2025	TEAM ONE NETWORKING	01-5899	PHONE SERVICES	14.00	
			01-5910	PHONE SERVICES	126.00	140.00
00087687	06/13/2025	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	16,645.36	
			76-9576	HEALTH INSURANCE	73,347.00	89,992.36
00087688	06/13/2025	U.S. BANK	01-4300	ART SUPPLIES	164.66	
				IPAD SOFTWARE	15.12	
				LCAP MEETING	97.66	
				LIBRARY BOOKS	8.56	
			01-4305	FENCING	68.75	
				MOUND CLAY	272.83	
			01-4320	MAINT SUPPLIES	6.75	
			01-4330	ADOBE PRO SUBSCRIPTION	15.00	
			01-4340	FOOD SERVICE SUPPLIES	33.26	
				KITCHEN SUPPLIES	4,600.33	
			01-4351	BUS FUEL	548.21	
				FUEL FOR MAINT.	281.41	
			01-4400	STAFF ROOM FRIDGE	1,071.43	
			01-5200	HOTEL ACCOMODATIONS	17.32	
			01-5600	MOBILE BUS REPAIR	2,044.08	
			01-5890	RETURN SHIPPING	68.61	
				ZOOM SUBSCRIPTION	74.25	
			01-5899	ADOBE PRO SUBSCRIPTION	4.99	9,393.22
00087689	06/13/2025	U.S. BANK VOYAGER	01-4305	FUEL FOR ATHLETIC TRIPS	1,537.91	
			01-4351	BUS FUEL	2,275.86	

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## Checks Dated 06/01/2025 through 06/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087689	06/13/2025	U.S. BANK VOYAGER	01-4351	Fuel for Maintenance	407.35	4,599.87
			01-5200	FUEL	176.79	
				FUEL FOR FFA	201.96	
00087690	06/13/2025	AMANDA WATTENBURG	01-4300	REIMBURSEMENT	131.00	
			01-5200	MILEAGE	205.80	336.80
00087691	06/13/2025	WHITE'S SIERRA STATION, INC	01-4350	AG VEHICLE SERVICES		34.33
00087692	06/13/2025	AMBER WILLIAMS	01-4300	Pro Teacher Subscription		108.00
00087693	06/18/2025	KATRINA BOSWORTH	01-8699	MILEAGE		32.94
00087694	06/18/2025	MEGAN A. MESCHERY	01-8699	REGISTRATION		50.00
00087695	06/18/2025	TNTP	01-5200	LITERACY PROF LEARNING		40,371.00
00087696	06/30/2025	ALLPRO ENVIRONMENTAL SERVICES	40-5890	ASBESTOS TESTING		1,200.00
00087697	06/30/2025	AMAZON CAPITAL SERVICES	01-4300	art supplies	2,105.02	
				CLASSROOM SUPPLIES	66.48	
				JUMP DRIVES	13.93	
				LIBRARY BOOKS	3,595.80	5,781.23
00087698	06/30/2025	AT&T	01-5890	PHONE SERVICES	60.05	
			01-5899	PHONE SERVICES	27.51	
			01-5910	PHONE SERVICES	634.93	722.49
00087699	06/30/2025	BLUE NOTE B'S HORN SHOP	01-5890	INSTRUMENT REPAIR		511.20
00087700	06/30/2025	BRADY INDUSTRIES	01-4320	CUSTODIAL SUPPLIES		1,601.64
00087701	06/30/2025	CHANGO PRESENTS	01-4400	Sound System		600.00
00087702	06/30/2025	COLLEGE BOARD	01-5890	AP Exams		3,730.00
00087703	06/30/2025	EDWARDS, STEVENS AND TUCKER, LLP	01-5810	LEGAL FEES		1,592.50
00087704	06/30/2025	GIRAFFE, INC	01-5890	Grad Decor		1,200.00
00087705	06/30/2025	CAROLINE GRIFFIN	01-4400	Sound System		182.31
00087706	06/30/2025	K 12 MANAGEMENT DBA FUELED	01-5890	STUDENT LICENSE BLOCK/ISP		1,250.00
				COURSES		
00087707	06/30/2025	KIMBERLY'S MOBILE SCREENING	01-5890	DOT CONSORTIUM		100.00
00087708	06/30/2025	LIBERTY UTILITY CA	01-5510	ELECTRIC - LOYALTON SITES	9,118.50	
			01-5899	ELECTRIC - LOYALTON SITES	151.74	9,270.24
00087709	06/30/2025	PACIFIC GAS & ELECTRIC COMPANY	01-5510	Electricity		24.28
00087710	06/30/2025	PACIFIC STORAGE COMPANY	01-5890	SHREDDING		720.00
00087711	06/30/2025	INTERMOUNTAIN DISPOSAL, INC.	01-5520	GARBAGE SERVICE	1,844.61	
			01-5899	GARBAGE SERVICE	13.33	1,857.94
00087712	06/30/2025	SIERRA VALLEY LITTLE LEAGUE	01-5890	SANITATION SERVICES		436.66
00087713	06/30/2025	SIERRA-PLUMAS JOINT UNIFIED	01-5890	BANK SERVICE FEES	69.12	
			13-4340	BANK SERVICE FEES	2.23	71.35
00087714	06/30/2025	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5890	EMPLOYMENT FINGERPRINTING		113.00

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## Checks Dated 06/01/2025 through 06/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087715	06/30/2025	CDE, CASHIER'S OFFICE	13-4700	COMMODITIES	4,538.53	
			13-8221	COMMODITIES	4,476.13-	62.40
00087716	06/30/2025	TIP INC.,PRINTING & GRAPHIX	01-4330	Envelopes		316.39
00087717	06/30/2025	U.S. BANK	01-4320	CUSTODIAL SUPPLIES	234.34	
				MAINT. SUPPLIES	212.36-	
			01-4330	ADOBE PRO SUBSCRIPTION	14.99	
			01-4340	KITCHEN SUPPLIES	63.13-	
			01-4350	FUEL FOR MAINT.	78.89	
			01-4351	BUS FUEL	353.80	
			01-4400	Sound System	5,065.17	
			01-5200	REGISTRATION	145.00	
			01-5890	Grad Chairs	1,629.75	
				ONLINE COURSES	399.00	
				ZOOM SUBSCRIPTION	74.25	
			01-5899	ADOBE PRO SUBSCRIPTION	5.00	
			01-6400	MIXER	4,496.40	
			13-6400	MIXER	1,247.87	13,468.97
00087718	06/30/2025	VERIZON WIRELESS	01-5899	CELL PHONE SERVICE	516.31	
			01-5910	CELL PHONE SERVICE	466.52	982.83
00087719	06/30/2025	U.S. BANK VOYAGER	01-4305	FUEL FOR ATHLETIC TRIPS	182.81	
			01-4351	BUS FUEL	1,044.00	
				Fuel for Maintenance	226.22	
			01-5200	FUEL	64.42	
				FUEL FOR FFA	493.87	2,011.32
00087720	06/30/2025	WHITE'S SIERRA STATION, INC	01-4350	AG VEHICLE SERVICES		106.33
Total Number of Checks					71	294,625.41

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	65	169,165.41
13	Cafeteria Fund	5	7,788.96
40	Special Reserve for Capital Ou	2	16,599.79
76	Warrant/Pass Though (payroll)	2	101,071.25

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## Checks Dated 06/01/2025 through 06/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
		Total Number of Checks	71		294,625.41	
		Less Unpaid Sales Tax Liability			.00	
		Net (Check Amount)			<u>294,625.41</u>	

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.

# **SIERRA COUNTY OFFICE OF EDUCATION**

PO Box 955, 109 Beckwith Rd  
Loyalton CA 96118  
Office: 530-993-1660  
Fax: 530-993-0828

## **Quarterly Report on Williams Uniform Complaints**

[Education Code § 35186]

To: James Berardi  
County Superintendent

Person completing this form: Kristie Jacobsen  
Executive Assistant to the Superintendents

2024-2025 School Year

Quarterly Report Submission Date: ☐ October 2024 (Jul-Aug-Sep)  
☐ January 2025 (Oct-Nov-Dec)  
☐ April 2025 (Jan-Feb-Mar)  
☒ July 2025 (Apr-May-Jun)

Date for information to be reported publicly at a governing board meeting:  
July 29, 2025

Please check the box that applies:

- ☒ No complaints were filed with any school in the County during the quarter indicated above.
- ☐ Complaints were filed with schools in the County during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignments	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

\_\_\_\_\_  
Signature of County Superintendent

\_\_\_\_\_  
Date



# **SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT**

PO Box 955, 109 Beckwith Rd  
Loyalton CA 96118  
Office: 530-993-1660  
Fax: 530-993-0828

## **Quarterly Report on Williams Uniform Complaints**

[Education Code § 35186]

To: Sean Snider  
District Superintendent

Person completing this form: Kristie Jacobsen  
Executive Assistant to the Superintendents

2024-2025 School Year

Quarterly Report Submission Date: ☐ October 2024 (Jul-Aug-Sep)  
☐ January 2025 (Oct-Nov-Dec)  
☐ April 2025 (Jan-Feb-Mar)  
☒ July 2025 (Apr-May-Jun)

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July 29, 2025

Please check the box that applies:

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Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignments	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

\_\_\_\_\_  
Signature of District Superintendent

\_\_\_\_\_  
Date


**Washoe County School District**

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

Board of Trustees: Beth Smith, President \* Adam Mayberry, Vice President \* Alex Woodley Clerk  
Christine Hull \* Diane Nicolet \* JJ Phoenix \* Colleen Westlake \* Joe Ernst, Superintendent

## INTERLOCAL CONTRACT TO ATTEND WASHOE COUNTY SCHOOL DISTRICT

THIS INTERLOCAL CONTRACT (the "Agreement") made and entered into this day of April 24, 2025, by and between SIERRA PLUMAS JOINT UNIFIED SCHOOL DISTRICT, hereinafter referred to as the "Sierra Plumas JUSD" or "Adjoining District", and the WASHOE COUNTY SCHOOL DISTRICT, hereinafter referred to as the "Washoe CSD" or "Program," both of whom understand and agree as follows:

### RECITALS

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

**WHEREAS**, Washoe CSD and Sierra Plumas JUSD are public agencies empowered to contract with another public agency for the performance of any governmental service, activity, or undertaking, which these public agencies are authorized by law to perform. See, NRS 277.180; and

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

**WHEREAS**, when related to special education students, the services of Washoe CSD specified hereinafter are both necessary and desirable, and the furnishing of these services by Washoe CSD to Sierra Plumas JUSD is in the best interests of serving pupils with disabilities; and

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

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

**WHEREAS**, Washoe CSD and Sierra Plumas JUSD desire to enter into this Agreement pursuant to the terms and conditions set forth herein,

**NOW, THEREFORE**, for good and valuable consideration as specified herein, Washoe CSD and Sierra Plumas JUSD mutually agree as follows:

### 1. SERVICES PROVIDED:

- a) Regular Education Students: The Washoe CSD shall provide its usual educational facilities and services, except transportation, to pupils residing in the Adjoining District, for whom it is more practical to attend schools in Washoe County, Nevada, than to attend school in their school district of residence.
- b) Special Education Students: The Parties agree that, for the 2024-2025 school year, Washoe CSD and Sierra Plumas JUSD shall provide education and related services for **pupils on a variance from Sierra Plumas JUSD to Washoe CSD** in compliance with the Pupil's Individual Education Plan ("IEP") as defined by the Individuals with Disabilities Education Act, 20 U.S.C. §1400, et. seq. ("IDEA"), as specifically set forth in this Agreement.

### 2. For Special Education Students:

- a) Washoe CSD will be responsible for completing academic assessment. Sierra Plumas JUSD will be responsible for completing any other necessary evaluation activities, besides academic assessment, and convening the Pupil's IEP team at the Program in accordance with IDEA, together with appropriate participation from WCSD staff.



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

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

- k) Sierra Plumas JUSD shall compensate Washoe CSD the estimated per pupil cost of \$9,705 for each general education student and \$13,520 for each special education student. Sierra Plumas JUSD shall forward the allocation to Washoe CSD on or before the end of each fiscal year.
- l) The terms of this Agreement shall commence upon the date of the last signature executed below. In the event the Pupil qualifies for an extended school year ("ESY"), the services specified in this agreement, and the reimbursements to Washoe CSD by Sierra Plumas JUSD for those services, including all costs associated with the hiring of any ESY teacher(s), will continue through the term of the ESY.

**3. MISCELLANEOUS:**

- a) This Agreement may be terminated by either party, with or without cause, upon providing the other party thirty (30) days' written notice.
- b) If a parent, legal guardian, and/or student attending Washoe CSD pursuant to a variance from Sierra Plumas JUSD violates any of the Washoe CSD policies, regulations, or procedures, Washoe CSD may terminate this Agreement within ten (10) days written notice to Sierra Plumas JUSD.

4. The Parties agree that Washoe CSD, in performing the services herein specified, shall be an independent contractor and not an officer, agent or employee of Sierra Plumas JUSD.

5. Washoe CSD shall not assign, transfer, or delegate any rights, obligations or duties under this Agreement without the prior written consent of Sierra Plumas JUSD.

6. This instrument constitutes the entire agreement between the Parties and may be modified only by a written amendment properly executed by the Parties.

7. **PAYMENT:** Sierra Plumas JUSD shall compensate the Washoe CSD the estimated per pupil cost of \$9,705 for each general education student and \$13,520 for each special education student residing in the Sierra Plumas JUSD and enrolled in the Washoe CSD. Said payment shall be made within thirty (30) days of receipt of an invoice from the Washoe CSD. If additional educational services are required for the Sierra Plumas JUSD students and are provided by the Washoe CSD, Sierra Plumas shall pay for them when invoiced by the Washoe CSD.

8. **BILLING:** The Washoe CSD shall notify Sierra Plumas JUSD upon enrollment of student(s) of the amounts due under this Agreement. Payment is due within thirty (30) days of said notice.

**9. TRANSPORTATION:**

- a. Regular Education Students: The Washoe CSD does not assume any responsibility or expense for the transportation of students to and from school as a result of granting an out of district variance. Transporting students to and from school shall be the sole responsibility of the parent and they are solely responsible for any related transportation costs.
- b. Special Education Students: Sierra Plumas JUSD will provide daily, roundtrip transportation for the Pupil to the school outlined in the variance agreement and be solely responsible for all costs associated with this transportation.

**10. TERM:** This Agreement shall be for a period of one year commencing on July 1, 2024, and ending on June 30, 2025. This Agreement may be renewed on an annual basis.

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

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

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

TO: WCSD

Washoe County School District  
P.O. Box 30425  
425 East Ninth Street  
Reno, NV 89512-3425  
Attn: Joseph Ernst, Superintendent

TO: Adjoining District

Sierra Plumas Joint Unified School District  
PO Box 955  
Loyalton, CA 96118  
Attn: Sean Snider, Superintendent

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

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

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

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



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

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

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

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

**IN WITNESS WHEREOF,** the Washoe CSD and Sierra Plumas JUSD have duly executed this Agreement as of the date and year indicated herein below.

**WASHOE COUNTY SCHOOL DISTRICT**

By Joseph Ernst  
Joseph Ernst, Superintendent

Date 5/24/25

**ATTEST:**

Witness Signature

**SIERRA PLUMAS JOINT UNIFIED SCHOOL DISTRICT**

**ATTEST:**

By \_\_\_\_\_  
Mr. Sean Snider, Superintendent

\_\_\_\_\_  
Witness Signature

Date \_\_\_\_\_

**APPROVED:**

**NEVADA DEPARTMENT OF EDUCATION**

By \_\_\_\_\_ Date \_\_\_\_\_  
Steve Canavero, Ph.D., Superintendent of Public Instruction

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## SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

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

Sean Snider  
Superintendent

Phone: (530) 993-1660  
FAX: (530) 993-0828  
Email: [ssnider@spjUSD.org](mailto:ssnider@spjUSD.org)

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July 1, 2025

Harmony Lodge No. 164, F. & A.M.  
903 Santa Rosa Ct  
Roseville, CA 95661-5331

Dear Harmony Lodge,

On behalf of Sierra-Plumas Joint Unified School District, thank you!

Your donation of \$1000 will be a great support to help provide snacks for students in need for the 2025-2026 School Year.

Sincerely,



Sean Snider  
Superintendent

SPJUSD Fed Tax Id: 94-6003301

# SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

## Resolution No. 26-004D

### Authorizing the Employment of a Teacher on a Short-Term Staff Permit (STSP)

**WHEREAS**, the Sierra-Plumas Joint Unified School District has made diligent efforts to recruit a fully credentialed teacher for the position of Math, and;

**WHEREAS**, after conducting a comprehensive recruitment effort, the District has determined that there is no appropriately credentialed and qualified individual available to fill the certificated position; and

**WHEREAS**, the District has identified Viviana Ramirez as the most qualified candidate available and is requesting a Short-Term Staff Permit (STSP) in order to employ this individual in the certificated assignment of Math/7-12 grade at Downieville School for the 2025-2026 school year.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Sierra-Plumas Joint Unified School District authorizes the employment of Vivian Romero on a STSP in accordance with the guidelines established by the California Commission on Teacher Credentialing.

**PASSED AND ADOPTED** by the Board of Trustees of the Sierra-Plumas Joint Unified School District on this 29 of July 2025, by the following vote:

**AYES:** \_\_\_\_\_

**NOES:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**VACANT:** \_\_\_\_\_

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**Kelly Champion, President**

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**John Martinetti, Clerk**



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

**Resolution No. 26-002C/26-003D  
DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS  
FOR THE 2025-2026 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 2025-26 school year.

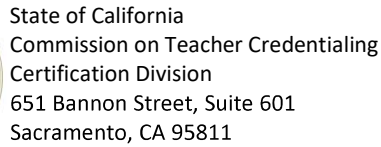
**PASSED AND ADOPTED**, by the Sierra County Board of Education and Sierra-Plumas Joint Unified School District Governing Board at their regular meeting held on the 29<sup>th</sup> of July, 2025.

**VOTE:**

**Ayes** \_\_\_\_\_ **Nays** \_\_\_\_\_ **Abstain** \_\_\_\_\_ **Absent** \_\_\_\_\_

---

John Martinetti,  
SCOE & SPJUSD Clerk



## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

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 07 / 29 / 2025, 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, 2026.

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

Submitted by Superintendent, Director, or Designee:

James Berardi

Superintendent

*Name*

*Signature*

*Title*

530-993-0828

530-993-1660

07/29/2025

*Fax Number*

*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

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	
TOTAL	

**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](http://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 district

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.



State of California  
Commission on Teacher Credentialing  
Certification Division  
651 Bannon Street, Suite 601  
Sacramento, CA 95811

Email: [DON@ctc.ca.gov](mailto:DON@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2025-2026

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 7/29/2025 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, 2026.

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

Sean Snider

Superintendent

*Name*

*Signature*

*Title*

530-993-0828

530-993-1660

07/29/2025

*Fax Number*

*Telephone Number*

*Date*

PO Box 955 Loyalton CA 96118

*Mailing Address*

ssnider@spjUSD.org

*EMail 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, 2026.

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

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
----------------------	---------------------------	-----------------------

_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
----------------------------	----------------------------------	----------------------

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*E-Mail 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	2
Single Subject	1
Special Education	
TOTAL	3

**Authorizations for Single Subject Limited Assignment Permits**

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	1
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	
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](http://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 district

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? 2

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 County Office of Education



## Adopted Budget 2025/2026

Presented: June 24, 2025

**Revised: July 29, 2025**

James Berardi/Superintendent

**Sierra County Office of Education**  
**2025-2026 Adopted Budget**  
**Presented June 24, 2025**

Sierra County Office of Education (SCOE) is required by law to adopt a budget each year by June 30th of the preceding year. The budget encompasses the General Fund of the district, and is also accompanied by a cash-flow projection and a multi-year projection covering the 2025/26 budget and two subsequent years.



The following narrative provides the major assumption used in the preparation of the County's 2025-2026 June Adopted Budget. Keep in mind that a budget and multi-year projection are just that-projections, not forecasts. Projections are expected to change as various factors change, they are not predictions. Projections are the mathematical result of today's decisions based on a given set of assumptions. Forecasts, on the other hand, are predictions of the future; there is a higher implied reliability factor than for projections. Projections will change anytime the underlying factors change.

## **The Big Picture**

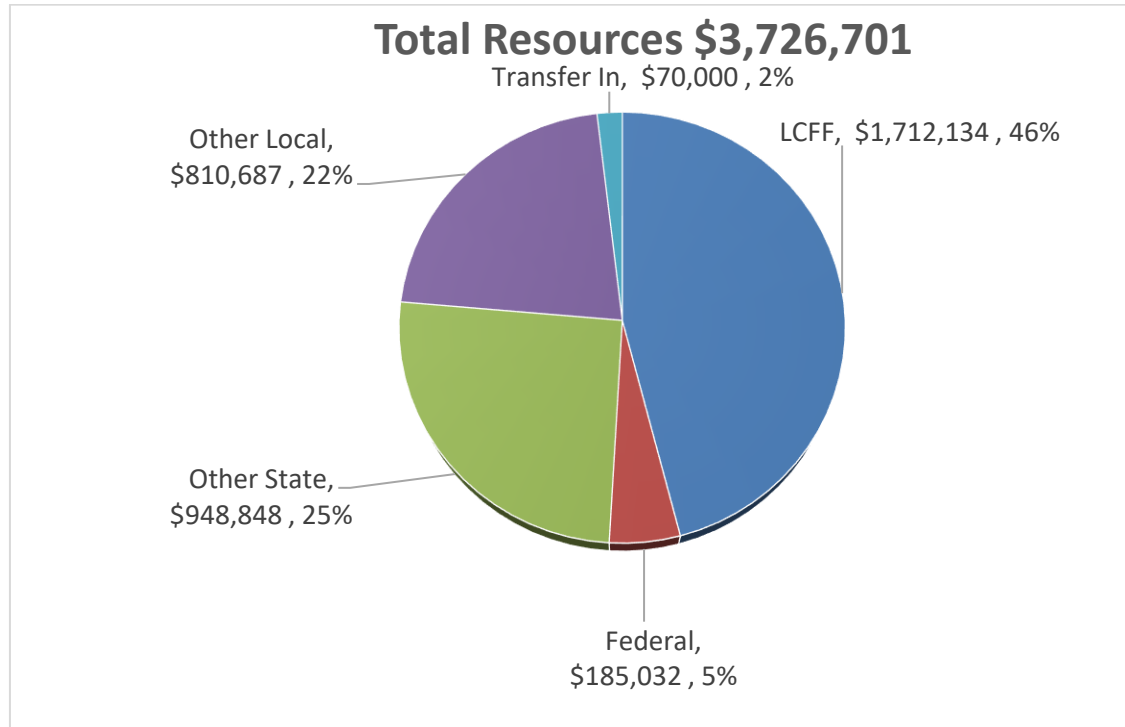
On May 14, 2025, Governor Gavin Newsom released the May Revision for the proposed 2025-26 State Budget. At May Revision the budget includes an increase of approximately \$2.9 billion in Proposition 98 guarantee funding over the three-year period relative to the 2024 Budget Act and a decrease of approximately \$4.6 billion from the Governor's Budget in January. The revision proposes to appropriate only \$117.6 billion for education programs in 2024-25, instead of the current calculated Proposition 98 level of \$118.9 billion. The difference between the appropriated and the calculated levels is less than at Governor's Budget, \$1.3 billion instead of \$1.6 billion. This is intended to mitigate the risk of appropriating more resources than are ultimately available when the final calculation for 2024-25 is made during the 2025-26 fiscal year. The 2025-26 budget includes \$114.6 billion in Proposition 98 funding for all TK-12 programs for continued fiscal stability to meet the obligations to TK-12 education.

Although the May Revision fully funds the COLA and avoids cuts to ongoing education programs, it only does so by deferring \$1.8 billion in LCFF payments from June to July of 2026. The financial impact of devastating wildfires in Southern California and federal policy and funding changes being pursued by the new federal administration bring a risk of additional state budget shortfalls in future years.

- ❖ COLA of 2.30% projected for 25/26
- ❖ COLA of 3.02% projected for 26/27 and
- ❖ COLA of 3.42% projected for 27/28



## GENERAL FUND

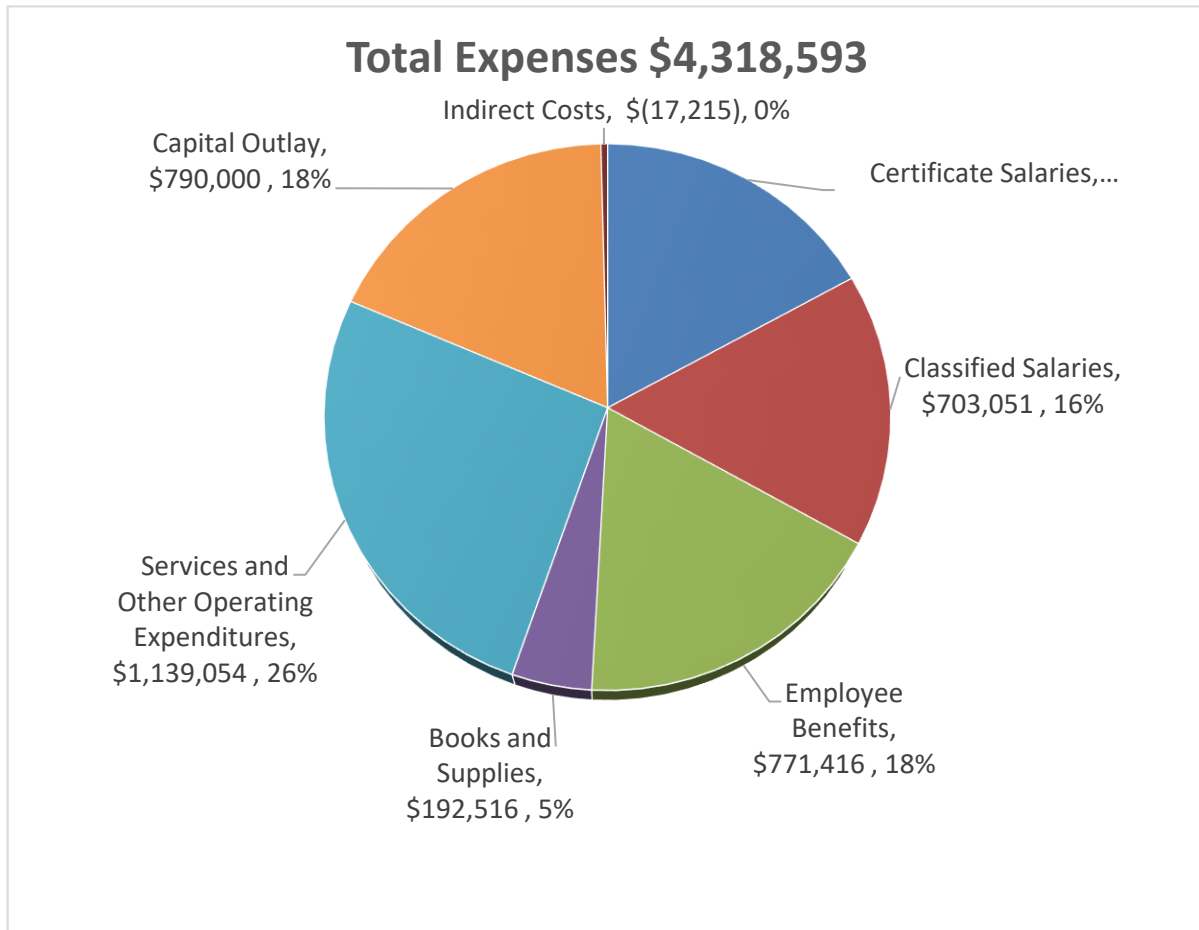


Description	2021-2022 Actuals	2022-2023 Actuals	2023-2024 Actuals	2024-2025 Estimated Actuals	2025-2026 Adopted Budget
LCFF Resources	\$911,772	\$1,163,667	\$1,646,249	\$1,680,626	\$1,712,134
Federal	160,263	174,033	156,343	184,857	185,032
Other State	902,716	1,036,287	921,045	973,033	948,848
Other Local	467,632	1,152,771	444,132	1,043,273	810,687
Transfers-in	58,401	85,871	118,374	46,000	70,000
<b>Total</b>	<b>\$2,500,784</b>	<b>\$3,612,629</b>	<b>\$3,286,143</b>	<b>\$3,927,789</b>	<b>\$3,726,701</b>



## EXPENDITURES

### General Fund Expenditures



### Expenditures Comparison

Description	2021-2022 Actuals	2022-2023 Actuals	2023-2024 Actuals	2024-2025 Estimated Actuals	2025-2026 Adopted Budget
Certificated	\$ 520,374	\$ 491,859	\$ 653,366	\$ 755,876	\$ 739,771
Classified	526,487	577,090	616,044	780,786	703,051
Benefits	596,509	668,703	685,511	792,921	771,416
Books & Supplies	44,978	60,408	68,834	208,175	192,516
Services & Operating	443,084	603,118	607,724	1,059,100	1,139,054
Capital Outlay	32,649	-0-	112,645	101,191	790,000
Other Outgo	-0-	-0-	-14,633	-20,146	-17,215
Transfers Out	-0-	-0-	25,578	-0-	-0-
<b>Total</b>	<b>2,164,081</b>	<b>2,401,178</b>	<b>2,755,069</b>	<b>3,677,903</b>	<b>4,318,593</b>

**Education Protection Account (EPA) 2025-26 Spending Plan**

Estimated Beginning Balance	\$ -0-
Estimated EPA Revenue	\$ 137,060
EPA Expenditures:	
Certificated Salaries and Benefits	\$ 137,060
Balance	-0-

**Net Increase (Decrease) in Fund Balance & Ending Fund Balance**

Fiscal Year	Fund Balance Increase	Ending Fund Balance
2021-22 actuals	\$ 1,320,295	\$ 5,046,255
2022-23 actuals	\$ 1,917,336	\$ 6,963,591
2023-24 actuals	\$ 531,074	\$ 6,119,898
2024-25 estimated actuals	\$ 249,886	\$ 6,369,784
2025-26 projected	\$ (591,892)	\$ 5,777,892

<b>Personnel</b>	<b>FTE</b>	
Certificated	6.66	} 23.97 FTE
Superintendent	.17	
Administrative	2.70	
Classified	11.44	
Confidential	3.00	

**Direct Services Contracted to provide special education services**

Speech  
Occupational Therapy  
Adapted P.E.

**Comments**

1. 25/26 COLA 2.30%, 26/27 COLA 3.02 and 27/28 COLA 3.42%
2. Certificated health and welfare (H/W) soft cap selected plan employee range (14,398.50 to 17,536.50); Certificated employees hired effective 2017/18 hard capped at \$17,536; all other employees H/W is capped at \$17,536. H/W cost is \$285,357.
3. PERS rate decrease from 27.05% to 26.81%, for a projected annual cost of \$177,237.
4. STRS rate did not change, remains at 19.10% for a projected annual cost of \$197,153.
5. Collect funds from Sierra-Plumas JUSD shared business, curriculum, and technology services.
6. Forest Reserve Revenue budget is \$70,000. Award increased for 25/26.
7. Projected general fund ending cash balance: \$5,485,351
8. Staff recommendation to approve the Adopted Budget.

**BEFORE THE BOARD OF TRUSTEES OF THE  
SIERRA COUNTY OFFICE OF EDUCATION  
CALIFORNIA**

**RESOLUTION 26-001C**

**FUND TRANSFERS for 2025-2026 FISCAL YEAR**

The Board of Trustees of the SIERRA COUNTY OFFICE OF EDUCATION hereby authorizes the Superintendent and Director of Business Services/CBO to:

1. Make transfers between expenditure classification and/or transfers between funds of the budget deemed necessary to permit the payment of obligations of the County/District incurred during the 2025-2026 fiscal year.
2. Appropriate unbudgeted income, if necessary, in accordance with Education Code 42602.
3. Make necessary inter-budget transfers and revisions.

The foregoing Resolution was passed and adopted by the Board of Trustees of the SIERRA COUNTY OFFICE OF EDUCATION on the 29th day of July 2025, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

VACANT: \_\_\_\_\_

\_\_\_\_\_  
John Martinetti, Clerk

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

**RESOLUTION 26-002D**

**FUND TRANSFERS for 2025-2026 FISCAL YEAR**

The Board of Trustees of the SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT hereby authorizes the Superintendent and Director of Business Services/CBO to:

1. Make transfers between expenditure classification and/or transfers between funds of the budget deemed necessary to permit the payment of obligations of the County/District incurred during the 2025-2026 fiscal year.
2. Appropriate unbudgeted income, if necessary, in accordance with Education Code 42602.
3. Make necessary inter-budget transfers and revisions.

The foregoing Resolution was passed and adopted by the Board of Trustees of the SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT on the 29th day of July 2025, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

VACANT: \_\_\_\_\_

\_\_\_\_\_  
John Martinetti, Clerk



## CSBA POLICY GUIDE SHEET – July 29, 2025 *First Reading*

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 0410 - Nondiscrimination in District Programs and Activities**

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. In addition, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities. Policy also updated to reflect **NEW LAW (AB 3074, 2024)** which prohibits public schools, except public schools operated by an Indian tribe or a tribal organization, from using the term "Redskins" as a school or athletic team name, mascot, or nickname, and, beginning July 1, 2026, prohibits public schools, other than those operated by an Indian tribe or a tribal organization, from using any derogatory Native American term for school or athletic team names, mascots, or nicknames without the written consent of a local federally recognized Indian tribe.

### **Board Policy 0420.4 - Charter School Authorization**

Policy updated to reflect that the prohibition from approving a petition for the establishment of a new charter offering nonclassroom-based instruction extends to January 1, 2026. Additionally, policy updated to add the section "Material Revisions to Charter," which was moved from Board Policy 0420.41 - Charter School Oversight, as that section is more appropriately placed with material related to authorization of charter schools.

### **Board Policy 0420.41 - Charter School Oversight**

Policy updated to add that the Superintendent or designee and the governing bodies of charter schools review new laws and regulations applicable to charter schools, and delete the section "Material Revisions to Charter," which was moved to Board Policy 0420.4 - Charter School Authorization, as that section is more appropriately placed with material related to authorization of charter schools.

### **Board Policy 0440 - District Technology Plan**

Policy updated to revise the philosophical paragraph to acknowledge, in addition to the benefits gained from technological resources, potential negative consequences. Additionally, policy updated to add material related to the alignment of technological resources with other district goals, objectives, and academic standards, the safe use of technological resources, the use of technology in accordance with district policy, and the use of artificial intelligence, as applicable. In addition, policy updated to (1) reflect that state law and the California Department of Education no longer requires districts to have a technology plan and (2) maintain the requirement for the Superintendent to develop and regularly propose revisions to a technology plan. Policy also updated to list the components to be included in the district technology plan.

### **New - Board Policy 0441 - Artificial Intelligence**

New policy provides principles for the district regarding the use of artificial intelligence (AI) by students and staff, and requires the Superintendent to ensure that the use of AI is consistent with district policy.

### **Board Policy 0450 - Comprehensive Safety Plan**

Policy updated to include in the philosophical statement that, in addition to high expectations for student conduct, there are high expectations for staff conduct. Additionally, policy updated to reflect legislative intent to provide staff training on the comprehensive school safety plan.

**Board Policy 1113 - District and School Websites**

Policy updated to make the philosophical paragraph more current by assuming that districts have websites and to recognize the value of district and school websites for communication purposes. Additionally, policy updated to **NEW LAW (AB 1785, 2024)** which prohibits districts from publicly posting online specified information of any elected or appointed official, such as a Governing Board member, without first obtaining the written permission of that individual.

**Board Policy 1312.3 - Uniform Complaint Procedures**

Policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. Additionally, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities. In addition, policy updated to reflect the California Department of Education's federal program monitoring instrument which now lists "Instructional Materials and Curriculum: Diversity" as its own item, and **NEW LAW (AB 3074, 2024)** which requires the use of the uniform complaint procedures to resolve complaints related to school or athletic team names, mascots, or nicknames. Policy also updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025.

**Board Bylaw 9011 - Disclosure of Confidential/Privileged Information**

Bylaw updated to expand and clarify definition of confidential information to include (1) information acquired by being present in a closed session that is specifically related to the basis for the Governing Board to meet lawfully in closed session, (2) information acquired in anticipation of a closed session, or as follow-up to a closed session, that is specifically related to the basis for the Board to meet lawfully in closed session, (3) information contained in communications provided to Board members from the district's attorney, and (4) information deemed confidential by the Board. Additionally, bylaw updated to clarify that confidential information does not include information that is already publicly disclosed, provided that the initial disclosure did not violate law or Board bylaws or policies. In addition, bylaw updated to expand material related to (1) a Board member willfully and knowingly using or disclosing for pecuniary gain information acquired in the course of the Board member's official duties, and (2) actions the Board may pursue if a Board member threatens to disclose or discloses confidential information. Bylaw also updated to remove reference to employees, which are governed by Board Policy 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information.

**Board Policy Manual**

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

**Philosophy, Goals, Objectives and Comprehensive Plans**

**Policy 0410: Nondiscrimination In District Programs And Activities**

CSBA NOTE: Education Code 234.1 mandates districts to adopt policy as well as a process to ensure that district programs and activities are free from unlawful discrimination.

In accordance with various provisions of state and federal law and regulation, and related court cases, discrimination in education programs and activities is unlawful when it is based on certain actual or perceived characteristics of an individual. This includes, but is not limited to, discrimination based on race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status. For more information specific to the protection of students against discrimination and harassment, see BP/AR 5145.3 - Nondiscrimination/Harassment and BP/AR 5145.7 - Sexual Harassment.

Government Code 12940 provides additional protections for employees, job applicants, unpaid interns, and volunteers against unlawful discrimination and harassment on the basis of actual or perceived age; religious creed; reproductive health decision-making; sex, which includes some of the characteristics listed in the prior paragraph, as well as breastfeeding; and veteran or military status. For more information specific to the protection against discrimination as related to volunteers, see BP 1240 - Volunteer Assistance, and, as related to employees, unpaid interns, and job applicants, see BP 4030 - Nondiscrimination in Employment and BP 4119.11/4219.11/4319.11 - Sexual Harassment.

Additionally, Education Code 200 and 210.2, and Government Code 12920 and 12926, as amended by SB 1137 (Ch. 779, Statutes of 2024), provide that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases.

Education Code 260 and 5 CCR 4900-4965 also require the Governing Board to monitor district compliance with these state and federal laws. The federal laws are enforced by the U.S. Department of Education's Office for Civil Rights (OCR), and the California Department of Education (CDE) may investigate complaints regarding discrimination pursuant to 5 CCR 4600-4670.

Title IX of the Education Amendments of 1972 (20 USC 1681-1688) prohibits discrimination based on sex in district programs and activities. Although the Title IX regulations were amended by 89 Fed.Reg. 33474, effective August 1, 2024, these amendments were vacated nationwide by the United States District Court in Tennessee v. Cardona on January 9, 2025. Following this decision, OCR's February 4, 2025 Dear Colleague Letter clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Therefore, references in this Board policy to Title IX and its implementing regulations are to the Title IX regulations as they existed prior to August 1, 2024.

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities.

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the ~~Governing~~ Board and the Superintendent in enacting policies and procedures that govern the district. (Education Code 234.1)

~~The Board is committed to providing equal opportunity for all individuals in district programs and activities.~~ District programs, activities, and practices shall be free from unlawful discrimination, ~~including discrimination~~ against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race, color or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and/or recovery; reproductive health decision-making; breastfeeding or related medical conditions; parental, family, or marital, and family status; reproductive health decisionmaking; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; and veteran or military status; ~~or genetic information;~~ a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on any of the categories identified above.

CSBA NOTE: Pursuant to Education Code 242, CDE has developed guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, which are available on its website.

For more information regarding the prohibition of discrimination as it applies to textbooks, instructional materials, supplemental instructional materials, or other curriculum for classroom instruction, or any book or resource in a school library, see BP/AR/E(1) 6161.1 - Selection and Evaluation of Instructional materials, BP 6161.11 - Supplementary Instructional Materials, and BP 6163.1 - Library Media Centers. Also see CSBA's publication, "Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities," and corresponding Fact Sheet and Reference, and the California Attorney General's, "Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books."

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Additionally, the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be adopted by the Board or district if the use would subject a student to unlawful discrimination as specified

in Education Code 220. (Education Code 244)

CSBA NOTE: Education Code 221.2-221.3, the California Racial Mascot Act, declare the use of racially derogatory or discriminatory school or athletic team names, mascots, or nicknames in public schools to be contrary to providing an equal education. Specifically, Education Code 221.3, as amended by AB 3074 (Ch. 665, Statutes of 2024), prohibits public schools, except public schools operated by an Indian tribe or a tribal organization, from using the term "Redskins" as a school or athletic team name, mascot, or nickname. Beginning July 1, 2026, Education Code 221.3, as amended by AB 3074, prohibits public schools, other than those operated by an Indian tribe or a tribal organization, from using any derogatory Native American term for school or athletic team names, mascots, or nicknames without the written consent of a local federally recognized Indian tribe. Education Code 33315, as amended by AB 3074, requires that the uniform complaint procedures (UCP) be used to investigate and resolve complaints alleging a violation of Education Code 221.3. See BP/AR 1312.3 - Uniform Complaint Procedures.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Derogatory Native American terms, including Apaches, Big Reds, Braves, Chiefs, Chieftains, Chippewa, Comanches, Indians, Redskins, Savages, Squaw, and Tribe, shall not be used for any school or athletic team name, mascot, or nickname, unless permitted in accordance with Education Code 221.3.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, or 244, as added by SB 153 (Ch. 38, Statutes of 2024), related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, may be brought under the district's UCP or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 - Uniform Complaint Procedures.

~~Except for allegations of sex discrimination or sex-based harassment, allegations of All complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures, for students, and Administrative Regulation 4030 - Nondiscrimination in Employment, for employees. Complaints alleging sex discrimination, including sex-based harassment, shall be investigated and resolved in accordance with 34 CFR 106.44 and 106.45 and as specified in Administrative Regulation 5145.71—Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, for students, and Administrative Regulation 4119.12/4219.12/4319.12—Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, for employees.~~

CSBA NOTE: Pursuant to 34 CFR 104.8 and 106.8, a district that receives federal aid is required to take "continuing steps" to notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment that it does not discriminate on the basis of disability or sex in its education programs or activities. Additionally, Education Code 221.61 requires districts to post specified information relating to Title IX on their websites. To ensure consistent implementation of the laws, the same notification requirement should be adopted for all the protected categories as provided in the following paragraph.

Pursuant to 34 CFR 104.8 and 106.8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed ~~pursuant to Education Code 48980~~ in accordance with Board Policy/Exhibit(1) 5145.6 - Parent/Guardian Notifications and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

CSBA NOTE: Pursuant to Education Code 234.7, a district is required to notify parents/guardians of their children's right to a free public education regardless of immigration status. The Attorney General's, "Promoting a Safe and Secure Learning Environment: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues," updated in December 2024, provides additional detail on this topic, which includes one appendix titled, "Know Your Educational Rights." Such notice may be included in the annual parental notification provided pursuant to Education Code 48980 or through any other cost-effective means. See BP/AR 5145.13 - Response to Immigration Enforcement and BP/E(1) 5145.6 - Parent/Guardian Notifications.

~~In addition, the annual parental notification shall inform~~ The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs, ~~including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost effective means determined by the Superintendent or designee. (Education Code 234.7)~~ and their rights related to immigration enforcement. (Education Code 234.7)

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 English or the primary language. Additionally, 20 USC 6311 and 6312 require that districts receiving Title I funds provide parent/guardian notices in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians understand.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. ~~In addition~~ Additionally, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)



## Access for Individuals with Disabilities

CSBA NOTE: Pursuant to the Americans with Disabilities Act (ADA) and its implementing regulations, district facilities must be accessible to and usable by individuals with disabilities. Compliance methods may include equipment redesign, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, and alteration of existing facilities and construction of new facilities. In achieving compliance, a district need not make structural changes to existing facilities if other methods are effective, the district can demonstrate that the structural change would result in a fundamental alteration in the nature of the activity, or the district can demonstrate an undue financial or administrative burden. However, pursuant to 28 CFR 35.151, all newly constructed facilities must comply with the 2010 ADA Standards for Accessible Designs issued by the U.S. Department of Justice (DOJ). Additionally, pursuant to 28 CFR 35.136, a district is required to permit an individual with a disability to be accompanied by a service animal on district premises when, without the animal's assistance, the individual with a disability will not be able to access or participate in a district program or activity. For language addressing this mandate, see AR 6163.2 - Animals at School. It is recommended that districts with questions about compliance with the ADA consult CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

CSBA NOTE: Pursuant to 28 CFR 35.130 and 35.160, the ADA requires districts to provide services and aids to ensure that an individual with a disability is not excluded from participation or denied a benefit, service, or program on the basis of that disability. However, if the district can show that providing such aids and services would fundamentally alter the nature of the function, program, or meeting, or would be an undue burden, then the district need not provide them.

Additionally, Government Code 54953.2 requires that all Board meetings meet the protections of the ADA and implementing regulations (28 CFR 35.160 and 36.303). The district is required to ensure that such meetings are accessible to persons with disabilities and that disability-related accommodations, such as auxiliary aids and services, are made available upon the request of any individual with a disability. In addition, Government Code 54953 requires Boards to maintain and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the ADA, and to resolve any doubt in favor of accessibility. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.

OCR has interpreted the ADA and Section 504 of the Rehabilitation Act of 1973 to include the requirement that district websites be accessible to individuals with disabilities. In April 2024, the DOJ updated its regulations to include specific technical standards to ensure that content available through a district's web and mobile applications are accessible to individuals with disabilities by April 26, 2027. For more information on website accessibility, see OCR's June 2010 and May 2011 Dear Colleague Letters, and BP 1113 - District and School Websites.

The Superintendent or designee shall ensure that the district's web and mobile applications comply with technical standards prescribed by law, and as necessary, shall provide appropriate auxiliary aids and services to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of district services, programs, or activities. These aids and services may include, but are not limited to,

qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services.

Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

CSBA NOTE: Pursuant to 28 CFR 35.107, a district that has 50 or more employees is required to designate at least one employee to coordinate the district's efforts to comply with the ADA. The designated employee could be the same individual or position responsible for the district's compliance with state and federal laws and regulations governing educational programs as identified in the district's UCP procedures. The following paragraph, which identifies the person or position identified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee, may be modified if the district chooses to designate another person or position.

The individual identified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. The compliance officer shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Superintendent  
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SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: April 10, 2007  
revised: June 12, 2012  
revised: June 12, 2018  
revised: September 21, 2021  
revised: March 05, 2024  
revised: November 12, 2024  
revised: ??, 2025



**Board Policy Manual**

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

**Philosophy, Goals, Objectives and Comprehensive Plans**

**Policy 0420.4: Charter School Authorization**

CSBA NOTE: The following optional policy may be revised to reflect district practice. Education Code 47600- 47616.7 authorizes the establishment of public charter schools, which are generally exempt from the Education Code unless otherwise specified in law. To establish a charter school within the district, petitioners are required to submit to the Governing Board for approval a petition which includes all components required by law as described in the accompanying administrative regulation. The following policy reflects the criteria and procedures required by Education Code 47605.

Under certain circumstances, charter petitions may also be approved by other governmental entities. For example, Education Code 47605.5-47605.6 require petitioners to submit a petition directly to the County Board of Education when (1) the charter school will serve students for whom the county office of education would otherwise be responsible for providing direct education and related services or (2) the countywide program will provide educational services to a student population that cannot be served as well by a charter school operating in only one district in the county. Pursuant to Education Code 47606, a district may petition the Superintendent of Public Instruction and the State Board of Education (SBE) to convert all its schools to charter schools, provided that 50 percent of the district's teachers sign the petition, the petition contains all specified components, and arrangements are made for alternative attendance of students residing within the district who choose not to attend a charter school.

For further information regarding the submission and review of charter school petitions, see CSBA's, "Charter Schools: A Guide for Governance Teams." CSBA's District and County Office of Education Legal Services attorneys can also assist with petition reviews for districts that subscribe to that service.

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for students. In considering any petition to establish a charter school within the district, the Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.-

CSBA NOTE: Education Code 47605 allows for Board approval of a start-up charter school or the conversion of an existing public school into a charter school, provided that the charter school adopts and maintains a policy giving admission preference to students who reside within the former attendance area of that public school. The signature requirement differs for each type of charter school; see the accompanying administrative regulation.

One or more persons may submit a petition to the Board for a charter school to be established within the district or for the conversion of an existing district school to a charter school. (Education Code 47605)

Any petition for a charter school shall include all components, signatures, and statements required by law, as specified in the accompanying administrative regulation. The proposed charter shall be attached to the petition. (Education Code 47605)

The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter petition with legal requirements.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, the Superintendent or designee may also meet with the petitioners to establish workable plans for contracted services, which the district may provide to the proposed charter school.

The Board shall not require any district student to attend the charter school, nor shall it require any district employee to work at the charter school. (Education Code 47605)

#### Timelines for Board Action

CSBA NOTE: Pursuant to Education Code 47605, the Board is required to hold a public hearing within 60 days of receiving a charter petition to determine the level of support for the petition, and to hold a public hearing within 90 days to take final action on the petition. Education Code 47605 also requires the district to publish, at least 15 days prior to the public hearing at which the Board will grant or deny the petition, staff recommendations regarding the petition and, if applicable, the certification from the County Superintendent of Schools regarding the potential fiscal impact of the charter school on the district.

To provide adequate opportunity for public input and thoughtful consideration of the charter petition, it is recommended that the Board conduct two public hearings -- one hearing to determine the level of support for the petition and, following the publication of staff recommendations, a second hearing to grant or deny the petition. However, the law does not explicitly require two hearings, and it may be possible to hold one public hearing to both determine the level of support for the petition and grant or deny the petition, provided that staff recommendations are published 15 days prior to the hearing, the hearing is held within 60 days of receipt of the petition, and the petitioners have equal time and opportunity to present evidence and testimony. It is recommended that CSBA's District and County Office of Education Legal Services or district legal counsel be consulted as needed to ensure that all requirements are met.

Within 60 days of receiving a charter petition, the Board shall hold a public hearing on the charter provisions, at which time the Board shall consider the level of support for the petition by district teachers, other district employees, and parents/guardians. A petition is deemed received on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the petition at a public hearing held within 90 days of receiving the petition, or within 120 days with the consent of both the petitioner and the Board. (Education Code 47605)

At least 15 days before the public hearing at which the Board will grant or deny the charter, the district shall publish all staff recommendations regarding the petition, including any recommended findings and, if applicable, certification from the County Superintendent of Schools regarding the potential fiscal impact of the charter school on the district. During the public hearing, the petitioners shall have equal time and opportunity to present evidence and testimony in response to the staff recommendations and findings. (Education Code 47605)

CSBA NOTE: The following paragraph is optional and may be revised to reflect district practice. Pursuant to Education Code 47605, in the event that a petition is denied and the matter is appealed, the Board is required to provide a documentary record to the petitioner, including a transcript of the public hearing at which the Board denied the hearing. See "Appeals" below. Thus, it may be useful to have a transcription of the hearing(s) in the event that the petitioners later appeal the decision of the Board.

The Superintendent or designee shall maintain accurate records, in relation to each charter petition, of documents submitted, the Board's proceedings, and the findings upon which the Board's decision is made.

#### Approval of Petition

CSBA NOTE: Education Code 47605 requires the Board to give preference to charter petitions that demonstrate the capability to provide comprehensive learning experiences to students identified by the petitioner as academically low achieving based on the standards established by the California Department of Education (CDE) pursuant to Education Code 54032, as that section read before July 19, 2006. Prior to its repeal on that date, Education Code 54032 required CDE to develop standards to identify students as academically low achieving for purposes of allocating Economic Impact Aid funds to school sites. However, the Economic Impact Aid program is no longer funded or administered by CDE.

Pursuant to Education Code 47605, the Board is required to also consider the interests of the community in which the school is proposing to locate.

A charter petition shall be granted only if the Board is satisfied that doing so is consistent with sound educational practice and the interests of the community in which the school is proposing to locate. In granting charters, the Board shall consider the academic needs of the students the charter school proposes to serve and shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences for students who are identified by the petitioner as academically low-achieving, based on standards established by California Department of Education (CDE). (Education Code 47605)

CSBA NOTE: Pursuant to Education Code 47604.1, charter schools are subject to the Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 7920.000 - 7930.215), conflict of interest laws (Government Code 1090-1099), and the Political Reform Act (Government Code 81000-91014).

Prior to authorizing any charter, the Board shall verify that the charter includes adequate processes and measures for monitoring and holding the school accountable for fulfilling the terms of its charter and complying with all applicable laws, including Education Code 47604.1. Such processes and measures shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, inspection and observations of any part of the charter school, and regular reports to the Board.

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Although not required by law, CSBA's, "Charter Schools: A Guide for Governance Teams," recommends one or more memoranda of understanding (MOUs) to address matters that are related to the charter petition but are not included in the petition, and to establish expectations for which the charter school can be held accountable. CSBA's manual provides examples of issues that might be addressed in an MOU, including business operations, facilities, administrative and support services, special education, student assessment, and athletics. See CDE's website for sample MOUs.

The Board may approve one or more memoranda of understanding (MOU) to clarify the financial and operational agreements between the district and the charter school. Any such ~~memorandum of understanding~~MOU shall be annually reviewed by the Board and charter school governing body and amended as necessary.

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

When a petition is approved by the Board, it shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the petition to the County Superintendent ~~of Schools~~, CDE, and the State Board of Education (SBE). (Education Code 47605)

#### Denial of Petition

The Board shall summarily deny any charter petition that proposes to:

1. Operate a charter school as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)
- 
2. Convert a private school to a charter school (Education Code 47602)-

CSBA NOTE: Pursuant to Education Code 47605, the Board may approve a charter school serving students in a grade level not offered by the district only when the charter school will also serve all the grade levels offered by the district. Thus, an elementary district's board cannot approve a charter for a high school, but may approve a charter for a K-12 school since the charter school will serve all grade levels served by the elementary school district.

3. Serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district (Education Code 47605)-

CSBA NOTE: Pursuant to Education Code 47612.7, until January 1, 2026, the Board is prohibited from approving a petition for the establishment of a new charter school offering nonclassroom-based instruction. A charter school approved before October 1, 2019, which had started providing educational services as of that date may continue to offer nonclassroom-based instruction under the circumstances specified in Education Code 47612.7.

4. Offer nonclassroom-based instruction (Education Code 47612.7)

CSBA NOTE: Pursuant to Education Code 47605, a charter petition may be denied only if certain factual findings are made. 5 CCR 11967.5.1 contains criteria for SBE's review of charter petitions, which may be useful to the district in determining how it might evaluate whether a petition meets the conditions specified below.

Regarding all other charter petitions, the Board shall deny a petition only if the Board makes written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605; 5 CCR 11967.5.1)

1. The charter school presents an unsound educational program that has a likelihood of physical, educational, or psychological harm to, or which is not likely to provide an educational benefit for, the students to be enrolled in the charter school-
- 
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition-
- 
3. The petition does not contain the number of signatures required-
- 
4. The petition does not contain a clear, unequivocal statement described in Education Code 47605(e), including that the charter school will be nonsectarian and that the school shall not

charge tuition or discriminate against any student based on the characteristics specified in Education Code 220-

- 
- 5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(c)-
- 
- 6. The petition does not contain a declaration as to whether the charter school shall be deemed the exclusive public employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3-
- 
- 7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate-

Analysis of this finding shall include consideration of the fiscal impact of the proposed charter school. A written factual finding shall detail specific facts and circumstances that analyze and consider the following factors:

- 
- a. The extent to which the proposed charter school would substantially undermine existing services, academic offerings, or programmatic offerings
- 
- b. Whether the proposed charter school would duplicate a program currently offered within the district, when the existing program has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate-

CSBA NOTE: Pursuant to Education Code 47605, a district under state receivership is not in a position to absorb the fiscal impact of a proposed charter school.

- 8. The district is not positioned to absorb the fiscal impact of the proposed charter school-

The district meets this criterion if it has a negative interim certification, has a qualified interim certification and the County Superintendent certifies that approving the charter school would result in the district having a negative interim certification, or is under state receivership.

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll students with disabilities who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)-

## Appeals

CSBA NOTE: Pursuant to Education Code 47605, if the Board denies a charter petition, the petitioner may, within 30 days of the denial, submit the petition to the County Board. If the County Board denies a petition on appeal, the petitioner may, within 30 days of the denial by the County Board, appeal to SBE.

If the Board denies a petition, the petitioner may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to SBE. (Education Code 47605)

At the request of the petitioner, the Board shall prepare the documentary record, including a transcript of the public hearing at which the Board denied the charter, no later than 10 business days after the petitioner makes the request. (Education Code 47605)

CSBA NOTE: Pursuant to Education Code 47605, SBE may only reverse a denial of a charter school petition upon a determination that there was an abuse of discretion by each of the board of the district and the county board.

Abuse of discretion is the most deferential standard of review, under which SBE must give deference to the decisions of the board of the school district and the county board to deny the petition. In Napa Valley Unified School District v. State Board of Education, the district and the county Board denied a charter school petition on the basis that it was unlikely to serve the interests of the entire community and that it would have a negative fiscal impact on existing district services. The proponents of the charter school appealed to SBE, however, the California Appellate Court held that SBE could not overturn the denial. The proponents of the charter school had petitioned the California Supreme Court for review. Due to the legal uncertainty in this area, it is recommended that the Board consult CSBA's District and County Office of Education Legal Services or district legal counsel when a petition the Board has denied is on appeal to SBE.

Within 30 days of receipt of an appeal submitted to SBE, the Board may submit a written opposition to SBE, which may include supporting documentation, detailing, with specific citations to the documentary record, how the Board did not abuse its discretion in denying the petition. (Education Code 47605)

If either the County Board or SBE remands the petition to the Board because the petition on appeal contains new or different material terms, the Board shall reconsider the petition and shall grant or deny the petition within 30 days. (Education Code 47605)

#### Material Revisions to Charter

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

The Board shall determine whether a proposed change in charter school operations would constitute a material revision of the approved charter.

If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open, public meeting. (Education Code 47605, 47607)

The Board may deny a proposed material revision if it finds that the proposed material revision would render the charter school demonstrably unlikely to serve the interests of the entire community in which the school is located or proposes to locate. In making this finding, the Board shall consider all of the following: (Education Code 47605)

1. The fiscal impact of the proposed expansion on the district
2. The extent to which the expansion would substantially undermine existing services, academic offerings, or programmatic offerings
3. Whether the expansion would duplicate a program currently offered within the district that has



sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate

Additionally, the Board may deny a proposed material revision if it finds that the district is not positioned to absorb the fiscal impact of the proposed material revision. The Board shall make this finding if the district has a qualified interim certification pursuant to Education Code 42131 and the County Superintendent, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the district having a negative interim certification pursuant to Education Code 42131, the district has a negative interim certification pursuant to Education Code 42131, or the district is under state receivership. (Education Code 47605)

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

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

**Philosophy, Goals, Objectives and Comprehensive Plans**

**Policy 0420.41: Charter School Oversight**

CSBA NOTE: The following optional policy may be revised to reflect district practice. The Governing Board is required to oversee any charter school it authorizes. This oversight is to ensure the school's compliance with legal requirements and the charter. Additionally, pursuant to Education Code 47604, if the district complies with all oversight responsibilities required by law, it will not be liable for the debts or obligations of any charter school that operates as or is operated by a nonprofit public benefit corporation pursuant to Corporations Code 5110-6910.

For guidance when determining whether to grant a renewal of the charter or whether a revocation of the charter is warranted, see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation.

Pursuant to Education Code 47605, if the State Board of Education (SBE) approves a petition upon appeal after the Board and County Board of Education have denied the petition, SBE is required to designate, in consultation with the petitioner, either the Board or the County Board as the chartering authority.

The Governing Board recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter ~~and is providing a high-quality educational program for students enrolled in the charter school.~~

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

CSBA NOTE: Education Code 47604.32 requires the district to visit each charter school at least once every year. CSBA's publication, "Charter Schools: A Guide for Governance Teams," recommends more frequent visits in order to monitor school operations more closely and develop relationships with the staff at the school.

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of a charter school at any time. (Education Code 47604.32, 47607)

CSBA NOTE: Pursuant to Education Code 47604, if a charter school operates as, or is operated by, a nonprofit public benefit corporation, the Board is entitled to appoint a single representative to the board of directors of the nonprofit public benefit corporation. It is recommended that the Board not appoint a district employee or a Board member to the nonprofit's board. Districts which seek to appoint a representative are recommended to consult CSBA's District and County Office of Education Legal Services or district legal counsel regarding any potential conflict of interest that may arise. Additionally, as an alternative to appointing a member to the nonprofit's board, CSBA's Guide suggests that the district designate its charter school contact, appointed pursuant to Education Code 47604.32, to simply attend meetings of the nonprofit's board.

~~The Superintendent or designated charter school contact shall~~ The Superintendent may designate someone to attend meetings of the charter school governing body whenever possible ~~and shall periodically meet with a representative of the charter school.~~

## Monitoring Charter School Performance

### Waivers

~~If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to SBE on behalf of the charter school.~~

### Provision of District Services

~~The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)~~

~~Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a memorandum of understanding (MOU) which clarifies the financial and operational agreements between them.~~

~~At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)~~

### Material Revisions to Charter

~~Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)~~

~~The Board shall determine whether a proposed change in charter school operations would constitute a material revision of the approved charter.~~

~~If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open, public meeting. (Education Code 47605, 47607)~~

~~Pursuant to Education Code 47605, the Board may deny a request to expand operations if it finds that the proposed expansion would render the charter school demonstrably unlikely to serve the interests of the entire community in which the school is located or proposes to locate. In making this finding, the Board shall consider all of the following:-~~

- ~~1. The fiscal impact of the proposed expansion on the district~~  
~~-~~
- ~~2. The extent to which the expansion would substantially undermine existing services, academic offerings, or programmatic offerings~~  
~~-~~

3. ~~Whether the expansion would duplicate a program currently offered within the district that has sufficient capacity for the students proposed to be served~~

~~Additionally, pursuant to Education Code 47605, the Board may deny a request to expand charter school operations if it finds that the district is not positioned to absorb the fiscal impact of the proposed charter school expansion. The Board shall make this finding if the district has a qualified interim certification pursuant to Education Code 42131 and the County Superintendent of Schools, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the district having a negative interim certification pursuant to Education Code 42131, or if the district has a negative interim certification pursuant to Education Code 42131, or is under state receivership.~~

### ~~Location of Charter Schools~~

~~Except when permitted to operate outside district boundaries pursuant to Education Code 47605 and 47605.1, a charter school shall be located within district boundaries. (Education Code 47605.1)~~

### ~~Monitoring Charter School Performance~~

CSBA NOTE: The district has a responsibility to oversee that the charter school complies with all applicable legal requirements. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607.

Any charter school authorized by the Board shall be monitored by the Superintendent or designee to determine whether the charter school complies with all legal requirements applicable to charter schools, including all reports required of charter schools by law, as specified in Education Code 47604.32. Any violations of law shall be reported to the Board.

The Superintendent or designee and the governing bodies of charter schools authorized by the Board shall review new laws and regulations applicable to charter schools.

CSBA NOTE: Education Code 47605 requires that measurable student outcomes for all students of the charter school, including numerically significant student subgroups as defined in Education Code 52052, be included in the school's charter petition and that these outcomes be aligned with the state priorities for the local control and accountability plan (LCAP) as stated in Education Code 52060; see AR 0420.4 - Charter School Authorization. Pursuant to Education Code 52052, numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, long term English learners, students with disabilities, foster youth, and students experiencing homelessness, when the subgroup consists of at least 30 students (or at least 15 foster youth or students experiencing homelessness) in the school. Education Code 47605 requires that the charter petition include methods for measuring the charter school's progress toward achieving student outcomes. Although the measures of the school's progress may vary, Education Code 47605 requires that charter schools conduct any statewide assessments applicable to other public schools. In addition, charter schools are included in the California School Dashboard, which reports the status of school performance on multiple state and local indicators and is intended to assist schools and districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP. Charter schools that serve high-risk students may qualify for the state's Dashboard Alternative School Status program, which uses modified methods of measurement for accountability indicators when appropriate, but may not be used for federal accountability purposes.

The Board shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter and any applicable MOU, memorandum of understanding (MOU), and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

CSBA NOTE: The Multi-Agency Charter School Audits Task Force's publication, "Audit Best Practices for Detecting and Curtailing Charter School Fraud," offers guidelines that may assist charter school authorizers to promptly identify financial issues or misconduct.

The Board shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, LCAP and annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

### Waivers

CSBA NOTE: A charter school is not authorized to submit general waiver requests to SBE on its own behalf, unless an exception applies. Rather, a charter school may submit a waiver request through the district. A general waiver request form is available on the California Department of Education's (CDE) website. See BP 1431 - Waivers.

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to SBE on behalf of the charter school.

### Provision of District Services

CSBA NOTE: CSBA's Guide recommends one or more memoranda of understanding (MOU) to clarify any financial and operational agreements between the district and the charter school, including any services that will be provided by the district; see BP 0420.4 - Charter School Authorization.

Upon approval by the Board of an appropriate agreement, the charter school may contract with the district or any other source for administrative or other services. (Education Code 47613)

Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a MOU, which clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

### Location of Charter Schools

CSBA NOTE: Education Code 47605 and 47605.1 establish geographic and site requirements for charter schools. Pursuant to Education Code 47605, a charter school is required to be located within the geographic boundaries of the authorizing district. However, Education Code 47605 permits the location of some charter schools outside of the authorizing district's boundaries under specified conditions. For example, a charter school in operation before October 1, 2019, on a federally recognized California reservation or rancheria or operated by a federally recognized California Indian tribe is exempted from the geographic restrictions of Education Code 47605.1. For information about geographic and site requirements for new charter schools, see AR 0420.4 - Charter School Authorization.

Except when permitted to operate outside district boundaries pursuant to Education Code 47605 and 47605.1, a charter school shall be located within district boundaries.

### Fees/Charges for Supervisorial Oversight

CSBA NOTE: Education Code 47613 authorizes the district to charge the charter school, within specified limits, for the costs of supervisorial oversight of the school. Education Code 47613 provides that the costs of supervisorial oversight include, but are not limited to, costs incurred for technical assistance or intervention pursuant to Education Code 47607.3; see "Technical Assistance/Intervention" below. CSBA's Guide suggests that supervisorial oversight activities also might include site visits and site visit protocols, development of MOUs, reviews of performance data and financial reports, review of governance procedures, monitoring of teacher credentialing and assignments, facilities compliance, and legal auditing.

The district may charge for district supervisorial oversight as follows: (Education Code 47613; 5 CCR 11969.7)-

1. Actual costs up to one percent of the charter school's revenue-
2. Actual costs up to three percent of the charter school's revenue if the district provides the charter school substantially rent-free facilities

If the district provides the charter school with facilities under Education Code 47614 and charges the charter school a pro-rata share of the facilities costs calculated pursuant to 5 CCR 11969.7, the district may only charge the charter school for the actual costs of supervisorial oversight up to one percent of the charter school's revenue.

3. Actual costs if the district is assigned supervisorial oversight responsibility for the charter school by SBE when authorized on appeal

### Technical Assistance/Intervention

CSBA NOTE: Education Code 47607.3 establishes criteria for the provision of technical assistance to charter schools including, but not limited to, the option to request assistance from the California Collaborative for Educational Excellence (CCEE). If, after providing technical assistance, the CCEE informs the Board that the charter school has failed or is unable to implement CCEE's recommendations or continues to have persistent or acute inadequate performance, then the Board must consider revocation of the charter; see BP 0420.43 - Charter School Revocation.

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from the County Superintendent of Schools. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 47607.3)-

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605(c)-)

This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.

2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school-

Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.

3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes-

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent may request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074. (Education Code 47607.3; 52072)

CSBA NOTE: Education Code 47607 requires the Board to consider specified criteria of academic performance when determining whether to deny a petition for charter renewal or to revoke a charter, with achievement of all student subgroups served by the charter school being the most important factor; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, Education Code 47607.3 requires the Board to consider revocation of a charter whenever it finds that the charter school has failed, or is unable, to implement the recommendations of CCEE or continues to demonstrate persistent or acute inadequate performance.

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school. (Education Code 47607, 47607.2)



## Complaints

CSBA NOTE: Pursuant to Education Code 52075, charter schools are required to establish policies and procedures for addressing complaints of noncompliance with Education Code 47606.5 (annual update of school goals, actions, and related expenditures) or 47607.3 (technical assistance or intervention based on the school's failure to improve student outcomes). See AR 1312.3 - Uniform Complaint Procedures for applicable procedures.

Each charter school shall establish and maintain policies and procedures in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670 to enable any person alleging the school's noncompliance with Education Code 47606.5 or 47607.3 to file a complaint with the charter school. (Education Code 52075)

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

## School Closure

CSBA NOTE: Pursuant to Education Code 47605, procedures to be followed in the event a charter school ceases operation for any reason must be specified in the charter; see AR 0420.4 - Charter School Authorization. 5 CCR 11962 lists components that must be included in these procedures, including (1) designation of a responsible entity to conduct closure-related activities, (2) notifications to specified persons and entities, (3) provision of information about students' grade level, course completion, and district of residence, (4) transfer and maintenance of student and personnel records, (5) completion of an independent final audit, (6) disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed, (7) completion and filing of any annual reports required pursuant to Education Code 47604.33, and (8) identification of funding for the activities identified in #1-7.

Depending on the terms of the charter, these duties may be performed by the charter school, the district, or another specified entity. However, Education Code 47604.32 specifies that it is the responsibility of the district to notify CDE when a charter school ceases operation for any reason. CSBA's Guide recommends that, in addition to the notifications required by 5 CCR 11962, either the district or the charter school should announce the closure to any school districts that may be responsible for providing education services to the former students of the charter school.

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter ~~and/or an MOU~~ school and/or an applicable agreement between the district and the charter school, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out of the charter school.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of a charter is denied, a charter is revoked, or a charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

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**Board Policy Manual**

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

**Philosophy, Goals, Objectives and Comprehensive Plans**

**Policy 0440: District Technology Plan**

CSBA NOTE: The following optional policy may be revised to reflect district practice. State law previously required districts to adopt a technology plan as a precondition for certain state technology funding. Although that requirement no longer exists, many districts continue to utilize technology plans, and the importance of technology plans is likely to grow with the expanding use of artificial intelligence (AI). For more information regarding the use of AI, see BP 0441 - Artificial Intelligence, BP/E(1) 4040 - Employee Use of Technology, BP 5131.9 - Academic Honesty, and BP/E(1) 6163.4 - Student Use of Technology.

Pursuant to 20 USC 7119, districts that receive funds under the federal Student Support and Academic Enrichment grant program (20 USC 7101-7122) are required to use a portion of those funds to improve the use of technology in order to improve the academic achievement and digital literacy of all students. Such funds may be expended for the purposes specified in 20 USC 7119, with no more than 15 percent being used to purchase technology infrastructure. For districts or consortia that receive grants of \$30,000 or more, such expenditures are required to be aligned with a needs assessment conducted pursuant to 20 USC 7116.

The Governing Board of Education recognizes that technological resources, including resources that utilize artificial intelligence (AI), can enhance student achievement by increasing student access to information, supporting teacher effectiveness, and facilitating the administration of student assessments. Effective use of technology can also increase the efficiency of the district's noninstructional/non-instructional operations and governance. However, the Board also recognizes the potential for technological resources to undermine student achievement, health, and well-being.

The Superintendent shall ensure that technological resources provided to students and staff be aligned to district goals, objectives, and academic standards and shall be used in a safe and responsible manner. Students and staff shall be allowed to use such technology in accordance with district policies, including, but not limited to, policies on AI, academic honesty, data privacy, nondiscrimination, copyright protections, student use of technology, and employee use of technology.

The Superintendent or designee shall develop, for Board approval and regularly propose revisions to, a comprehensive three-year technology plan based on an assessment of current uses of technology in the district and an identification of future needs, which shall be submitted to the Board for consideration and approval. The Superintendent or designee may appoint an advisory committee consisting of a variety of staff and community stakeholders to assist with the development of the technology plan.

CSBA NOTE: The following list should be revised to reflect district practice.

The district's technology plan shall include, but not be limited to, the following:

1. What technological resources will be utilized by the district
2. How these technological resources will be equitably accessible to all students and staff and to all schools
3. How these technological resources will be used to improve educational services
4. What professional development opportunities or materials regarding these technological resources will be made available to staff

5. How AI may be used by students and staff in accordance with Board Policy 0441 - Artificial Intelligence, Board Policy/Exhibit (1) 4040 - Employee Use Of Technology, Board Policy 5131.9 - Academic Honesty, and Board Policy/Exhibit (1) 6163.4 - Student Use Of Technology

CSBA NOTE: Education Code 48985.5, as amended by AB 2690 (Ch. 241, Statutes of 2024), requires districts, at the beginning of the first semester or quarter of the regular school year, to annually inform parents/guardians about the risk of social media being used as a way to market and sell synthetic drugs.

Pursuant to Education Code 48901.8, as added by SB 1283 (Ch. 891, Statutes of 2024), Governing Boards are authorized to limit or prohibit student use of social media when students are at a school site or while the students are under the supervision and control of an employee or employees of that district.

47 USC 223, as amended by the TAKE IT DOWN Act of 2025 (P.L. 119-12), imposes criminal penalties for creating and posting AI-generated deepfakes, as well as for threatening to post intimate images without consent, and empowers the Federal Trade Commission to hold social media platforms accountable to remove such images.

6. How students will acquire the knowledge and skills sufficient for digital citizenship, social media and AI literacy, and identifying online misinformation

CSBA NOTE: Pursuant to Government Code 8586.5, the California Cybersecurity Integration Center (CSIC) serves as the central organizing hub of the state government's cybersecurity preparedness and response activities and coordinates cyber intelligence and information sharing, and is required to coordinate information sharing, including cyber threat information, with school districts.

Government Code 11549.3 authorizes districts, at district expense, to request the Military Department, in consultation with CSIC, to perform an independent security assessment of the district or individual district school. Districts are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information see OES' website.

Pursuant to Education Code 35266, districts that experience a cyberattack, as defined, which impacts more than 500 students or personnel, are required to report such cyberattack to CSIC.

7. How the district will prevent and respond to cyberattacks, address other cybersecurity concerns, and what steps students and staff can take to enhance security of the systems they use

The district's technology plan shall be integrated into the district's vision and goals for student learning and shall contain research-based strategies and methods for the effective use of technology. When required for state or federal grant programs in which the district participates, the plan shall also address all components required for receipt of such grants.

The Superintendent or designee shall ensure that any use of technological resources in the district protects the private and confidential information of students and employees in accordance with law.

**Board Policy Manual**

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

**Philosophy, Goals, Objectives and Comprehensive Plans**

**Policy 0441: Artificial Intelligence**

CSBA NOTE: This policy addresses the use of artificial intelligence (AI) in a district by students and staff and may be modified to reflect district practice.

In 2024, CSBA formed an Artificial Intelligence Task Force to equip Governing Boards with the necessary knowledge and tools to navigate the complexities of AI. Boards are encouraged to utilize the resources produced by the Task Force when modifying this policy to reflect district practice.

Pursuant to Education Code 33328.5, as added by SB 1288 (Ch. 893, Statutes of 2024), the Superintendent of Public Instruction is required to convene a working group related to AI in public schools in order to develop guidance on the safe use of AI in education and, subsequently, to develop a model policy on the safe and effective use of AI. Districts are encouraged to continue to monitor the development of new AI technologies.

The Governing Board recognizes the transformative potential of artificial intelligence (AI) to increase student access to information, support teacher effectiveness, and facilitate the administration of student assessments, as well as the potential for AI to undermine student achievement, health, and well-being. Therefore, the Board is committed to supporting the use of AI by students and staff in accordance with the following principles:

1. Student-Centered: AI should be used to personalize and enhance the learning experience for each student and to support digital citizenship and literacy
2. Staff-Centered: AI should be used as a tool to augment and support, rather than replace, staff in the performance of their duties and responsibilities
3. Ethical Use and Transparency: AI should be used ethically and transparently by all staff and students, with careful consideration of potential biases, and in compliance with all applicable intellectual property and copyright laws
4. Accountability and Responsibility: AI should be used in a manner that ensures accountability by those who use it and that those who use it are responsible for such use, including when and how it is used
5. Equity and Access: AI should be implemented in a manner that ensures equitable access and opportunity for all students, regardless of background or ability, and for all schools across the district
6. Secure and Private: The district should prioritize security and privacy when changing existing practices or adopting new practices regarding AI
7. Professional Development: The district should provide ongoing professional development for staff in all aspects of AI, with a particular focus on the ethical and responsible use of AI
8. Community Engagement: The district should engage with the community to share these principles, to educate the community on AI, and to discuss the permitted and prohibited uses

of AI in the district

9. Continuous Improvement: The district should regularly evaluate the use of AI by students and staff, and adapt its policies, procedures, and professional development to align with best practices and evolving technologies

The Superintendent shall ensure that the use of AI in the district is consistent with this policy, Board Policy 0440 - District Technology Plan, Board Policy/Exhibit (1) 4040 - Employee Use of Technology, Board Policy 5131.9 - Academic Honesty, Board Policy 6154 - Homework/Makeup Work, Board Policy 6162.5 - Student Assessment, and Board Policy/Exhibit (1) 6163.4 - Student Use of Technology.

Artificial intelligence means an engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer, from the input it receives, how to generate outputs that can influence physical or virtual environments. (Education Code 33328.5)

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**Board Policy Manual**

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**Philosophy, Goals, Objectives and Comprehensive Plans**

**Policy 0450: Comprehensive Safety Plan**

CSBA NOTE: The following policy is optional and may be revised to reflect district practice. Pursuant to Education Code 32280-32289.5, districts are responsible for ensuring that a comprehensive school safety plan (CSSP) with specified components is in place for each district school. As required by Education Code 32282 and 32288, the California Department of Education (CDE) has posted on its website a compliance checklist for developing CSSPs and best practices for reviewing and approving the plans. CSSPs are reviewed through the annual audits required by Education Code 41020 to ensure that they are updated and approved by March 1 of each year.

Additionally, Education Code 32280.5, as added by AB 960 (Ch. 528, Statutes of 2024), encourages each school with an enrollment of 100 students or more to, on or before, July 1, 2030, implement a web-based or app-based school safety program that includes specified components.

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for staff and student conduct, responsible behavior, and respect for others.

The Superintendent or designee shall ~~oversee~~ be responsible for the development of a districtwide comprehensive school safety plan (CSSP) that is applicable to each school site. (Education Code 32281)

CSBA NOTE: The following two paragraphs apply to all districts. Education Code 32286 requires that the school site council review and update the CSSP by March 1 of each year. In districts with ADA of 2,500 or less that choose to develop a districtwide plan in accordance with Option 2 above, the Superintendent or designee may conduct the annual review.

Pursuant to Education Code 32288, the updated plan(s) must be submitted to the Governing Board for approval. The Board may choose to delegate to the Superintendent or designee the responsibility to review and approve the updated plans, but the Board remains responsible for ensuring compliance with the law.

~~The comprehensive safety plan~~ The CSSP(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

CSBA NOTE: Pursuant to Education Code 32282, the annual evaluation of the CSSP is required to include ensuring that the plan provides appropriate adaptations for students with disabilities.

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

CSBA NOTE: The following paragraph is optional and may be revised to reflect district practice. Education Code 32280 states the legislative intent that all school staff be trained on the CSSP.

As necessary, the Superintendent or designee shall provide CSSP training to all school staff.

CSBA NOTE: Education Code 32288 requires that districts notify CDE if a school has not complied with the CSSP requirements. In the event that the Superintendent of Public Instruction determines

that there has been a willful failure by a district to make any report required by Education Code 32280-32289, Education Code 32287 provides that the district may be fined up to \$2,000.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education (CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

### Tactical Response Plan

CSBA NOTE: The following section is optional. Pursuant to Education Code 32281, the Board may, after consulting with law enforcement officials, elect to have the district, rather than the school site council, develop those portions of the CSSP that include tactical responses to criminal incidents that may result in death or serious bodily injury.

Notwithstanding the process described above, any portion of a ~~comprehensive safety plan~~CSSP that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to safeguard students and staff, secure affected school premises, and apprehend criminal perpetrator(s), shall be developed by the Superintendent or designee in accordance with Education Code 32281. In developing such strategies, the Superintendent or designee shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

### Safety Plan(s) Access and Reporting

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the ~~comprehensive safety plan~~CSSP that include tactical responses to criminal incidents need not be publicly disclosed.

The Superintendent or designee shall share the ~~comprehensive safety plans~~CSSPs and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

CSBA NOTE: Pursuant to Education Code 32289.5, the district is required to provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools, as specified.

The Superintendent or designee shall also provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

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

**Community Relations**

**Policy 1113: District And School Websites**

CSBA NOTE: The following optional policy may be revised to reflect district practice. District strategies for effective use of websites may be incorporated into the district's comprehensive communications plan; see BP 1100 - Communication with the Public.

~~To enhance communication~~ The Governing Board recognizes the value of district and school websites to communicate with students, parents/guardians, staff, and community members, ~~the Governing Board encourages the~~. The Superintendent or designee ~~to develop and~~ shall maintain district and school websites. The use of district and school websites shall support the district's vision and goals and ~~shall be~~ coordinated with other district communications strategies.

**Design Standards**

The Superintendent or designee shall establish design standards for district and school websites in order to maintain a consistent identity, professional appearance, and ease of use.

CSBA NOTE: The following paragraph is optional. Pursuant to Civil Code 1798.99.28-1798.99.40, businesses that provide online services, products, or features that are likely to be accessed by children are required to prioritize the best interests of students in designing such products or features, to ensure that children are not exposed to harmful or potentially harmful content, contact, or conduct. Though this law is not necessarily applicable to districts, it is good guidance for districts seeking to create a safe online space for students.

District design standards shall require an evaluation of products, features, and content accessible to students on district and school websites to prevent access to harmful or potentially harmful material.

CSBA NOTE: Pursuant to Title II of the Americans with Disabilities Act (ADA) (42 USC 12131-12134) and Section 504 of the Rehabilitation Act of 1973 (29 USC 705, 794; 34 CFR 104.1-104.39), districts have an obligation to provide an equal opportunity to individuals with disabilities to participate in and receive the benefits of the educational program, and must provide accommodations or modifications when necessary to ensure equal treatment.

28 CFR 35.200-35.205 and 89 Fed.Reg. 31337 establish specific requirements and technical standards for making accessible the web content offered by government entities to the public through web and mobile applications. See the accompanying administrative regulation for accessibility guidelines.

The district's design standards shall address the accessibility of district and school websites to individuals with disabilities, including compatibility with commonly used assistive technologies.

**Website Content**

The Superintendent or designee shall develop content guidelines for district and school websites and assign staff to review and approve content prior to posting.

CSBA NOTE: The following optional paragraph ensures consistency of district policies regarding advertising and may be revised to reflect district practice.

Board policy pertaining to advertising in district and school publications, as specified in BP Board Policy 1325 - Advertising and Promotion, shall also apply to advertising on district and school websites.

## Privacy Rights

CSBA NOTE: Business and Professions Code 22580-22582 prohibit an operator of a website from knowingly using, disclosing, compiling, or allowing a third party to use, disclose, or compile the personal information of a minor for the purpose of marketing or advertising specified types of products or services. Business and Professions Code 22584-22585 prohibit the operator of a website that provides services to K-12 students from selling or disclosing specified student information or knowingly using that student information to engage in targeted advertising to students or parents/guardians or to amass a profile about a student. However, Business and Professions Code 22584, as amended by AB 810 (Ch. 935, Statutes of 2024), exempts such actions if it will further school purposes. Business and Professions Code 22586 provides a similar prohibition for the operator of a website used, designed, and marketed primarily for preschool or prekindergarten purposes from knowingly engaging in specified activities, including targeted advertising, selling, or disclosing a student's information, and using specified information to amass a profile about a student except in furtherance of preschool or prekindergarten purposes. See BP 5125 - Student Records for further information regarding protection of student information.

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school websites.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. The district should carefully consider whether to place personally identifiable information on district or school websites since release of such information may put individuals, including students, at risk and also may violate Education Code 49073, which prohibits disclosure of student directory information to any private profit-making entity; see BP/AR/E(1) 5125.1 - Release of Directory Information.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school websites.

Photographs of individual students shall not be published on district or school websites accompanied by the student's name or other personally identifiable information without the prior written consent of the student's parent/guardian.

CSBA NOTE: The remainder of this policy is for use by all districts.

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district websites.

CSBA NOTE: Posting of employees' home addresses, personal telephone numbers, or personal email addresses on district or school websites is prohibited by law in certain circumstances in order to maintain employee privacy and safety. See BP 1340 - Access to District Records, AR 3580 - District Records, and BB 9012 - Board Member Electronic Communications.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school websites.



CSBA NOTE: Pursuant to Government Code 7928.205, as amended by AB 1785 (Ch. 551, Statutes of 2024), the district is prohibited from publicly posting online the information specified below of any elected or appointed official, such as a Board member, without first obtaining the written permission of that individual.

The home address ~~or~~, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school websites without the prior written permission of that individual. (Government Code 3307.5, 7928.205, 7920.535)

No public safety official shall be required to consent to the posting on the Internet of the public safety official's photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or the officer's family. (Government Code 3307.5)

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**Board Policy Manual**

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

**Community Relations**

**Policy 1312.3: Uniform Complaint Procedures**

CSBA NOTE: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 mandates districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. Additionally, Education Code 52075 mandates districts to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan, and Education Code 8212 mandates districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP). Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination. For example, districts are mandated pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are mandated pursuant to 34 CFR 106.8 and 110.25 to adopt policies and procedures to address discrimination on the basis of sex and age. The following policy contains a list of programs and activities subject to these procedures pursuant to state law; see the section "Complaints Subject to UCP," below.

The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces federal anti-discrimination laws, including Title II of the Americans with Disabilities Act (42 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107).

Title IX of the Education Amendments of 1972 (20 USC 1681-1688) prohibits discrimination based on sex in district programs and activities. Although the Title IX regulations were amended by 89 Fed.Reg. 33474, effective August 1, 2024, these amendments were vacated nationwide by the United States District Court in Tennessee v. Cardona on January 9, 2025. Following this decision, OCR's February 4, 2025 Dear Colleague Letter clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Therefore, references in this Board policy to Title IX and its implementing regulations are to the Title IX regulations as they existed prior to August 1, 2024.

Whether a complaint of sexual harassment is addressed through BP/AR 1312.3 - Uniform Complaint Procedures or the federal Title IX complaint procedures in accordance with 5145.71 - Title IX Sexual Harassment Complaint Procedures, is dependent on whether the alleged conduct meets the more stringent federal definition or the state definition of sexual harassment. See the section "Non-UCP Complaints" below, the accompanying administrative regulation, BP/AR 5145.7 - Sexual Harassment, and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 ~~and the accompanying administrative regulation.~~

## Complaints Subject to UCP

CSBA NOTE: The FPM process includes a review of a district's policies and procedures to determine whether all district programs and activities that are subject to the UCP, as listed in the FPM instrument, are addressed. According to CDE, the district's policy must list all such programs and activities and, at the district's discretion, may add a paragraph below the list stating the UCP programs and activities that are implemented in the district.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following ~~programs and activities~~:

1. Accommodations for pregnant and parenting students (Education Code 46015)  
-
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-~~52617~~  
~~-, 52616.18~~)
3. After School Education and Safety programs (Education Code 8482-8484.65)  
-
4. Agricultural career technical education (Education Code 52460-52462)  
-
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)  
-
6. Child care and development programs (Education Code 8200-8488)  
-
7. Compensatory education (Education Code 54400)  
-
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)  
-
9. Course periods without educational content (Education Code 51228.1-51228.3)

CSBA NOTE: Education Code 200 and 210.2, as amended by SB 1137 (Ch. 779, Statutes of 2024), provide that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases.

10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, a person's actual or perceived ~~characteristics of~~ race or ethnicity, ~~color,~~ ancestry, ~~color,~~ ethnic group identification, nationality, national origin, immigration status, ~~ethnic group identification,~~ age, sex, sexual orientation, sex stereotypes, gender, gender identity, gender expression, religion, ~~physical or mental,~~ disability, medical condition, ~~or,~~ genetic information, pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55; or based on the person's association with a person or group with one or more of these actual or perceived characteristics (~~5 CCR 4610~~)

~~Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. Additionally, discrimination includes, but is not limited to, the~~

~~Board's adoption or approval of use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library if the use would subject a student to unlawful discrimination pursuant to Education Code 220. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)~~

~~The Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 5 CCR 4610; 20 USC 1681-1688, 42 USC 2000d-2000d-7)~~

~~However, the UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4611)~~

CSBA NOTE: Pursuant to Education Code 51225.1 and 51225.2, exemptions from district adopted graduation requirements, transfer of coursework and credit requirements, and specified consultation and notice requirements, formerly applicable to students in the third or fourth year of high school participating in a newcomer program, are applicable to "newcomer students," as defined in Education Code 51225.2, who are in the third or fourth year of high school. Additionally, pursuant to Education Code 51225.25, as added by AB 2473 (Ch. 831, Statutes of 2024), a "student participating in a newcomer program," as that term was defined by Education Code 51225.2 on January 1, 2023, who was enrolled prior to January 1, 2024, is entitled to the rights specified in Education Code 51225.1 and 51225.2, as described above. The district may, in its discretion, extend the rights established in Education Code 51225.1 to other students participating in a newcomer program.

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and newcomer students (Education Code 48645.7, 48850, 48853, 48853.5, 48911, 48915.5, 49069.5, 51225.1, 51225.2)
- 
12. Every Student Succeeds Act (Education Code 12030, 52059.5, 64000; 20 USC 6301 et seq.)

CSBA NOTE: Complaints alleging discrimination in the adoption, approval, or use of textbooks, instructional materials, supplemental instructional materials, or other curriculum for classroom instruction, or any book or resource in a school library based on a violation of Education Code 243, or Education Code 244, as added by SB 153 (Ch. 38, Statutes of 2024), may be brought under the district's UCP or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. For more information regarding complaints concerning instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials and AR 1312.4 - Williams Uniform Complaint Procedures.

Pursuant to Education Code 242, CDE has developed guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, which are available on its website.

For more information regarding the prohibition of discrimination as it applies to textbooks, instructional materials, supplemental instructional materials, or other curriculum for classroom instruction, or any book or resource in a school library, see BP 0410 - Nondiscrimination in District Programs and Activities, BP/AR/E(1) 6161.1 - Selection and Evaluation of Instructional Materials, BP 6161.11 - Supplementary Instructional Materials, and BP 6163.1 - Library Media

Centers. Also see CSBA's publication, "Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities," and corresponding Fact Sheet and Reference, and the California Attorney General's, "Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books."

13. Instructional Materials and Curriculum: Diversity (Education Code 243)

A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)

13.14. Local control and accountability plan (Education Code 52075)

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14.15. Migrant education (Education Code 54440-54445

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15.16. Physical education instructional minutes (Education Code 51210, 51222, 51223)

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16.17. Student fees (Education Code 49010-49013)

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17.18. Reasonable accommodations to a lactating student (Education Code 222)

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18.19. Regional occupational centers and programs (Education Code 52300-52334.7)

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19.20. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

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20.21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

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21.22. State preschool programs (Education Code ~~8207-8225~~  
-8200-8488, 33315)

CSBA NOTE: Pursuant to Education Code 8212 and CDE's FPM instrument, the district is required to use the UCP, with modifications as necessary, to resolve complaints alleging deficiencies related to health and safety issues in license-exempt CSPPs. Pursuant to 5 CCR 4610, such complaints are required to be addressed through the procedures described in 5 CCR 4690-4694. See "Health and Safety Complaints in License- Exempt Preschool Programs" in the accompanying administrative regulations.

22.23. State preschool health and safety issues in license-exempt programs (Education Code 8212)

CSBA NOTE: Pursuant to Education Code 33315, as amended by AB 3074 (Ch. 665, Statutes of 2024), the district is required to use the UCP to resolve complaints related to school or athletic team names, mascots, or nicknames.

24. School or athletic team names, mascots, or nicknames pursuant to Education Code 221.3

CSBA NOTE: 5 CCR 4621 requires district policy to ensure that complainants are protected from retaliation as specified in Item #25 below.

23.25. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

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24.26. Any other state or federal educational program the SPI or designee deems appropriate

CSBA NOTE: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. Districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

The following optional paragraph provides for a neutral mediator and should be revised to reflect district practice.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with ~~federal~~, state, and ~~local~~ federal laws and regulations.

CSBA NOTE: The following paragraph is required pursuant to 5 CCR 4621. Since appropriate disclosure will vary in each case depending on the facts and circumstances, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination ~~(such as discriminatory harassment, intimidation, or bullying)~~, the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

CSBA NOTE: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

#### Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:-



1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency (5 CCR 4611)
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2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services (5 CCR 4611)

CSBA NOTE: The complaint procedures specified in the Title IX regulations (34 CFR 106.44-106.45, as added by 85 Fed.Reg. 30026) are required to be used to address any complaint of sexual harassment, as defined in 34 CFR 106.30, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. For complaints initiated between August 1, 2024 and January 9, 2025, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel.

3. Any complaint alleging that a student, while in an education program or activity, was subjected to ~~conduct known to the district that may reasonably constitute sex discrimination under Title IX, including sex-based harassment, as defined in 34 CFR 106.2~~

~~Discrimination on the basis of sex includes sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital, and family status. sexual harassment, as defined in 34 CFR 106.30~~

Such a complaint shall be addressed through the federal Title IX complaint procedures ~~adopted pursuant to 34 CFR 106.44-106.45, as as~~ specified in Administrative Regulation 5145.71 - Title IX ~~Sex Discrimination and Sex-Based~~Sexual Harassment Complaint Procedures. ~~(34 CFR 106.2, 106.10, 106.11, 106.44)~~

CSBA NOTE: Complaints of employment discrimination are not subject to the UCP. Instead, pursuant to 2 CCR 11023, the district is required to establish an impartial and prompt process for addressing such complaints. Additionally, 5 CCR 4611 requires that employment discrimination complaints be referred to the Civil Rights Department. See AR 4030 - Nondiscrimination in Employment for applicable complaint procedures.

4. ~~Except for complaints alleging sex discrimination, including sex-based harassment, any~~Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department

~~Employment complaints alleging sex discrimination, including sex-based harassment, shall be investigated and resolved as specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 4119.12/4219.12/4319.12—Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.~~

CSBA NOTE: 5 CCR 4610 limits the applicability of the UCP for complaints regarding special education and child nutrition, as provided in Items #5-7 below.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education (5 CCR 3200-3205)



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- 6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15580-15584)
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- 7. Any ~~allegation of~~ complaint alleging discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15582)

CSBA NOTE: Education Code 35186 requires the district to use UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure.

- 8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures- (Education Code 35186)

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

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**Board Policy Manual**

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

**Board Bylaw**

**Bylaw 9011: Disclosure Of Confidential/Privileged Information**

CSBA NOTE: This Bylaw addresses the disclosure of confidential information by a Governing Board member. See Board Policy 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information for disclosure of confidential information by an employee.

The Governing Board of Education recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. ~~Confidential/privileged information shall be released only to the extent authorized by law.~~

~~Disclosure of Closed Session Information~~

~~A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure. (Government Code 54963)~~

CSBA NOTE: Government Code 54963 specifies that a person may not disclose confidential information acquired during the person's presence in a closed session. In addition, the California Attorney General has opined in 80 Ops.Cal.Atty.Gen. 231 (1997) that an individual Board member may not publicly disclose information that has been received and discussed in closed session concerning pending litigation unless the information is authorized by law to be disclosed. Therefore, it is recommended that the Board consult CSBA's District and County Office of Education Legal Services or district legal counsel before disclosing any confidential information acquired during a closed session. For more information regarding the reporting of information discussed in closed session, see BB 9321.1 - Closed Session Actions and Reports.

~~A Board member shall not disclose confidential information to any person, except as authorized by law, this Bylaw or other Board bylaws or policies, or the Board.~~

CSBA NOTE: Pursuant to Government Code 54963, a Board member may not disclose confidential information that has been acquired by being present in a closed session unless the Board authorizes disclosure of that confidential information. Given that Board members often receive confidential information in anticipation of a closed session or as a follow-up to a closed session, the following definition of "confidential information" extends this prohibition accordingly.

~~Confidential information means a communication made~~Confidential information means any information that is prohibited from disclosure by law, this Bylaw or other Board bylaws or policies, or by the Board at the time disclosed and is not a public record subject to disclosure under the California Public Records Act (CPRA). Confidential information includes, but is not limited to, any of the following:

1. Information acquired by being present in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. ~~(Government Code 54963)~~

~~The Board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or Board policy, when the person is:~~  
(Government Code 54963)

2. Making Information acquired in anticipation of a closed session, or as follow-up to a closed session, that is specifically related to the basis for the Board to meet lawfully in closed session
3. Information contained in communications provided to Board members from the district's attorney
4. Information deemed confidential by the Board

Confidential information does not include information that is already publicly disclosed, provided that the initial disclosure did not violate law, this Bylaw, or other Board bylaws or policies.

CSBA NOTE: Pursuant to Government Code 1098, it is a misdemeanor for any Board member to willfully and knowingly use or disclose for pecuniary gain, such as for monetary or financial gain, any confidential information acquired in the course of the Board member's official duties.

It is a misdemeanor for any Board member to willfully and knowingly use or disclose for pecuniary gain any information acquired in the course of the Board member's official duties where all of the following conditions are met: (Government Code 1098)

1. The information is not a public record subject to disclosure under the CPRA
2. The information is prohibited from disclosure by law, this Bylaw, or other Board bylaws or policies
3. The information will have, or could reasonably be expected to have, a material financial effect on the Board member if used or disclosed

CSBA NOTE: Government Code 54963 provides examples of remedies that may be pursued for improperly disclosing information acquired during closed session and prohibits the Board from taking any such adverse action against a Board member for disclosing such information in certain circumstances. Given that this Bylaw defines confidential information more broadly than just information obtained in closed session, the following paragraphs apply to the broader definition of confidential information as defined above and should be modified to reflect district practice.

If a Board member threatens to disclose or does disclose confidential information, the Board may pursue or enact one or more of the following actions as it deems appropriate: (Government Code 54963)

1. Injunctive relief to prevent disclosure
2. Referral to the grand jury
3. Censure or other disciplinary action, provided the Board member has received training or been informed of the requirements of this Bylaw

However, the Board shall not take any action against a Board member for disclosing confidential information, nor shall the disclosure be considered a violation of this Bylaw, when the Board member does any of the following: (Government Code 1098, 54963)

1. Makes a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session

2. ~~Expressing~~Expresses an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action

- ~~3. Disclosing~~Discloses information ~~that is not confidential~~

3. Other Disclosures

~~A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member. (Government Code 1098)~~

~~Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities. (Government Code 1098)~~ in accordance with law

SIERRA COUNTY OFFICE OF EDUCATION  
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