

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

November 12, 2025 (*Wednesday*)

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/85847793445>

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

Webinar ID: 858 4779 3445

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

Student Board Member (Downieville): Logan Kinneer

Student Board Member (Loyalton): Jolie Fisher

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, 704 3rd St, 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 54956.9
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)
Number of potential cases: one (1)
2. Government Code 54957
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

3. 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 and ADJOURN FOR BREAK

G. 6:00PM – RECONVENE

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

J. BOARD ORGANIZATION

1. First reading of the 2026 draft board meeting calendars**

K. INFORMATION/DISCUSSION ITEMS

1. Superintendent Reports

COUNTY—SCOE

None

DISTRICT—SPJUSD

- a. California Assessment of Student Performance and Progress (CAASPP) report for 2024-2025**
 - b. Middle School update
 - c. Timeline for Math Textbook Adoption Process**
 - d. Facility Master Plan Funding Options
 - e. District Office/Wellness Center Project update
2. Business Report
 - a. Monthly Chronic Absenteeism Rates**
 - b. Second Month SPJUSD Enrollments for the 2025-2026 School Year**
 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 October 14, 2025**
2. Approval of minutes for the joint Special Meeting held October 27, 2025**
3. Approval of Board Report-Checks Dated 10/01/2025 through 10/31/2025
 - a. SCOE**
 - b. SPJUSD**
4. Approval to surplus SCOE and SPJUSD E-Waste**

5. Approval of the following SPJUSD personnel items:
 - a. Approval of request for Golden Hand Shake for James Berardi upon retirement effective February 28, 2026**
 - b. Assignment of Alexandra Nevarez, Bilingual Parent Liaison/ELPAC Coordinator, Districtwide, 1.0 FTE, effective October 24, 2025

M. ACTION ITEMS

1. New Business

DISTRICT—SPJUSD

- a. Approval of Contract with Christina LaFoon for College and Career Curriculum and Counseling for Grades 8-12, Contract No. 2026-009D**
- b. Approval to surplus 1993 Thomas (diesel bus #23), VIN 1T75U4B21P1113818

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 October 14th – Second Reading

- c. 3515—Campus Security^^
- d. 3515.4—Recovery for Property Loss or Damage^^
- e. 6178.1—Work-Based Learning^^
- f. 9005—Governance Standards^^

New for November 12th – First Reading

- g. 5113—Absences and Excuses**
- h. 5113.12—District School Attendance Review Board**
- i. 5113.2—Work Permits**
- j. 5141—Health Care and Emergencies**
- k. 5141.4—Child Abuse Prevention and Reporting**
- l. 5142—Safety**

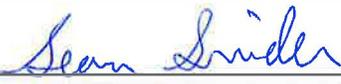
N. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on December 09, 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
Sean Snider, District Superintendent – 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
Office: 530-993-1660 x0

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

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

2026 Joint Meeting Schedule

All regular meetings are held on the second Tuesday of the month
unless otherwise indicated below.

JANUARY 13, 2026	Loyalton
FEBRUARY 10, 2026.....	Downieville
MARCH 10, 2026.....	Loyalton
APRIL 21, 2026 (<i>third Tuesday</i>).....	Downieville
MAY 26, 2026 (<i>last Tuesday</i>)	Loyalton
JUNE 09, 2026	Downieville
JUNE 23, 2026 (<i>second June meeting</i>).....	Loyalton (<i>@5pm</i>)
JULY 28, 2026 (<i>last Tuesday</i>).....	Loyalton
AUGUST 11, 2026	Downieville
SEPTEMBER 08, 2026.....	Loyalton
OCTOBER 13, 2026	Downieville
NOVEMBER 10, 2026	Loyalton
DECEMBER 15, 2026 (<i>third Tuesday due to election year</i>)	Downieville

The **Sierra County Board of Education** and the **Sierra-Plumas Joint Unified School District Governing Board** joint regular meetings will begin at 6:00 pm unless otherwise indicated above or changed and approved by the Board for special circumstances.

Closed Session may be held before or after the regular meeting.

Special Meetings and Emergency Meetings will be held in Loyalton unless otherwise noted on the agenda.

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

SIERRA COUNTY BOARD OF EDUCATION
and
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
GOVERNING BOARD

2026 Schedule of Annual Governance Matters

Timelines are subject to change based on the availability of information for each corresponding item at the time of the agenda postings

JANUARY 13, 2026..... Loyalton

- Approval of the Quarter 2 report on Williams Uniform Complaints
- Approval of the SARC reports
- Approval of the Pesticide Use Reporting for 2025
- Approval of the Integrated Pest Management Plan for 2026
- Minimum wage increase to \$17.00/hour

FEBRUARY 10, 2026..... Downieville

- Update on District Superintendent’s goals for 2025-2026
- Mid-Year update on the 2025-2026 LCAP

MARCH 10, 2026 Loyalton

- Begin 2025-2026 District Superintendent Evaluation process
- Approval of the 2025-2026 Second Interim reports (thru January 31st)
- Approval of the 2025-2026 Transportation Plans
- Approval of the 2026-2027 School Calendars

APRIL 21, 2026 (*third Tuesday*)..... Downieville

- Approval of the Quarter 3 report on Williams Uniform Complaints
- 2026-2027 Extra Duty Assignments and Stipends to be filled

MAY 26, 2026 (*last Tuesday*)..... Loyalton

- District Superintendent’s 2025-2026 Evaluation (Closed Session) - complete by June 30, 2026
- Public Hearing and Adoption of the 2026-2027 SELPA Annual Service and Budget Plan

JUNE 09, 2026 Downieville

- District Superintendent’s 2025-2026 Evaluation (Closed Session) - complete by June 30, 2026
- District Superintendent’s final report on 2025-2026 goals
- Annual Services Agreements for 2026-2027 between SCOE and SPJUSD
- Public Hearing and Presentation of the 2026-2027 LCAP
- Public Hearing and Presentation of the 2026-2027 Budgets
- Annual review of policies:
 - 5116.1—Intradistrict Open Enrollment
 - 6145—Extracurricular and Cocurricular Activities

JUNE 23, 2026 (second June meeting)..... Loyalton (@5pm)

- Authorization to submit the 2026-2027 Consolidated Applications
- Adoption of the 2026-2027 LCAP
- Approval of the 2026-2027 Proposition 30 (EPA) Funding
- Adoption of the 2026-2027 Budgets
- Adoption of Dashboard Local Indicators

JULY 28, 2026 (last Tuesday)..... Loyalton

- District Superintendent’s draft presentation of 2026-2027 goals (Closed Session)
- Approval of the Quarter 4 report on Williams Uniform Complaints
- Resolutions authorizing 2026-2027 Fund Transfers between SPJUSD and SCOE
- Public Hearings for the Declaration of Need for Fully Qualified Educators
- Approval of the Declaration of Need for Fully Qualified Educators for the 2026-2027 School Year
- Approval of the CBEST Waiver for Substitute Teachers

AUGUST 11, 2026 Downieville

- District Superintendent’s presentation of 2026-2027 goals
- Approval of the 2026-2027 Interlocal Contract with Washoe County School District
- Approval of Assignments to Teach Core Subjects out of Credential Authorization for the 2026-2027 School Year
- Annual updates to Injury & Illness Prevention Plan

SEPTEMBER 08, 2026 Loyalton

- Annual review of Board Governance Norms
- Presentation of School Facilities Priorities for 2026-2027
- Start Chronic Absenteeism Monthly Report
- 2026-2027 First Day Enrollment Report
- Appoint members of the 2026-2027 SCOE Student Attendance Review Board (SARB)
- Nominate the 2026-2027 SPJUSD representatives for SARB
- 2025-2026 Prop 28 Annual Report
- Approval of the Certificated Substitute Lists
- Annual review of the Safe Schools Plan

OCTOBER 13, 2026 Downieville

- Update on District Superintendent’s goals for 2026-2027
- Approval of the Quarter 1 report on Williams Uniform Complaints
- Adoption of Unaudited Actuals for the Fiscal Year Ending June 30, 2026
- Resolutions for Adopting the Gann Limits
- Public Hearings regarding the Sufficiency of Textbooks and Instructional Materials
- Resolutions declaring Sufficiency of Textbooks or Instructional Materials for the 2026-2027 School Year
- School Plans for Student Achievement (SPSA)

NOVEMBER 10, 2026 Loyalton

- California Assessment of Student Performance and Progress (CAASPP) 2025-2026 annual report
- Draft 2027 Joint Meeting Schedule
- Draft 2027 Schedule of Annual Governance Matters

DECEMBER 15, 2026 (*third Tuesday due to election year*).....Downieville

- District Superintendent 2026-2027 Evaluation - Mid-Year Check In (Closed Session)
- Annual Organizational Meeting
- New Board Member Orientation through CSBA
- Career Technical Education (CTE) 2025-2026 annual report
- County Office of Education/District Office closed to the public for Winter Break: TBD
- Acceptance of the 2025-2026 Audit Reports
- Approval of the 2026-2027 First Interim Reports (thru October 31st)
- First reading of SARC reports
- Begin review of budget for potential layoffs ~ notices must be delivered by March 15th



CAASPP 2024-2025

SPJUSD CAASPP RESULTS

CAASPP: ALL THE WAYS WE ASSESS LEARNING

- Smarter Balanced Assessments
 - ELA, MATH, CAST (California Science Test)
- ELPAC
 - English Language Proficiency Assessment of California
- CAA
 - California Alternate Test (ELA, Math, Science)
- CSA
 - California Spanish Assessment
- PFT
 - Physical Fitness Test of California

WHO TESTS

- ELA & Math: All students, grades 3-8, and grade 11
- CAST: All 5th, 8th, and one year in high school when students finish science pathway
- ELPAC: All students until they are redesignated out of English language support services
- PFT: All students in grades 5, 7, and 9

WHY WE TEST: ELA, Math, Science

The purpose of the Smarter Balanced Summative Assessments is to assess student knowledge and skills in English language arts/literacy, mathematics, science, and English language, as well as how much students have improved since the previous year (student growth). These measures help identify and address gaps in knowledge or skills early on so students get the support they need for success in higher grades and become ready for college or a career.

HOW WE USE RESULTS

- To support students over time
- To identify gaps in learning so our instruction can focus on needs
- To have another piece of data to help guide instruction and support student learning



TOTAL PARTICIPANTS BY GRADE LEVEL

Reporting Categories	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11	All Grades
Number of Students Enrolled ¹	35	28	26	33	33	22	34	211
Number of Students Tested ¹	35	25	24	31	31	21	33	200
Number of Students With Scores ¹	35	25	24	31	31	21	33	200
Mean Scale Score	2405.9	2446.0	2470.1	2480.4	2524.2	2532.3	2598.2	N/A

94.78% PARTICIPATION RATE FOR ELA = increase of 5.28%

94.3% PARTICIPATION RATE FOR MATH= An increase of 4.3%

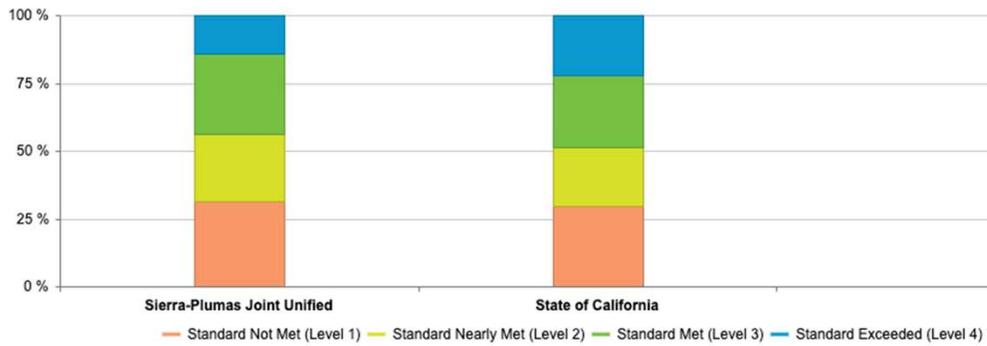
Reporting Categories	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11	All Grades
Number of Students Enrolled ¹	35	28	26	33	33	22	34	211
Number of Students Tested ¹	35	24	24	31	31	21	33	199
Number of Students With Scores ¹	35	24	24	31	31	21	33	199

SPJUSD COMPARED TO STATE IN ELA

ENGLISH LANGUAGE ARTS/LITERACY

▼ Data Detail—All Students (accessible data)

2024–25 Achievement Level Distribution - All Grades



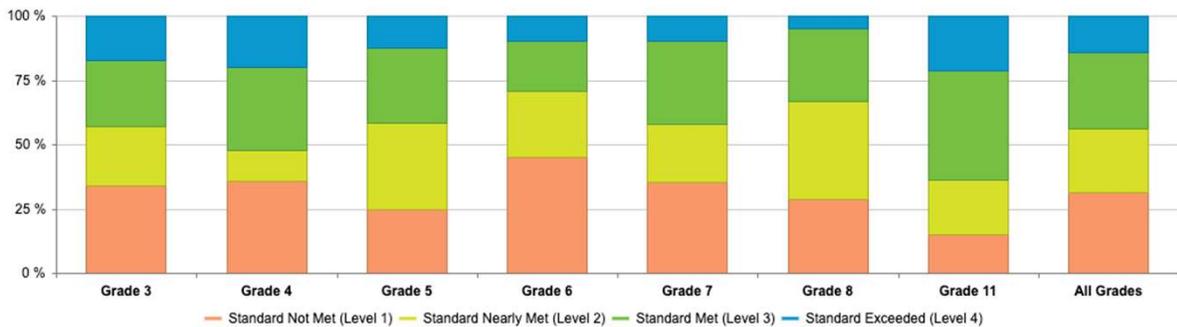
SPJUSD = 44%
 CA = 48.82%
 Our achievement increased by 11.03%

SPJUSD BY GRADE LEVEL: ELA

ENGLISH LANGUAGE ARTS/LITERACY

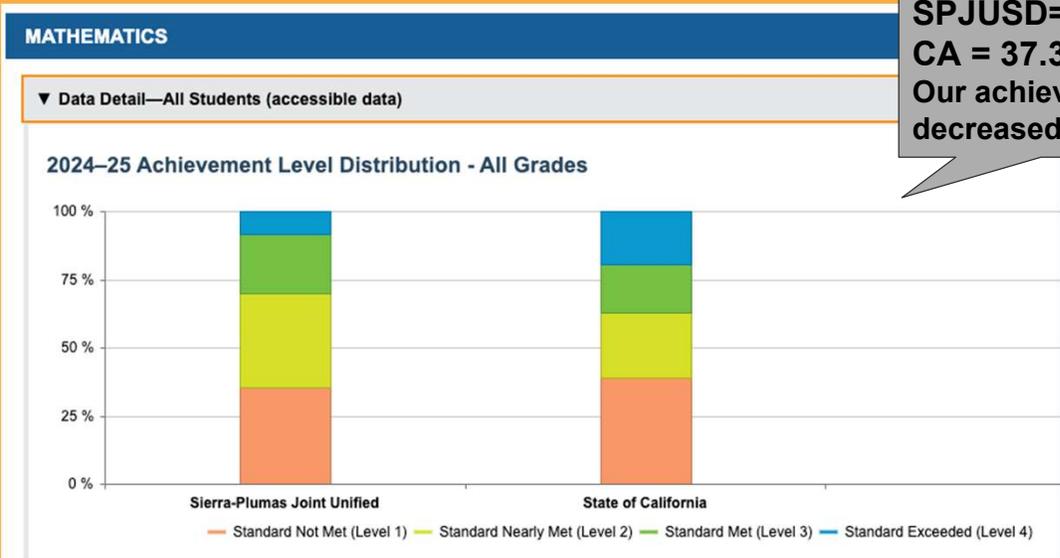
▼ Data Detail—All Students (accessible data)

Achievement Level Distribution



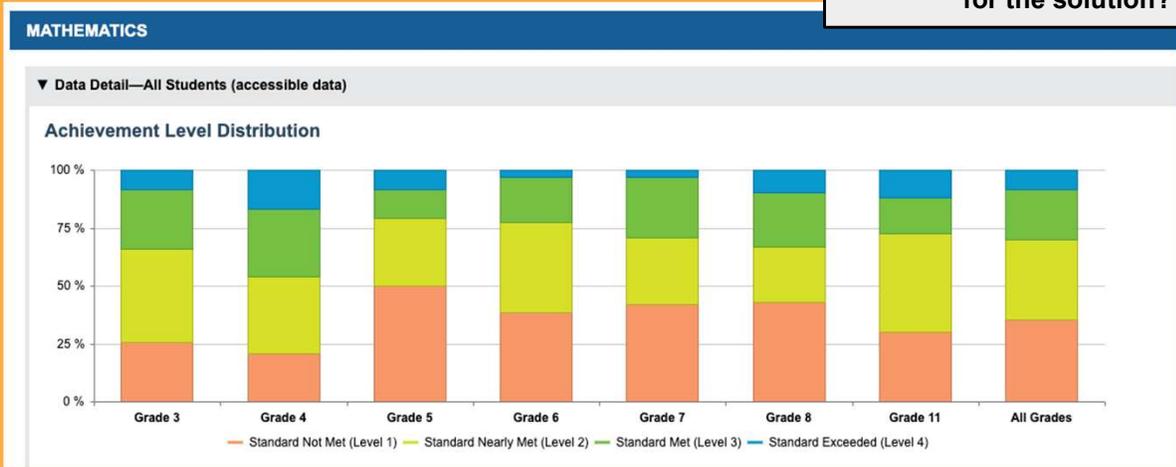
WE SEE THE GREATEST NEED IN THE AREA OF READING & WRITING WITH OVER 23% BELOW STANDARD IN READING AND OVER 30.5% BELOW STANDARD IN WRITING

SPJUSD COMPARED TO STATE IN MATH



SPJUSD=30.15%
CA = 37.3%
Our achievement decreased by 1%

SPJUSD BY GRADE LEVEL: MATH



WE SEE THE GREATEST NEED IN THE AREA of MATHEMATICAL PRACTICES: How well did students apply strategies to solve complex problems and explain the reasoning for the solution?

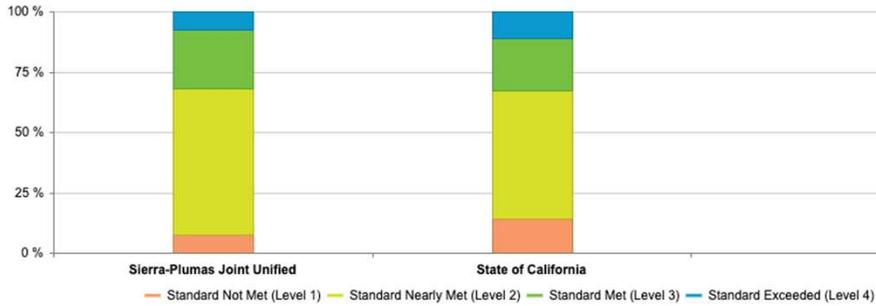
SPJUSD COMPARED TO STATE IN SCIENCE

2024–25 Overall Achievement - All Grades
Results for All Students

SCIENCE

▼ Data Detail—All Students (accessible data)

2024–25 Achievement Level Distribution - All Grades



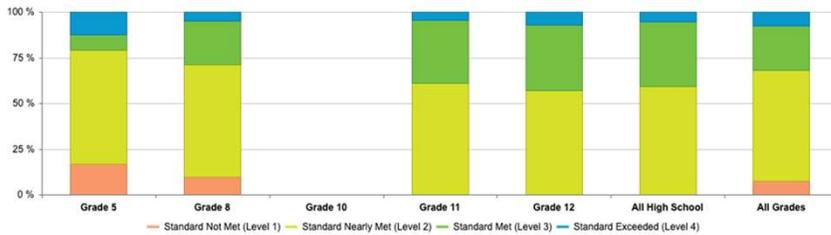
SPJUSD = 31.71%
CA = 32.66%
Our achievement increased by 6%

SPJUSD BY GRADE LEVEL: SCIENCE

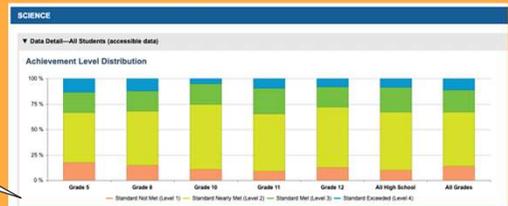
SCIENCE

▼ Data Detail—All Students (accessible data)

Achievement Level Distribution



CA Science by grade level



SPJUSD COMPARED TO STATE IN ELPAC SCORES

**SPJUSD = 35% Level 4
(7 out of 20 students)
CA = 15.53% Level 4**

Overall Performance

Performance Level	K	1	2	3	4	5	6	7	8	9	10	11	12	All
Level 4 ⓘ Percentage of students by grade for level	*	*	*	*	*	*	*	N/A	*	N/A	*	N/A	*	35.00%
Level 3 ⓘ Percentage of students by grade for level	*	*	*	*	*	*	*	N/A	*	N/A	*	N/A	*	35.00%
Level 2 ⓘ Percentage of students by grade for level	*	*	*	*	*	*	*	N/A	*	N/A	*	N/A	*	15.00%
Level 1 ⓘ Percentage of students by grade for level	*	*	*	*	*	*	*	N/A	*	N/A	*	N/A	*	15.00%

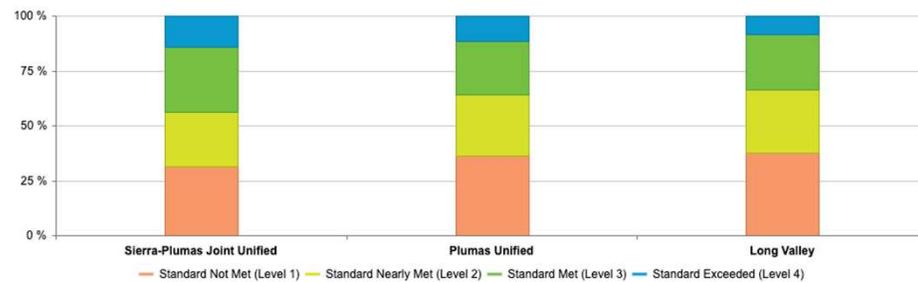
SPJUSD COMPARED TO LOCAL DISTRICTS: ELA

**SPJUSD: 44%
PLUMAS: 35.84%
LONG VALLEY: 33.59%**

ENGLISH LANGUAGE ARTS/LITERACY

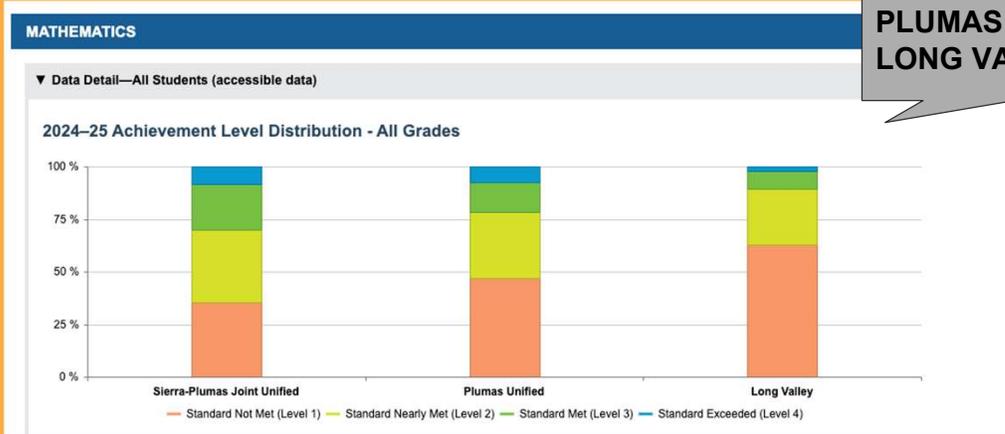
▼ Data Detail—All Students (accessible data)

2024–25 Achievement Level Distribution - All Grades



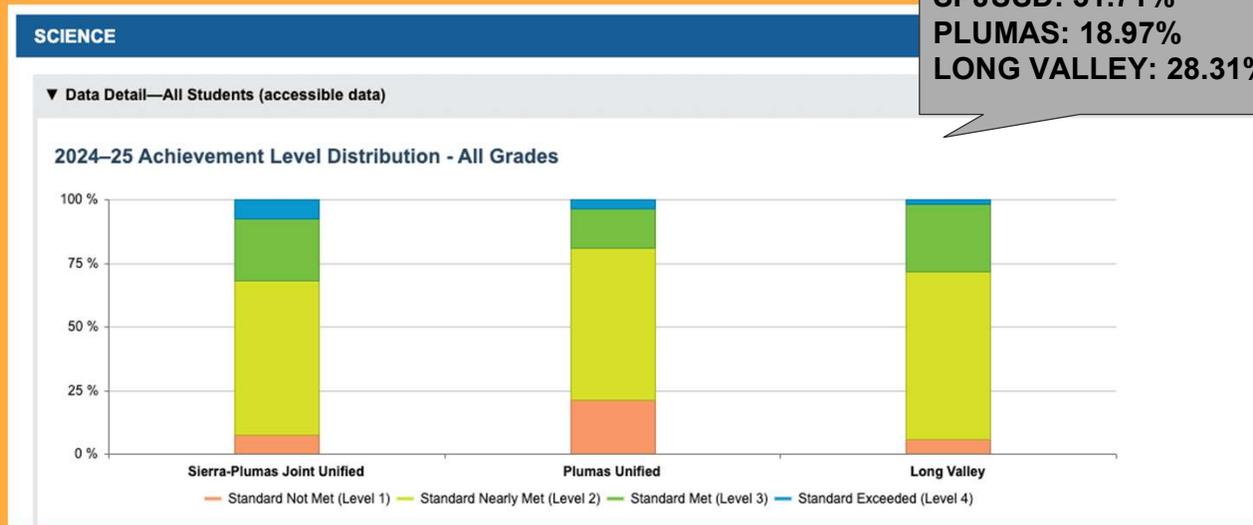
SPJUSD COMPARED TO LOCAL DISTRICTS: MATH

SPJUSD: 30.15%
PLUMAS: 21.83%
LONG VALLEY: 10.6%



SPJUSD COMPARED TO SIMILAR DISTRICTS: SCIENCE

SPJUSD: 31.71%
PLUMAS: 18.97%
LONG VALLEY: 28.31%



TAKEAWAYS

- WE INCREASED ACHIEVEMENT OVERALL IN ELA BY OVER 10%
- AS A WHOLE (GRADES 3-12 AND ALL SCHOOLS) LOWER THAN STATE AVERAGE IN ELA AND MATH, HOWEVER, WE ARE CLOSING THE GAP (BETWEEN APPROX. 5%)
- WE ARE ACHIEVING HIGHER IN ELA, MATH AND SCIENCE THAN OUR NEIGHBOR SCHOOL DISTRICTS WITH SIMILAR DEMOGRAPHICS
- THE NUMBER OF STUDENTS WHO OPTED OUT OF THE CAASPP ASSESSMENTS DECREASED BY 4%/5% DISTRICT-WIDE)

<https://caaspp-elpac.ets.org/caaspp/Default>

NEXT STEPS TO ADDRESS CHALLENGES

- THE LITERACY WORK STARTED LAST YEAR WILL CONTINUE, BUT WILL INVOLVE FEWER SESSIONS AND SITE-BASED
- SHIFTING THE MAIN FOCUS TO MATH THIS YEAR
- CALIFORNIA MATH FRAMEWORK TRAININGS TO INFORM ADOPTION
- NEED TO ADOPT MATH CURRICULUM GRADES, K-12 AND BE TRAINED IN COHORT GROUPS WITH SAME CURRICULUM (K-5, 6-8, 9-12)
- CONTINUE TO ANALYZE ABSENTEEISM DATA TO DETERMINE ITS IMPACT ON ACADEMIC ACHIEVEMENT
- CONTINUE REACHING OUT TO FAMILIES IN ORDER TO MAINTAIN HIGH PARTICIPATION RATES IN THE CAASPP AND CAST ASSESSMENTS



QUESTIONS?

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

Timeline for 2025-26 Math Textbook Adoption

September

- 3- Early Release Wednesday Professional Learning Session #1: Framework, Number Sense & Literacy in Mathematics

October

- 1, 8 Early Release Wednesday Professional Learning Sessions #2 and #3: Framework, Number Sense and Standards for Mathematical Practice

November

- 6- State Board of Education approves curriculum options for districts to choose from
- 12- Timeline for Math Textbook Adoption Presented at School Board Meeting
- Initial Screening of 64 State-Approved Textbooks to Narrow the focus

December

- 3- Early Release Wednesday Professional Learning Session #4: Framework, Big Ideas
- Create screening rubric with teacher input and use alongside state adoption tools
- 15- Materials on Display for Public Viewing with Feedback Forms
- 17 - Pilot Committee convenes to complete math adoption toolkit screening tool for the narrowed list of textbooks

January

- 14- Early Release Wednesday: Pilot Teacher Preparation
 - Based on a review of all applicable data, including community feedback forms, pilot Committee selects 2 options for pilot

February

- 11- Early Release Wednesday Lesson Design Lab for Pilot Curriculum #1 with pilot teachers

March

- 4 - 25 Textbook Option #1 Pilot

April

- 1- Early Release Wednesday Lesson Design Lab for Pilot Curriculum #2 with pilot teachers
- 1 - 30 Textbook Option #2 Pilot

May

- 6- Pilot Teachers convene to complete rubrics after piloting options #1 and #2
- 6- Committee reaches consensus on the option to recommend to the Board for final adoption

June

- 9- Presentation of Final Curriculum Selection to Board for Adoption

Adoption and Pilot Teachers

Sarai Mendoza, Adoption Only, Grade TK

Sonia Joy: Adoption & Pilot, Grade 1

Faith Edwards: Adoption & Pilot, Grades 1-4

Joanna Haug: Adoption & Pilot, Grade 4

Julie Lane: Adoption & Pilot, Grade 5

Jason Rosecrans: Adoption & Pilot, Grades 6-8

Amber Williams: Adoption & Pilot, Grades 9-12

Caleb Dorsey: Adoption Only, Grades 9-12

Chronic Absenteeism Rates as of November 4, 2025

Chronic absenteeism refers to the number (or percentage) of students in grades **TK through 8th grade** who have missed 10% or more of school days for **any reason**. At this point in the year, students who have missed **6 or more days** are considered chronically absent. By the end of the school year, this number increases to **18 days**.

2025-2026 School Year as of November 4 (54 Days This Year)

SITE/MONTH	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
Downieville Elementary	28% (7)	20% (5)	11% (3)							
Downieville Jr./Sr. High	0%	25% (2)	14% (1)							
Loyalton Elementary	20%	7.7%	7.7% (13)							
Loyalton Middle	17.8%	31.8%	19% (15)							
DISTRICT (% of All Students)	19.49%	15.04% (40/280)	11.4% (32/280)							

2024-2025 School Year as of Nov. 5 (Last Year)

SITE/MONTH	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
Downieville Elementary		26%(7)	11.5% (3)							
Downieville Jr./Sr. High		10% (1)	10%(1)							
Loyalton Elementary		13.5%	24% (49)							
Loyalton High (7th&8th)		8.5%	10.6% (5)							
DISTRICT (% of All Students)		16.85% 38/271	20.5% 58/282							

ENROLLMENT BY SCHOOL MONTH - 2025-2026

****As of 10/28/2025**

	Downieville Elementary	Loyalton Elementary	Downieville Jr High	Loyalton Middle	Downieville Sr High	Loyalton Sr High	Sierra Pass Continuation	Long-Term ISP/SDC	TOTAL
Ending 2024-2025	24	200	9	45	10	113	7	included in site #	408
1st Day 2025-2026	26	165	8	80	14	105	3	included in site #	401

	Month	TK/K-6	TK/K-5	7-8	6-8	9-12	9-12	9-12		
August	1	26	168	8	79	14	107	3	included in site #	405
08/20/25-09/12/25										
September	2	26	168	8	80	14	105	3	included in site #	404
09/15/25-10/10/25										
October	3								included in site #	0
10/13/25-11/07/25										
November	4								included in site #	0
11/10/25-12/05/25										
December	5								included in site #	0
12/08/25-01/16/26										
January	6								included in site #	0
01/19/26-02/13/26										
February	7								included in site #	0
02/16/26-03/13/26										
March	8								included in site #	0
03/16/26-04/10/26										
April	9								included in site #	0
04/13/26-05/08/26										
May	10								included in site #	0
05/11/26-06/05/26										
June	11								included in site #	0
06/08/26-06/12/26										

2024-2025	SPJUSD	SCOE	Washoe
P1 ADA	382.08	1.00	16.52
P2 ADA	378.46	1.01	16.34
Annual	377.39	1.01	16.16

Long-Term ISP	
DES	0
LES	0
LMS	3
DHS	0
LHS	2

2023-2024	SPJUSD	SCOE	Washoe
P1 ADA	358.58	0.74	13.34
P2 ADA	357.90	0.74	13.37
Annual	358.02	0.74	13.33

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

October 14, 2025

5:00pm CLOSED Session

6:00pm Regular Session

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

Zoom videoconferencing was also available for the public.

A. CALL TO ORDER

President KELLY CHAMPION called the meeting to order at 5:06pm.

B. ROLL CALL

PRESENT: *Area 1: Patty Hall
Area 2: Rhynie Hollitz (Vice President)
Area 3: John Martinetti (Clerk)
Area 4: Kelly Champion (President)
Area 5: Richard Jaquez*

ABSENT: *Student Board Member (Downieville): TBD
Student Board Member (Loyalton): Jolie Fisher*

C. APPROVAL OF AGENDA

*HALL/MARINETTI
5/0*

D. PUBLIC COMMENT FOR CLOSED SESSION

None

E. CLOSED SESSION

The Board moved into Closed Session *at 5:07pm* to discuss the following item(s):

1. Government Code 54956.9
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)
Number of potential cases: two (2)

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 5:56pm* and ADJOURN FOR BREAK

G. 6:03PM – RECONVENE

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

MARTINETTI: Both items were for discussion only.

J. INFORMATION/DISCUSSION ITEMS

1. Presentation from Sierra County Grand Jury Chairman, John Mitchell

2. Superintendent Reports

COUNTY—SCOE

a. Advocacy update

BERARDI: The California County Superintendents organization is sending 28/58 County Superintendents from California to Washington D.C. at the end of this month for advocacy work. The Superintendent Advisory Council through CSBA is continuing work advocating for fewer reporting requirements for COEs and school districts.

b. SCOE Personnel Items:

1. Assignment of Kathleen Epps, Transportation Aide, Downieville Schools, .33 FTE (2 hours/day), September 02, 2025
2. Assignment of Carla Truhett, Transportation Aide, Loyalton Schools, .25 FTE (1.5 hours/day), effective September 15, 2025
3. Assignment of Kelly Loogman, Garden Technician, Downieville Schools, .5 FTE (4 hours/day), effective October 08, 2025
4. Assignment of Brett Kee, Chef, Sierra County Schools for Adults, .5 FTE, effective October 14, 2025

DISTRICT—SPJUSD

c. Presentation of 2025-2026 Superintendent Goals

SNIDER: Overview of Superintendent goals and how they are now aligned with Board goals.

d. Draft School Facilities 10-year Plan

SNIDER: A lot of this came from the Facility Master Plan produced by School Leaders. Very rough estimates on cost. Requesting feedback on these items. This will be a “living” document that we will adjust as we move through each year. Ongoing discussions. Downieville Gym Roof Project will need to be put out for bid again. We received a change order for \$130K. The original bid submitted was based on material not listed in the specs of the bid package advertised.

e. Water Testing update

SNIDER: Proactive water testing for copper and lead to ensure all staff and students are drinking safe water. All levels came back safe.

f. Gray Wolf Resolution update

SNIDER: Sherriff Fisher and I met with the State Director of Fish and Wildlife about three weeks ago. Director said he would get us information on some grant opportunities to access funding for reinforcing/hardening fences around Ag barn at LHS. No recent communication, though. Will keep working that avenue.

- g. District Vehicle Fleet
SNIDER: Looking at redirecting bus purchase funds to improve vehicle fleet, particularly for maintenance. We don't currently have a maintenance vehicle in Loyalton, and Downieville could use a trailer at least. We also could use some updated vehicles for sports.
 - h. Bus Purchase update
SNIDER: The 91-passenger bus the Board approved for purchasing last school year would not have met CA standards, so back to the drawing board for bus purchase. Would prefer to use the funds for maintenance vehicles at this time. Will continue search for larger bus, though. Exploring options for in-town bus stops for Loyalton that could be accommodated with larger buses.
 - i. CSBA Conference
SNIDER: Signed up all Board members back in July with plenty of time to cancel if needed. HOLLITZ, CHAMPION and I attended last year and it was very informative and would be beneficial for all Board members at any level.
 - j. Chronic Absenteeism Rates for 2024-25
SNIDER: PowerPoint presentation
 - k. Fall Benchmark Assessment Data
SNIDER: PowerPoint presentation
3. Business Report
- a. Letter from the California Department of Education approving the 2025-2026 SCOE and SPJUSD Budgets and Local Control Accountability Plan
 - b. Monthly Chronic Absenteeism Rates
 - c. First Month SPJUSD Enrollments for the 2025-2026 School Year
 - d. Most recent Inter-District Attendance Agreements approved
4. SPTA Report
*PRESIDENT—PRAKASH: **Read by JACOBSEN: We look forward to continued negotiations with the district, and we look forward to our quarterly meeting with Sean and board members Rhynie and Patty tomorrow.*
5. Committee/Board Member Reports
HOLLITZ: Attended a meeting at LHS with the CA Agriculture Teachers. There was a summary of activity from summer into fall of wolf depredations presented. CHAMPION: Budget Committee meeting held today. Next one will be held in November at 3:30pm before the regular Board meeting. Discussed Middle School project and District Office costs. Keeping an eye on Fund 40 with all of the improvement projects going on. Starting to look at expenditures and revenue by site.
6. Public Comment
Wendy Jackson—Adult Ed: Staff Report—Hired Executive Chef for our culinary program. Meeting bi-weekly with UNR Extension Office about CTE course with guaranteed employment for participants completing the course. Trying to put together a sustainable food system within four counties to provide food during the first few days of emergencies. Offering class making soap and skin cream in January and February. First Computer Literacy class launched. Streamlining registration for

EMS courses. Starting new Cyber Security program after winter break. Re-applying for three-year ELL grant with other counties to create a regional partnership.

K. CONSENT CALENDAR

1. Approval of minutes for the joint Regular Meeting held September 09, 2025
2. Approval of Board Report-Checks Dated 09/01/2025 through 09/30/2025
 - a. SCOE
 - b. SPJUSD
3. Approval of Quarterly Report on Williams Uniform Complaints for the quarter ending 09/30/2025
 - a. SCOE
 - b. SPJUSD
4. Authorization for the Superintendent to enter into the 2025-2026 Interlocal Contract with Washoe County School District, Contract 2026-006D
5. Acknowledgment of donation of food from Jadaa’s Kitchen to Downieville School for Back To School Night dinner valued at \$123.53
6. Approval of the following SPJUSD personnel items:
 - a. Assignments for 2025-2026 Extra Duty Stipend Positions
 - b. Assignment of Brooke Evans, Instructional Aide, Downieville School, .9 FTE (5.4 hours/day), effective October 08, 2025

HOLLITZ/HALL
5/0

L. ACTION ITEMS

1. New Business

COUNTY & DISTRICT

- a. Adoption of new Mission and Vision statement
MARTINETTI motioned to approve as-is. Second by HALL.
5/0
- b. Adoption of Board Goals for 2025-2026 and Beyond
HOLLITZ motioned to approve as-is. Second by JAQUEZ.
5/0

PUBLIC HEARING—Textbooks and Instructional Materials

- c. Public Hearing *opened at 7:22 pm* to receive comments on the sufficiency of textbooks and instructional materials for Transitional Kindergarten through 12th grade in each subject and to assure that they are aligned with the state standards adopted pursuant to Ed Code 60605 or 60605.8. Also meet the reporting and sufficiency requirements contained in Ed Code 60119. *Closed at 7:24pm with no comment.*
- d. Adoption of the following resolutions for Sufficiency of Textbooks or Instructional Materials:
HALL/JAQUEZ
5/0
 1. SCOE, Resolution 26-004C
 2. SPJUSD, Resolution 26-007D

- e. Adoption of the Unaudited Actuals for the Fiscal Year Ending June 30, 2025
Overview by JONES.

MARTINETTI/HALL

5/0

- 1. SCOE
- 2. SPJUSD

- f. Adoption of Resolutions Adopting the Gann Limit

MARTINETTI/HALL

5/0

- 1. SCOE, Resolution 26-005C
- 2. SPJUSD, Resolution 26-008D

DISTRICT—SPJUSD

PUBLIC HEARING—School Facility Program Transparency Compliance

- g. Public Hearing *opened at 7:42pm* to receive comments on the District’s intent to apply for state school facility funding under the State Allocation Board administered School Facility Program (SFP). *Closed at 7:46pm with no comment.*
- h. Adoption of Resolution [2926](#)-009D, Resolution in Support of Filing State Facility Funding Application with Public Input and Transparency Compliance
HALL/JAQUEZ
5/0
- i. Approval of the Facility Master Plan
HALL/JAQUEZ
5/0
- j. Approval of Change Order Request for the Loyalton Elementary School Roof Replacement
MARTINETTI/JAQUEZ
5/0
- k. Approval of revised quote for electrical for new buildings
HALL/MARTINETTI
5/0
- l. Approval of Easement Agreement with the City of Loyalton, Contract No. 2026-007D
CHAMPION/HALL
5/0
- m. Approval of quote for security camera system
HOLLITZ motioned to approve the quote with adjustments for up to \$30K.
Second by HALL.
4/1 (MARTINETTI)
- n. Approval of School Plan for Student Achievement for the following:
JAQUEZ/MARTINETTI
5/0
 - 1. Loyalton Elementary School
 - 2. Loyalton Middle School
 - 3. Loyalton High School

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.”

Policy from July 29th – Second Reading

MARTINETTI/HALL

5/0

- o. 0441—Artificial Intelligence

Batch from September 9th – Second Reading

HOLLITZ motioned to approve p-r with the addition discussed for q. Second by HALL.

5/0

- p. 6141.2—Recognition of Religious Beliefs and Customs
- q. 6142.1—Sexual Health and HIV/AIDS Prevention Instruction
- r. 6142.8—Comprehensive Health Education

New for October 14th – First Reading

Postpone to November 12th meeting.

- s. 3515—Campus Security
- t. 3515.4—Recovery for Property Loss or Damage
- u. 6178.1—Work-Based Learning
- v. 9005—Governance Standards

M. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on November 12 (*Wednesday*), 2025, at Sierra County Office of Education, Room 10, 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 8:43pm.

James Berardi,
County Superintendent

Sean Snider,
District Superintendent

John Martinetti, Clerk

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

DATE: October 14, 2025

CLOSED SESSION BEGAN AT: 5:00 P.M.

BOARD MEMBERS PRESENT:

Patty Hall Rhynie Hollitz John Martinetti Kelly Champion Richard Jaquez

OTHERS PRESENT:

- James Berardi, County Superintendent
- Sean Snider, District Superintendent
- Randy Jones, Director of Business Service/CBO
- _____
- _____

I. SESSION TOPIC(S):

<p>Item #1—Government Code 54956.7 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3) Number of potential cases: two (2)</p> <p>RESULT:</p> <p><input type="checkbox"/> DIRECTION WAS GIVEN TO SUPERINTENDENT</p> <p><input checked="" type="checkbox"/> THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN: HALL _____ HOLLITZ _____ MARTINETTI _____ CHAMPION _____ JAQUEZ _____</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION: HALL _____ HOLLITZ _____ MARTINETTI _____ CHAMPION _____ JAQUEZ _____</p> <hr/> <p>Item #2—Government Code 54957 CONFERENCE WITH LABOR NEGOTIATORS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Agency Negotiator(s) for the Board:</td> <td>James Berardi, County Superintendent Sean Snider, District Superintendent</td> </tr> <tr> <td>Employee Organizations:</td> <td></td> </tr> <tr> <td>Unrepresented Employees:</td> <td>District Superintendent Sierra-Plumas Teachers' Association Classified Employees Confidential Employees Administrative Employees</td> </tr> </table> <p>RESULT:</p> <p><input checked="" type="checkbox"/> DIRECTION WAS GIVEN TO SUPERINTENDENT</p> <p><input type="checkbox"/> THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN: HALL _____ HOLLITZ _____ MARTINETTI _____ CHAMPION _____ JAQUEZ _____</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION: HALL _____ HOLLITZ _____ MARTINETTI _____ CHAMPION _____ JAQUEZ _____</p>	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
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					

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

II. ENDED CLOSED SESSION AT 5:56 P.M. AND RETURNED TO OPEN SESSION

PRESIDED BY: Kelly Champion RECORDED BY: [Signature]
Kelly Champion, PRESIDENT 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**

October 27, 2025

5:00pm

*Loyalton: Loyalton Elementary School, 111 Beckwith Rd, Loyalton CA 96118
Zoom videoconferencing was also available for the public.*

A. CALL TO ORDER

President KELLY CHAMPION called the meeting to order at 5:09pm.

B. ROLL CALL

PRESENT: *Area 1: Patty Hall
Area 2: Rhynie Hollitz (Vice President)
Area 3: John Martinetti (Clerk)
Area 4: Kelly Champion (President)
Area 5: Richard Jaquez*

ABSENT: *Student Board Member (Downieville): Logan Kinneer
Student Board Member (Loyalton): Jolie Fisher*

C. APPROVAL OF AGENDA

*HALL/MARTINETTI
5/0*

D. PUBLIC COMMENT

*Special Meeting Agenda Items only, please.
None*

E. PRESENTATION ON FUNDING OPTIONS FOR FACILITY MASTER PLAN

Presentation by Michael Riemenschneider from Eastshore Consulting

F. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on November 12 (***Wednesday***), 2025, at Sierra County Office of Education, Room 10, 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 6:42pm.

James Berardi,
County Superintendent

Sean Snider,
District Superintendent

John Martinetti, Clerk

Checks Dated 10/01/2025 through 10/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00017647	10/14/2025	PRIMO BRANDS BLUETRITON BRANDS, INC.	11-4330	WATER SERVICE		51.46
00017648	10/14/2025	AMAZON CAPITAL SERVICES	01-4300	CLASSROOM SUPPLIES	217.49	
			11-4300	KNEELING PAD	50.64	
				MOUSE	15.00	283.13
00017649	10/14/2025	DONALD BERGSTROM	01-5810	SPED/DO CLEANING	1,306.92	
			01-5899	SPED/DO CLEANING	530.58	1,837.50
00017650	10/14/2025	HEIDI BETHKE	01-4300	REIMBURSEMENT		9.99
00017651	10/14/2025	KATRINA BOSWORTH	01-5200	FNL CONFERENCE		547.40
00017652	10/14/2025	MELANIE CHRISTIAN	01-5810	TRANSPORTATION REIMBURSE		462.00
00017653	10/14/2025	CLASS LEASING	01-6200	OFFICE BUILDING		84,177.00
00017654	10/14/2025	MICAH COHEN, MOT, OTR/L	01-5810	OCCUPATIONAL THERAPY SERVICES		3,478.25
00017655	10/14/2025	CREATIVE STEP	11-4320	LOGO MATS	1,705.20	
				Unpaid Sales Tax	110.20-	1,595.00
00017656	10/14/2025	ELEVATION TRUCKEE	01-5810	JULY TRANSITIONAL SERVICES		4,602.00
00017657	10/14/2025	FAGEN FRIEDMAN & FULFROST LLP	01-5801	LEGAL FEES		2,016.00
00017658	10/14/2025	KELLI GROCK	01-5810	COUNSELING SERVICES		6,555.00
00017659	10/14/2025	LAUREN JONES BEHAVIORAL CONSULTANT	01-5810	BEHAVIORAL CONSULTANT		14,514.00
00017660	10/14/2025	LOCALIQ	11-5810	ADULT ED WEBSITE MANAGEMENT		5,447.00
00017661	10/14/2025	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMPENSATION		13,227.75
00017662	10/14/2025	NCS PEARSON, INC.	01-4300	ASSESSMENT SUPPLIES		600.07
00017663	10/14/2025	PLUMAS-SIERRA TELECOMMUNICATIONS	11-5900	BROADBAND SERVICE		109.00
00017664	10/14/2025	PRESENCELEARNING, INC.	01-5810	PRESENCE LEARNING		11,497.20
00017665	10/14/2025	UBEO WEST LLC	11-5600	COPIER/MAINTENANCE		61.95
00017666	10/14/2025	REMSA CENTER FOR INTEGRATED HEALTH CARE & COMMUNITY EDU	11-5810	CPR CARDS		8.50
00017667	10/14/2025	RENO PRINT STORE	01-4300	RED RIBBON WEEK SUPPLIES		2,825.88
00017668	10/14/2025	SIERRA VALLEY HOME CENTER	01-4300	SHOP CLASS SUPPLIES		1,436.68
00017669	10/14/2025	TODDLER TOWERS, INC. SIERRAKIDS	01-5810	ELOP SPED AIDE		6,044.95
00017670	10/14/2025	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	2,033.00	
			76-9576	HEALTH INSURANCE	29,531.40	31,564.40
00017671	10/14/2025	U.S. BANK VOYAGER	01-4350	FUEL EXPENSE	460.27	
			01-5200	FUEL EXPENSE	28.58	
			01-5899	FUEL EXPENSE	114.47	
			11-5200	FUEL EXPENSE	69.65	672.97
00017672	10/28/2025	AMAZON CAPITAL SERVICES	01-4300	CLASSROOM SUPPLIES	63.45	
				INSTRUCTIONAL SUPPLIES	314.43	
				WALKIE TALKIE	40.74	

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 10/01/2025 through 10/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00017672	10/28/2025	AMAZON CAPITAL SERVICES	11-4300	CLASSROOM SUPPLIES	264.48	683.10
00017673	10/28/2025	MEGAN ANDALUZ	01-5810	TRANSPORTATION REIMBURSE		270.48
00017674	10/28/2025	CRESKO RESTAURANT EQUIPMENT	11-4300	CAKE PANS		205.70
00017675	10/28/2025	EDWARDS, STEVENS AND TUCKER, LLP	01-5801	LEGAL FEES		368.50
00017676	10/28/2025	MSTS RECEIVABLES LLC.	01-4300	SHOP CLASS SUPPLIES		247.05
00017677	10/28/2025	INTERMOUNTAIN DISPOSAL, INC.	11-5500	GARBAGE SERVICE		39.64
00017678	10/28/2025	JOEL TILLMAN	11-5810	TECH SUPPORT		2,735.75
00017679	10/28/2025	MCGRAW - HILL SCH ED LLC	01-4100	TEXTBOOKS		2,047.18
00017680	10/28/2025	MEGAN MESCHERY	01-5200	REIMBURSMENT		133.13
00017681	10/28/2025	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		807.31
00017682	10/28/2025	U.S. BANK	01-4300	STAFF MTG/SPSA SUPPLIES	117.78	
				ZOOM SUBCRPTION	159.90	
			01-5200	CAL SCIENCE CONFERENCE	2,349.40	
				PARKING	35.00	
				REGISTRATION	140.00	
			01-5899	AP TEXTBOOKS	147.18	
				REGISTRATION	80.00	
				SOFTWARE	101.88	
				STAFF MTG/SPSA SUPPLIES	138.08	
				TECH SUPPLIES	489.31	
			11-4320	MAIN/CUST SUPPLIES	315.26	
			11-5200	REGISTRATION/PARKING	55.20	4,128.99
Total Number of Checks					36	205,291.91

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	26	151,508.53
11	ADULT EDUCATION	13	11,134.43
76	Payroll Clearing	2	42,759.15
Total Number of Checks		36	205,402.11
Less Unpaid Sales Tax Liability			110.20
Net (Check Amount)			205,291.91

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 10/01/2025 through 10/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087921	10/14/2025	ALL SEASONS NORTH ROOFING & WATERPROOFING	40-6200	ROOF REPLACEMENT		6,884.10
00087922	10/14/2025	AMAZON CAPITAL SERVICES	01-4300	CLASS SUPPLIES	116.06	
				CLASSROOM SUPPLIES	234.26	
				curriculum	192.80	
				Instructional materials	202.08	
				library supplies	110.20	
				PE supplies	316.18	
				WALK TO LEARN IMPLEMENT SUPPLIES	90.07	
				WATER BOTTLE	37.53	
				WATER DISPENSER	187.67	
			01-4320	FAUCETS	570.65	
				HANDWASHING STATION/SINKS	115.86	
				plant mainenance	35.38	
			01-4330	BULLETIN BOARD	200.28	
				office supplies	609.79	
			01-4400	HANDWASHING STATION/SINKS	160.83	
			01-5899	BULLETIN BOARD	66.76	
			13-4340	OVEN MITTS	14.25	3,260.65
00087923	10/14/2025	AMERIGAS	01-5540	PROPANE		2,591.88
00087924	10/14/2025	AT&T	01-5890	PHONE SERVICES	59.71	
			01-5899	PHONE SERVICES	27.40	
			01-5910	PHONE SERVICES	488.97	576.08
00087925	10/14/2025	MARGARET BINKLEY	01-4300	REIMBURSEMENT		74.15
00087926	10/14/2025	PAMELA BRANDON	01-5600	TECH COTTAGE RENTAL		100.00
00087927	10/14/2025	CITY OF LOYALTON	01-5530	WATER AND SEWER - LOYALTON SITES		5,918.81
00087928	10/14/2025	CPM EDUCATIONAL PROGRAM	01-4100	MATH TEXTS		4,480.30
00087929	10/14/2025	CURRENT ELECTRIC & ALARM, INC.	01-5600	ALARM MONITORING	990.00	
				FIRE ALARM REPAIR	8,988.57	
			01-5899	ALARM MONITORING	75.00	10,053.57
00087930	10/14/2025	DOCUMENT TRACKING SERVICES	01-5890	SCHOOL ACCOUNTABILITY REPORTING		1,575.00
00087931	10/14/2025	E3 DIAGNOSTICS	01-4330	HEARING MACHINE PARTS		113.67
00087932	10/14/2025	EDLIO, LLC COLLECTIONS	01-5890	WEBSITE/TEXT SYSTEM		6,188.00
00087933	10/14/2025	JANET HAMILTON	01-5600	TECH COTTAGE RENTAL		100.00
00087934	10/14/2025	JW PEPPER	01-4300	Choir supplies		183.93
00087935	10/14/2025	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	01-4100	TEXTBOOKS		3,051.48
00087936	10/14/2025	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		1,421.18
00087937	10/14/2025	MORNING GLORY, INC	13-4700	CAFE SUPPLIES		667.70

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 10/01/2025 through 10/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087938	10/14/2025	MOUNTAIN MESSENGER	01-5890	ADVERTISEMENTS AND PUBLIC HEARINGS		90.00
00087939	10/14/2025	NATIONAL FFA ORGANIZATION	01-5200	REGISTRATION		180.00
00087940	10/14/2025	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMP		27,161.00
00087941	10/14/2025	ODP BUSINESS SOLUTIONS LLC	01-4300	Supplies	423.25	
			01-4320	Supplies	173.06	
			01-4330	Supplies	95.95	692.26
00087942	10/14/2025	PACIFIC GAS & ELECTRIC COMPANY	01-5510	Electricity		4,286.50
00087943	10/14/2025	LAURIE PETTERSON	01-4320	SIGNS/BANNERS		263.58
00087944	10/14/2025	PLACER COUNTY OFFICE OF EDUCATION	01-5899	WILLIAMS AUDIT		2,500.00
00087945	10/14/2025	PLUMAS COUNTY SCHOOLS	01-9510	TRANSPORTATION AGREEMENT		21,672.33
00087946	10/14/2025	UBEO WEST LLC	01-5600	COPIER MAINT.	985.36	
			01-5899	COPIER MAINT.	144.85	1,130.21
00087947	10/14/2025	RICHARD BAKER PROJECTS	40-5890	PROJECT MANAGER		1,525.00
00087948	10/14/2025	RIDDEL ALL AMERICAN SPORTS CORP	01-4305	Football Pads		2,916.55
00087949	10/14/2025	SCHOLASTIC INC.	01-4300	Scholastic magazine		323.13
00087950	10/14/2025	SIERRA BOOSTER	01-5890	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES		174.00
00087951	10/14/2025	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE		289.50
00087952	10/14/2025	SIERRA HARDWARE	01-4320	Misc Maintenance supplies		317.36
00087953	10/14/2025	SIERRA VALLEY HOME CENTER	01-4320	MAINT. SUPPLIES	251.40	
				MAINT/CUSTODIAL SUPPLIES	288.07	
			01-5899	MAINT/CUSTODIAL SUPPLIES	25.00	564.47
00087954	10/14/2025	SYSCO FOOD SVCS OF SACRAMENTO	13-4340	CAFETERIA - FOOD AND SUPPLIES	927.92	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	9,902.93	10,830.85
00087955	10/14/2025	TEAM ONE NETWORKING	01-5899	PHONE SERVICES	35.00	
			01-5910	PHONE SERVICES	105.00	140.00
00087956	10/14/2025	TMP SERVICES	01-5899	RAMPS FOR PORTABLES	6,641.14	
			01-6200	RAMPS FOR PORTABLES	41,221.24	47,862.38
00087957	10/14/2025	TODDLER TOWERS, INC. SIERRA KIDS	01-5100	ELOP PROGRAM	5,047.60	
			01-5890	ELOP PROGRAM	17,452.40	22,500.00
00087958	10/14/2025	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	7,194.62	
			76-9576	HEALTH INSURANCE	90,972.54	98,167.16
00087959	10/14/2025	U.S. BANK VOYAGER	01-4305	FUEL	827.96	
			01-4351	FUEL	2,811.25	3,639.21
00087960	10/28/2025	AIRGAS, USA, LLC	01-5600	TANK RENTAL LHS/DVL		383.50
00087961	10/28/2025	AMAZON CAPITAL SERVICES	01-4300	ART SUPPLIES	101.84	

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 10/01/2025 through 10/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087961	10/28/2025	AMAZON CAPITAL SERVICES	01-4300	band supplies	214.35	
				LIBRARY BOOKS	32.06	
				library supplies	35.49	
				PE supplies	303.22	
				Supplies	436.50	
			01-4320	CONCRETE SAW	191.58	
			01-4330	nurse supplies	74.56	
				OFFICE SUPPLIES	285.71	
				PRINTER	144.78	1,820.09
00087962	10/28/2025	AT&T	01-5910	PHONE SERVICES		279.39
00087963	10/28/2025	AMANDA BEVILLE	01-4300	ONLINE LEARNING INCENTIVE		121.17
00087964	10/28/2025	CITY OF LOYALTON	01-6200	REIMBURSEMENT		1,288.00
00087965	10/28/2025	DEMCO, INC.	01-4300	Library Supplies		292.51
00087966	10/28/2025	DOWNIEVILLE PUBLIC UTILITY DIS	01-5530	Water		255.81
00087967	10/28/2025	EDLIO, LLC COLLECTIONS	01-5890	WEBSITE		1,200.00
00087968	10/28/2025	EDWARDS, STEVENS AND TUCKER, LLP	01-5810	LEGAL FEES		7,714.00
00087969	10/28/2025	HAYLEY EVANS	01-5200	MILEAGE		154.00
00087970	10/28/2025	INTERACTIVE RESOURCES, INC	01-5899	ARCHITECTS	643.76	
			01-6200	ARCHITECTS	643.74	1,287.50
00087971	10/28/2025	SONIA JOY	01-4305	FNL REIMBURSEMENT		214.65
00087972	10/28/2025	K 12 MANAGEMENT DBA FUELED	01-5890	DIGITAL CONTENT GRADE 6-12		9,000.00
00087973	10/28/2025	LASSEN COUNTY OFFICE OF EDUCAT	01-5200	REGISTRATION		1,038.00
00087974	10/28/2025	LES SCHWAB	01-4350	Vehicle maintenance		182.38
00087975	10/28/2025	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		1,181.98
00087976	10/28/2025	PACIFIC GAS & ELECTRIC COMPANY	01-5510	Electricity		24.04
00087977	10/28/2025	SIERRA NEVADA BALLE	01-4300	PEANUTCRACKER BALLE		600.00
00087978	10/28/2025	INTERMOUNTAIN DISPOSAL, INC.	01-5520	GARBAGE SERVICE	1,238.98	
			01-5899	GARBAGE SERVICE	35.78	1,274.76
00087979	10/28/2025	SIERRA ELECTRONICS	01-4400	BUS RADIO		1,335.95
00087980	10/28/2025	SIERRA-PLUMAS JOINT UNIFIED	01-5890	BANK SERVICE FEES		237.70
00087981	10/28/2025	SILVER STATE INTL	01-5600	BUS REPAIR #83		10,564.44
00087982	10/28/2025	TINYEYE TECHNOLOGIES CORP c/o V68000U	01-5890	THERAPY SERVICES		12,979.63
00087983	10/28/2025	U.S. BANK	01-4300	art supplies	43.82	
				CLASSROOM SUPPLIES	60.68	
				GARDEN SUPPLIES	196.72	
				LIBRARY BOOKS	1,191.52	
				Wellness room Blinds	53.60	

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

Checks Dated 10/01/2025 through 10/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087983	10/28/2025	U.S. BANK	01-4320	CANOPY AND MULCH	295.50	
				CC CHARGES	737.80	
				HANDWASHING STATION/SINKS	234.87	
				KEY REPLACEMENT	41.85	
			01-4330	MAINT SUPPLIES	200.13	
				ADOBE PRO SUBSCRIPTION	14.99	
				CHARGER	96.51	
				Tardy Slips	51.12	
			01-4340	CC CHARGES	271.08	
			01-4350	FUEL FOR MAINT.	312.33	
				VEHICLE BATTERY	207.18	
			01-4351	BUS FUEL	255.92	
			01-4400	Camcorder	1,974.41	
				HANDWASHING STATION/SINKS	908.09	
			01-5200	REGISTRATION	345.00	
			01-5890	SALES TAX	1,387.80	
				ZOOM SUBSCRIPTION	74.23	
			01-5899	ADOBE PRO SUBSCRIPTION	5.00	
			01-5900	Postage	984.75	
				STAMPED ENVELOPES	458.00	
01-6200	DSA FEES	12,121.92				
01-9502	SALES TAX	7,977.84				
13-4340	CC CHARGES	27.83				
13-4700	CC CHARGES	442.66	30,283.15			
00087984	10/28/2025	US FOODS, INC. RENO	01-4300	CAFETERIA - FOOD AND SUPPLIES	476.84	
			13-4340	CAFETERIA - FOOD AND SUPPLIES	30.93	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	1,719.04	2,226.81
00087985	10/28/2025	VERIZON WIRELESS	01-5899	CELL PHONE SERVICE	516.48	
			01-5910	CELL PHONE SERVICE	570.78	1,087.26
Total Number of Checks					65	381,492.71

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	58	238,613.65
13	Cafeteria Fund	7	16,336.42

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 10/01/2025 through 10/31/2025

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

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
40	Special Reserve for Capital Ou	2	8,409.10
76	Warrant/Pass Through (payroll)	2	118,133.54
Total Number of Checks		65	381,492.71
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			381,492.71

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

Device	Identifier	Reason for Disposal	
chromebook	47961	Broken	
chromebook	50168	Broken	
chromebook	47967	Broken	
chromebook	47916	Broken	
chromebook	50100	Broken	
chromebook	T0000000003090	Broken	
chromebook	4E+13	Broken	
chromebook	47987	Broken	
chromebook	50253	Broken	
chromebook	47931	Broken	
chromebook	50236	Broken	
chromebook	N/A	Broken	
chromebook	4E+13	Broken	
chromebook	4E+13	Broken	
chromebook	5CD024HZ5	Broken	
chromebook	5CD024HZ8B	Broken	
chromebook	5cd024hyrj	Broken	
chromebook	50351	Broken	
chromebook	60055	Broken	county
chromebook	50245	Broken	
chromebook	50026	Broken	
chromebook	47853	Broken	
chromebook	32903	Broken	
chromebook	50254	Broken	
chromebook	50105	Broken	
chromebook	5cd024hxxw	Broken	
chromebook	50364HY3A91HF708189H	Broken	
chromebook	50011	Broken	
chromebook	T0000000003065	Broken	
chromebook	5CD024F4XT	Broken	
chromebook	OJDB91DH406882J	Broken	
chromebook	4E+13	Broken	
chromebook	32262	Broken	
chromebook	32235	Broken	
chromebook	BA68-11519A10	Broken	
chromebook	60047	Past AUE	county
chromebook	50215	Past AUE	
chromebook	47994	Past AUE	
chromebook	50210	Past AUE	
chromebook	47958	Past AUE	
chromebook	60048	Past AUE	county
chromebook	0Q9T91KK600577Z	Past AUE	
chromebook	T0000000003351	Past AUE	
chromebook	T0000000003379	Past AUE	
chromebook	0JDB91DH406670T	Past AUE	
chromebook	0JDB91HH404032Y	Past AUE	

E-Waste for Surplus 11-12-2025 - SCOE & SPJUSD

chromebook	0Q9T91GJ709128F	Past AUE	
chromebook	T0000000003100	Past AUE	
chromebook	32157	Past AUE	
chromebook	T0000000003012	Past AUE	
chromebook	T0000000003161	Past AUE	
chromebook	0Q9T91GK306495V	Past AUE	
chromebook	0Q9T91HJB05440L	Past AUE	
chromebook	0Q9T91HJ618761Y	Past AUE	
chromebook	T0000000003098	Past AUE	
chromebook	T0000000003359	Past AUE	
chromebook	T0000000003091	Past AUE	
chromebook	T0000000003346	Past AUE	
chromebook	0JDB91IJ209187K	Past AUE	
chromebook	0JDB91DH406705	Past AUE	
Epson Projector	N/A	Broken	
Elmo projector	35549	broken	
Sony PTZ Camera	N/A	broken	
HP Laserjet Printer	N/A	end of life	
Sony Monitor	N/A	broken	
3M Document Projector	N/A	Broken	
Document scanner	41040	broken	
Printer	3365	Broken	

August 5, 2025

Sean Snider
SPJUSD Superintendent
109 Beckwith Road
Loyalton, CA 96118

Re: Golden Handshake

It is my intention to ask for the Golden Handshake following my last day on February 28, 2026.

I am entitled to this program as the district/COE has an established precedent for past teachers and administrators.

Please consider this letter as my official request to participate in the Early Retirement/Golden Handshake offer.

Thank you.

Yours in Education,

James Berardi
SCOE Superintendent
Downieville Principal
Science Instructor

**AGREEMENT FOR
PROFESSIONAL
SERVICES**

THIS AGREEMENT for Professional Services ("Agreement") is made as of the Agreement Date set forth below by and between **Sierra-Plumas Joint Unified School District**, ("the DISTRICT"), and **Christina LaFoon**, the ("CONTRACTOR").

In consideration of the services to be rendered, the sums to be paid, and each and every covenant and condition contained herein, the parties hereto agree as follows:

OPERATIVE PROVISIONS

1. SERVICES.

The CONTRACTOR warrants that CONTRACTOR has the special skills, expertise and experience in order to effectively provide individual and/or group counseling services. CONTRACTOR shall provide the services described in Attachment "A" and in the manner specified in Attachment "A", Provisions A-2 through A-3.

2. TERM.

Commencement Date: November 13, 2025

Termination Date: June 30, 2026

3. PAYMENT.

DISTRICT shall pay CONTRACTOR for services rendered pursuant to this Agreement on a time and material basis and in the amount set forth in Attachment "B". The payment specified in Attachment "B" shall be the only payment made to CONTRACTOR for services rendered pursuant to this Agreement. CONTRACTOR shall submit all billings for said services to DISTRICT in the manner specified in Attachment "B".

4. FACILITIES, EQUIPMENT AND OTHER MATERIALS AND OBLIGATIONS OF DISTRICT.

CONTRACTOR shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement, except as provided in this paragraph. DISTRICT shall furnish CONTRACTOR only those facilities, equipment, and other materials and shall perform those obligations listed in Attachment "A".

5. ADDITIONAL PROVISIONS.

Those additional provisions unique to this Agreement are set forth in Attachment "C".

6. GENERAL PROVISIONS.

The general provisions set forth in Attachment "D" are part of this Agreement. Any inconsistency between said general provisions and any other terms or conditions of this Agreement shall be controlled by the other terms or conditions insofar as the latter are inconsistent with the general provisions.

7. DESIGNATED REPRESENTATIVES.

Mr. Sean Snider, District Superintendent, is the designated representative of the DISTRICT, and will administer this Agreement for the DISTRICT. Christina Lafoon is the authorized representative for CONTRACTOR. Changes in designated representatives shall occur only by advance written notice to the other party.

8. ATTACHMENTS.

All attachments referred to herein are attached hereto and by this reference incorporated herein.
Attachments include:

- Attachment A - Services
- Attachment B - Payment
- Attachment C - Additional Provisions
- Attachment D - General Provisions

9. AGREEMENT DATE. The Agreement Date is November 13, 2025.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day here first above written.

" DISTRICT "

"CONTRACTOR"

By: _____
Sean Snider, Superintendent

By: _____
Christina LaFoon

Date

Date

CONTRACTOR TAXPAYER I.D. NUMBER

Christina LaFoon
Federal Tax ID# xxx-xx-xxxx

(Taxpayer I.D. or Social Security No.)

ATTACHMENT A

A.1. SCOPE OF SERVICES AND DUTIES.

At the request of Sierra-Plumas Joint Unified School District, CONTRACTOR shall include, but is not limited to,

- Provide individual and group college and career counseling
- Develop College & Career Curriculum for grades 8-12 for Downieville and Loyalton High students
- Create systems for college and career support, including establishing a college & career center at Loyalton High School and Downieville High School in collaboration with the college & career readiness team
- Provide Fifteen (15) hours of services for students per week or as needed; documentation not to exceed maximum contract amount of \$22,000.
- Submit a monthly invoice for payment.

A.2. TIME SERVICES RENDERED

Work will begin on date identified in Provision 2, "TERM", of this Agreement. Thereafter, CONTRACTOR shall perform services in a diligently and timely manner.

A.3. MANNER SERVICES ARE TO BE PERFORMED.

As an independent contractor, CONTRACTOR shall be responsible for providing services and fulfilling obligations hereunder in a professional manner. DISTRICT shall not control the manner of performance.

A.4. FACILITIES FURNISHED BY DISTRICT.

- Provide copies of existing records and supporting documentation as necessary to perform all work.
- Provide location for CONTRACTOR to meet with students at both Downieville and Loyalton School sites.

ATTACHMENT B

PAYMENT

DISTRICT shall pay CONTRACTOR as follows:

- B.1 BASE CONTRACT FEE,** DISTRICT shall pay CONTRACTOR Fifty-five dollars and zero cents per hour (\$55.00). CONTRACTOR shall submit requests for payment ("Invoice") on a monthly basis, invoicing for all work completed and delivered to the Superintendent, or designee prior to the issuance of such Invoice. In no event shall total compensation paid for services to CONTRACTOR under this Agreement exceed twenty-two thousand dollars (\$22,000) without a written amendment to this Agreement approved by the District Superintendent.
- B.2 MILEAGE.** None
- B.3 TRAVEL COSTS.** None
- B.4 AUTHORIZATION REQUIRED.** Services performed by CONTRACTOR and not authorized in this Agreement shall not be paid for by DISTRICT. Payment for additional services shall be made to CONTRACTOR by DISTRICT if, and only if, this Agreement is amended in writing by both parties in advance of performing additional services.
- B.4 SPECIAL CIRCUMSTANCES.** In-Person Emergency Services required before travel cost can be incurred.
- B.5 MAXIMUM CONTRACT AMOUNT.** The maximum amount payable to CONTRACTOR under this Agreement shall not exceed the following:

B. 1	Direct Service Fee	\$55.00 per hour
B.2	Mileage	0
B.3	Travel Costs	0
B.4	Authorization Required	Yes
B.5	Special Circumstances	No

MAXIMUM CONTRACT AMOUNT: \$22,000

ATTACHMENT C
ADDITIONAL PROVISIONS

[NONE]

ATTACHMENT D
GENERAL PROVISIONS

D.1 INDEPENDENT CONTRACTOR.

For all purposes arising out of this Agreement, CONTRACTOR shall be an independent contractor and CONTRACTOR and each and every employee, agent, servant, partner, and shareholder of CONTRACTOR (collectively referred to as "The Contractor") shall not be, for any purpose of this Agreement, an employee of DISTRICT. Furthermore, this Agreement shall not under any circumstance be construed or considered to be a joint powers agreement as described in *Government Code Section 6000, et seq.*, or otherwise. As an independent contractor, the following shall apply:

D.1.1 CONTRACTOR shall determine the method, details and means of performing the services to be provided by CONTRACTOR as described in this Agreement.

D.1.2 CONTRACTOR shall be responsible to DISTRICT only for the requirements and results specified by this Agreement and, except as specifically provided in this Agreement, shall not be subject to DISTRICT'S control with respect to the physical actions or activities of CONTRACTOR in fulfillment of the requirements of this Agreement.

D.1.3 CONTRACTOR shall be responsible for its own operating costs and expenses, property and income taxes, workers' compensation insurance and any other costs and expenses in connection with performance of services under this Agreement.

D.1.4 CONTRACTOR is not, and shall not be, entitled to receive from or through DISTRICT, and DISTRICT *shall* not provide or be obligated to provide the CONTRACTOR with workers' compensation coverage, unemployment insurance coverage or any other type of employee or worker insurance or benefit coverage required or provided by any federal, state or local law or regulation for, or normally afforded to, any employee of DISTRICT.

D.1.5 The CONTRACTOR shall not be entitled to have DISTRICT withhold or pay, and DISTRICT shall *not withhold or pay*, on behalf of the CONTRACTOR any tax or money relating to the Social Security Old Age Pension Program, Social Security Disability Program or any other type of pension, annuity or disability program required or provided by any federal, state or local law or regulation for, or normally afforded to, an employee of DISTRICT.

D.1.6 The CONTRACTOR shall not be entitled to participate in, or receive any benefit from, or make any claim against any DISTRICT fringe benefit program including, but not limited to, DISTRICT 's pension plan, medical and health care plan, dental plan, life insurance plan, or other type of benefit program, plan or coverage designated for, provided to, or offered to DISTRICT 's employees.

D.1.7 DISTRICT shall not withhold or pay on behalf of CONTRACTOR any federal, state or local tax including, but not limited to, any personal income tax owed by CONTRACTOR.

D.1.8 The CONTRACTOR is, and at all times during the term of this Agreement shall represent and conduct itself as, an independent contractor and not as an employee of DISTRICT.

D.1.9 CONTRACTOR shall not have the authority, express or implied, to act on behalf of, bind or obligate the DISTRICT in any way without the written consent of the DISTRICT.

D.1.10 CONTRACTOR shall provide the following before this Agreement is complete:

D.1.10.1 Proof of current negative TB test.

D.1.10.2 Proof of current fingerprint clearance

D.2 LICENSES, PERMITS, ETC.

CONTRACTOR represents and warrants to DISTRICT that it has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONTRACTOR to practice its profession. CONTRACTOR represents and warrants to DISTRICT that CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for CONTRACTOR to practice its profession at the time the services are performed.

D.3 CHANGE IN STATUTES OR REGULATIONS.

If there is a change of statutes or regulations applicable to the subject matter of this Agreement, both parties agree to be governed by the new provisions, unless either party gives notice to terminate pursuant to the terms of this Agreement.

D.4 TIME.

CONTRACTOR shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of CONTRACTOR's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

D.5 INSURANCE.

D.5.1 Prior to rendering services provided by the terms and conditions of this Agreement, CONTRACTOR shall acquire and maintain during the term of this Agreement insurance coverage through and with an insurer acceptable to DISTRICT, naming the DISTRICT and DISTRICT 's officers, employees, as additional insured (hereinafter referred to as "the insurance"). The insurance shall contain the coverage indicated by the checked items below.

D.5.1.1 During the term of this Agreement, CONTRACTOR shall maintain in full force and effect a policy of professional errors and omissions insurance with policy limits of not less than One Million Dollars (\$1,000,000) per incident and Three Million (\$3,000,000) annual aggregate, with deductible or self-insured portion not to exceed Two Thousand Five Hundred Dollars (\$2,500).

D.5.1.2 Comprehensive automobile liability insurance with minimum coverage of One Hundred Thousand Dollars (\$100,000) per occurrence and with not less than Three Hundred Thousand Dollars (\$300,000) on reserve in the aggregate, with combined single limit including owned, non-owned and hired vehicles.

D.5.1.3 Workers' Compensation Insurance coverage for all CONTRACTOR employees and other persons for whom CONTRACTOR is responsible to provide such insurance coverage, as provided by Division 4 and 4.5 of the *Labor Code*.

D.5.2 The limits of insurance herein shall not limit the liability of the CONTRACTOR hereunder.

D.5.3 In respect to any insurance herein, if the aggregate limit available becomes less than that required above, other excess insurance shall be acquired and maintained immediately. For the purpose of any insurance term of this Agreement, "aggregate limit available" is defined as the total policy limits available for all claims made during the policy period.

D.5.4 The insurance shall include an endorsement that no cancellation or material change adversely affecting any coverage provided by the insurance may be made until twenty (20) days after written notice is delivered to DISTRICT.

D.5.5 The insurance policy forms, endorsements and insurer(s) issuing the insurance shall be satisfactory to DISTRICT at its sole and absolute discretion. The amount of any deductible payable by the insured shall be subject to the prior approval of the DISTRICT and the DISTRICT, as a condition of its approval, may require such proof of the adequacy of CONTRACTOR's financial resources as it may

see fit.

D.5.6 Prior to CONTRACTOR rendering services provided by this Agreement, and immediately upon acquiring additional insurance, CONTRACTOR shall deliver a certificate of insurance describing the insurance coverage's and endorsements to:

Sierra-Plumas Joint Unified School District
 Director of Business Services/CBO
 P.O. Box 955
 Loyalton CA 96118

D.5.7 CONTRACTOR shall not render services under the terms and conditions of this Agreement unless each type of insurance coverage and endorsement is in effect and CONTRACTOR has delivered the certificate(s) of insurance to DISTRICT as previously described. If CONTRACTOR shall fail to procure and maintain said insurance, DISTRICT may, but shall not be required to, procure and maintain the same, and the premiums of such insurance shall be paid by CONTRACTOR to DISTRICT upon demand. The policies of insurance provided herein which are to be provided by CONTRACTOR shall be for a period of not less than one year, it being understood and agreed that twenty (20) days prior to the expiration of any policy of insurance, CONTRACTOR will deliver to DISTRICT a renewal or new policy to take the place of the policy expiring.

D.5.8 DISTRICT shall have the right to request such further coverage's and/or endorsements on the insurance as DISTRICT deems necessary, at CONTRACTOR'S expense. The amounts, insurance policy forms, endorsements and insurer(s) issuing the insurance shall be satisfactory to DISTRICT in its sole and absolute discretion.

D.5.9 Any subcontractor(s), independent contractor(s) or any type of agent(s) performing or hired to perform any term or condition of this Agreement on behalf of CONTRACTOR, as may be allowed by this Agreement (hereinafter referred to as the "SECONDARY PARTIES"), shall comply with each term and condition of this Section D.5 entitled "INSURANCE". Furthermore, CONTRACTOR shall be responsible for the SECONDARY PARTIES' acts and satisfactory performance of the terms and conditions of this Agreement.

D.6 INDEMNITY. CONTRACTOR shall defend, indemnify, and hold harmless DISTRICT, its elected and appointed councils, boards, commissions, officers, agents, and employees from any liability for damage or claims for damage for any economic loss or personal injury, including death, as well as for property damage, which may arise from the intentional or negligent acts or omissions of CONTRACTOR in the performance of services rendered under this Agreement by CONTRACTOR, or any of CONTRACTOR'S officers, agents, employees, contractors, or subcontractors.

D.7 CONTRACTOR NOT AGENT. Except as DISTRICT may specify in writing, CONTRACTOR shall have no authority, express or implied, to act on behalf of DISTRICT in any capacity whatsoever as an agent. CONTRACTOR shall have no authority, express or implied, pursuant to this Agreement to bind DISTRICT to any obligation whatsoever.

D.8 ASSIGNMENT PROHIBITED. CONTRACTOR may not assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no legal effect.

- D.9** PERSONNEL. CONTRACTOR shall assign only competent personnel to perform services pursuant to this Agreement. In the event that DISTRICT, in its sole discretion at any time during the term of this Agreement, desires the removal of any person or persons assigned by CONTRACTOR to perform services pursuant to this Agreement, CONTRACTOR shall remove any such person immediately upon receiving written notice from DISTRICT of its desire for removal of such person or persons.
- D.10** STANDARD OF PERFORMANCE. CONTRACTOR shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONTRACTOR is engaged. All products of whatsoever nature which CONTRACTOR delivers to DISTRICT pursuant to this Agreement shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR'S profession.
- D.11** POSSESSORY INTEREST. The parties to this Agreement recognize that certain rights to property may create a "possessory interest", as those words are used in the *California Revenue and Taxation Code (107)*. For all purposes of compliance by DISTRICT with Section 107.6 of the *California Revenue and Taxation Code*, this recital shall be deemed full compliance by the DISTRICT. All questions of initial determination of possessory interest and valuation of such interest, if any, shall be the responsibility of the DISTRICT and the contracting parties hereto. A taxable possessory interest may be created by this, if created, and the party in whom such an interest is vested will be subject to the payment of property taxes levied on such an interest.
- D.12** TAXES. CONTRACTOR hereby grants to the DISTRICT the authority to deduct from any payments to CONTRACTOR any DISTRICT imposed taxes, fines, penalties and related charges which are delinquent at the time such payments under this Agreement are due to CONTRACTOR,
- D.13** TERMINATION. DISTRICT shall have the right to terminate this Agreement at any time by giving notice in writing of such termination to CONTRACTOR. In the event DISTRICT gives notice of termination, CONTRACTOR shall immediately cease rendering service upon receipt of such written notice and the following shall apply;
- D.13.1.1** CONTRACTOR shall deliver to DISTRICT copies of all writings prepared by it pursuant to this Agreement. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostating, photographing, computer storage medium (tapes, disks, diskettes, etc.) and every other means of recording upon any tangible thing, and form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
- D.13.1.2** DISTRICT shall pay CONTRACTOR the reasonable value of services rendered by CONTRACTOR to the date of termination pursuant to this Agreement not to exceed the amount documented by CONTRACTOR and approved by DISTRICT as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed **One Thousand Dollars (\$1,000)**. Further provided, however, DISTRICT shall not in any manner be liable for lost profits which might have been made by CONTRACTOR had CONTRACTOR completed the services required by this Agreement. In this regard, CONTRACTOR shall furnish to DISTRICT such financial information as in the judgment of the DISTRICT is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of the DISTRICT shall be final. The foregoing is cumulative and does not affect any right or remedy which DISTRICT may have in law or equity.
- D.13.2** CONTRACTOR may terminate its services under this Agreement upon thirty (30) working days written notice to the DISTRICT, without liability for damages, if CONTRACTOR is not compensated according to the provisions of the Agreement or upon any other material breach of the Agreement by DISTRICT, provided that CONTRACTOR has first provided DISTRICT with a written notice of any alleged breach, specifying the nature of the alleged breach and providing not less than ten (10) working days within which the DISTRICT may cure the alleged breach.
- D.14** OWNERSHIP OF INFORMATION. All professional and technical information developed under this

Agreement and all work sheets, reports, and related data shall become and/or remain the property of DISTRICT, and CONTRACTOR agrees to deliver reproducible copies of such documents to DISTRICT on completion of the services hereunder. The DISTRICT agrees to indemnify and hold CONTRACTOR harmless from any claim arising out of reuse of the information for other than this project.

- D.15** WAIVER. A waiver by any party of any breach of any term, covenant or condition herein contained or a waiver of any right or remedy of such party available hereunder at law or in equity shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained or of any continued or subsequent right to the same right or remedy. No party shall be deemed to have made any such waiver unless it is in writing and signed by the party so waiving.
- D.16** COMPLETENESS OF INSTRUMENT. This Agreement, together with its specific references and attachments, constitutes all of the agreements, understandings, representations, conditions, warranties and covenants made by and between the parties hereto. Unless set forth herein, neither party shall be liable for any representations made, express or implied.
- D.17** SUPERSEDES PRIOR AGREEMENTS. It is the intention of the parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, representations, or agreements, written or oral, between the parties hereto.
- D.18** MINOR AUDITOR REVISION. In the event the Sierra-Plumas Joint Unified School District finds a mathematical discrepancy between the terms of the Agreement and actual invoices or payments, provided that such discrepancy does not exceed 1% of the Agreement amount, the Superintendent may make the adjustment in any payment or payments without requiring an amendment to the Agreement to provide for such adjustment. Should the DISTRICT or the CONTRACTOR disagree with such adjustment, they reserve the right to contest such adjustment and/or to request corrective amendment.
- D.19** CAPTIONS. The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.
- D.20** DEFINITIONS. Unless otherwise provided in this Agreement, or unless the context otherwise requires, the following definitions and rules of construction shall apply herein.
- D.20.1** NUMBER AND GENDER. In this Agreement, the neuter gender includes the feminine and masculine, the singular includes the plural, and the word "person" includes corporations, partnerships, firms or associations, wherever the context so requires.
- D.20.2** MANDATORY AND PERMISSIVE. "Shall" and "will" and "agrees" are mandatory. "May" is permissive.
- D.21** TERM INCLUDES EXTENSIONS. All references to the term of this Agreement or the Agreement Term shall include any extensions of such term.
- D.22** SUCCESSORS AND ASSIGNS. All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- D.23** MODIFICATION. No modification or waiver of any provisions of this Agreement or its attachments shall be effective unless such waiver or modification shall be in writing, signed by all parties, and then shall be effective only for the period and on the condition, and for the specific instance for which given.
- D.24** COUNTERPARTS. This Agreement may be executed simultaneously and in several counterparts,

each of which shall be deemed an original, but which together shall constitute one and the same instrument.

- D.25** OTHER DOCUMENTS. The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.
- D.26** PARTIAL INVALIDITY. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
- D.27** VENUE. It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Sierra, State of California.
- D.28** CONTROLLING LAW. The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.
- D.29** CALIFORNIA TORT CLAIMS ACT. Notwithstanding any term or condition of the Agreement, the provisions, and related provisions, of the California Tort Claims Act, Division 3.6 of the *Government Code*, are not waived by DISTRICT and shall apply to any claim against DISTRICT arising out of any acts or conduct under the terms and conditions of this Agreement.
- D.30** TIME IS OF THE ESSENCE. Time is of the essence of this Agreement and each covenant and term herein.
- D.31** AUTHORITY. All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, estates or firms represented or purported to be represented by such entity(s), person(s), estate(s) or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement are in full compliance. Further, by entering into this Agreement, neither party hereto shall have breached the terms or conditions of any other contract or agreement to which such party is obligated, which such breach would have a material effect hereon.
- D.32** CORPORATE AUTHORITY. If CONTRACTOR is a corporation or public agency, each individual executing this Agreement on behalf of said corporation or public agency represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of said corporation, in accordance with a duly adopted resolution of the Board of Directors of said corporation or in accordance with the bylaws of said corporation or Board or Commission of said public agency, and that this Agreement is binding upon said corporation or public entity in accordance with its terms. If CONTRACTOR is a corporation, CONTRACTOR shall, within thirty (30) days after execution of this Agreement, deliver to DISTRICT a certified copy of a resolution of the Board of Directors of said corporation authorizing or ratifying the execution of this Agreement.
- D.33** CONFLICT OF INTEREST
- D.33.1** LEGAL COMPLIANCE. CONTRACTOR agrees at all times in performance of this Agreement to comply with the law of the State of California regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the *California Government Code*, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100, including regulations promulgated by the California Fair Political Practices Commission.

D.33.2 ADVISEMENT. CONTRACTOR agrees that if any facts come to its attention which raise any questions as to the applicability of this law, it will immediately inform the DISTRICT designated representative and provide all information needed for resolution of the question.

D.33.3 ADMONITION. Without limitation of the covenants in subparagraphs D.34.1 and D.34.2, CONTRACTOR is admonished hereby as follows:

The statutes, regulations and laws referenced in this provision D.34 include, but are not limited to, a prohibition against any public officer, including CONTRACTOR for this purpose, from making any decision on behalf of DISTRICT in which such officer has a direct or indirect financial interest. A violation occurs if the public officer influences or participates in any DISTRICT decision which has the potential to confer any pecuniary benefit on CONTRACTOR or any business firm in which CONTRACTOR has an interest of any type, with certain narrow exceptions.

- D.34 NONDISCRIMINATION.** During the performance of this Agreement, CONTRACTOR shall not unlawfully discriminate against any employee of the CONTRACTOR or of the DISTRICT or applicant for employment or for services or any member of the public because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age or sex. CONTRACTOR shall ensure that in the provision of services under this Agreement, its employees and applicants for employment and any member of the public are free from such discrimination. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (*Government Code* Section 12900 et seq.). The applicable regulations of the Fair Employment Housing Commission implementing *Government Code* Section 12900, set forth in Chapter 5, Division 4 of Title 2 of the California *Administrative Code* are incorporated into this Agreement by reference and made a part hereof as if set forth in full. CONTRACTOR shall also abide by the Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and regulation issued pursuant to said Act. CONTRACTOR shall give written notice of its obligations under this clause to any labor agreement. CONTRACTOR shall include the nondiscrimination and compliance provision of this paragraph in all subcontracts to perform work under this Agreement.
- D.35 JOINT AND SEVERAL LIABILITY.** If any party consists of more than one person or entity, the liability of each person or entity signing this Agreement shall be joint and several.
- D.36 TAXPAYER I.D. NUMBER.** The DISTRICT shall not disburse any payments to CONTRACTOR pursuant to this Agreement until CONTRACTOR supplies the latter's Taxpayer I.D. Number or Social Security Number (as required on the line under CONTRACTOR'S signature on page 2 of this Agreement).
- D.37 NOTICES.** All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the party so to be served as follows:

If to "DISTRICT":
Sierra-Plumas Joint Unified School District
Post Office Box 955
Loyalton CA 96118
530 993-1660 * Fax 530 994-0828

If to "CONTRACTOR":
Christina LaFoon
P.O. Box [REDACTED]
[REDACTED]
[REDACTED]

CSBA POLICY GUIDE SHEET – October 14, 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 3515 - Campus Security

Policy Updated to reflect The Department of Homeland Security's, "Behavioral Threat Assessment and Management in Practice," guide.

Board Policy 3515.4 - Recovery for Property Loss or Damage

Policy updated to reference current parent/guardian liability limits for the costs of specified damages caused by their minor child. Additionally, policy updated to clarify that debt may not be collected for damages caused by a current or former student experiencing homelessness or foster child.

Board Policy 6178.1 - Work-Based Learning

Policy updated to (1) add to the philosophical statement that the Governing Board desires to improve student educational outcomes and successes and support student workforce preparedness through work-based learning opportunities which link classroom learning with real-world experiences, and (2) align language regarding collaboration with local businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers with analogous language in related sample policies. Additionally, policy updated to reflect **NEW LAW (AB 2179, 2024)** which requires, at the beginning of the first semester or quarter of the regular school tenn, the Superintendent or designee to notify parents/guardians of students in grades 11-12 about local apprenticeship and pre- apprenticeship programs. In addition, policy updated to include (1) that the district is authorized to host locally focused apprenticeship and/or career technical education fair events, and (2) the requirement for the district to annually observe "Workplace Readiness Week." Policy also updated to more closely align with law.

Board Bylaw 9005 - Governance Standards

Bylaw updated to expand material related to CSBA's Professional Governance Standards, including Governing Board expectations as well as responsibilities for the Board as a whole and individual Board members.

Board Policy Manual

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

Business and Noninstructional Operations

Policy 3515: Campus Security

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

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures, which may be included in the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

Reporting and Responding to Threats

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle ~~or~~ high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual. (Education Code 49390)

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

CSBA NOTE: The Department of Homeland Security's, "Behavioral Threat Assessment and Management in Practice," provides education on behavioral threat assessment and management (BTAM) and the benefits of BTAM in targeted violence and terrorism prevention. BTAM is an evidence-based and systematic process to identify, inquire, assess, and manage potential threats. Multidisciplinary teams can use a BTAM process to provide alternatives to criminal justice interventions for individuals who may be at risk of moving toward violence.

The Superintendent or designee may form a multidisciplinary team in order to identify, inquire, assess, and manage potentially threatening student behavior.

Surveillance Systems

CSBA NOTE: The following optional section is for use by districts that have authorized the use of surveillance systems. Generally, the use of cameras is considered to be a "search" within the meaning of the Fourth Amendment. As described in New Jersey v. T.L.O., the Fourth Amendment protection against unreasonable searches and seizures applies to searches of students conducted by school officials. As such, use of cameras for a search must be reasonable, including that they must not be used where students have a reasonable expectation of privacy. To protect reasonable expectations of privacy, cameras should not be located in areas such as bathrooms, locker rooms, or private offices. In addition, Education Code 51512 prohibits the use of a recording device in a classroom without the prior consent of the teacher and principal. Examples of locations where cameras may generally be used include hallways, stairwells, parking lots, and cafeterias. For language about the use of cameras on school buses, see AR 5131.1 - Bus Conduct.

Penal Code 632 prohibits the recording of conversations unless the parties to the conversation may reasonably expect that the communication may be overheard or recorded. Thus, if the district's equipment has audio capability, it is recommended that it be disabled so that sounds are not recorded.

The Board believes that reasonable use of surveillance cameras will help the district to achieve its goals for campus security. In consultation with the district's school site council, safety planning committee, other relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Concealed or non-working cameras will not be used on school grounds. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded. Cameras may be used to monitor buildings and exterior campus areas, including but not limited to; parking lots, perimeters, walkways, stairwells, entrance and exit doors, interior hallways, large open interior spaces, cafeterias, picnic areas, foyers, lobbies, gymnasiums, school buses, athletic fields, stadiums, and other areas the Superintendent or designee deems appropriate. The Superintendent shall notify the Board if the Superintendent designates locations for cameras in areas deemed appropriate other than those specifically identified in this paragraph.

CSBA NOTE: According to the National Institute of Justice's, "The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies," signage is an important component of a successful surveillance system and can serve as a deterrent. The Institute recommends that the signs state that the system may or may not be actively monitored. Such language is intended to deter potential perpetrators while also not building an expectation among potential victims that a person is watching events live and will be able to provide immediate assistance.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. ~~These~~Such signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment maybe recording activity 24 hours per day, 7 days per week. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

CSBA NOTE: Pursuant to 20 USC 1232(g) (Family Educational Rights and Privacy Act), 34 CFR 99.3, and Education Code 49061, any recording or image that is directly related to a student and is maintained by the district or a person acting for the district is considered a "student record" and thus is subject to those laws regarding access, disclosure, and retention. See BP/AR 5125 - Student Records. Also see the U.S. Department of Education's, "FAQs on Photos and Videos under FERPA," located on its website. Additionally, a recording or image of a staff member that may be used in a personnel action is subject to the laws regarding personnel records, including an employee's right to comment on derogatory information placed in a personnel file. See AR 4112.6/4212.6/4312.6 - Personnel Files.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining ~~agreements~~agreement(s).

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: February 14, 2023
revised: March 05, 2024 (SPJUSD revisions)
revised: ??, 2025

Board Policy Manual
Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Business and Noninstructional Operations
Policy 3515.4: Recovery For Property Loss Or Damage

CSBA NOTE: The following optional policy may be modified to reflect district practice.

Pursuant to Education Code 48904, parents/guardians are liable to the district for the costs of damages caused by the willful misconduct of their minor children that results in (1) damage to school property, an employee's personal property, or injury or death of a district student, employee, or volunteer, and (2) any reward being paid by the district for information leading to the identification and apprehension of persons who willfully damage or destroy property. These amounts are adjusted annually for inflation by the Superintendent of Public Instruction. For 2025, the liability of a parent/guardian must not exceed \$25,100 for damages and \$25,100 for the reward. For situations not addressed by the Education Code, Civil Code 1714.1 provides for parent/guardian liability for the willful misconduct of their minor child which results in injury, death, or property damage. The limit under this statute is adjusted every two years for cost-of-living by the Judicial Council of California and, effective July 1, 2025, parent/guardian liability must not exceed \$56,400.

Pursuant to Penal Code 640.5 and 640.6, an individual who has been found to have defaced district property with graffiti may be fined or ordered by a court to perform community service. Depending on the amount of damage, Penal Code 594 also specifies that an individual, or the parent/guardian of a minor, who has been convicted of vandalism may be ordered to clean up, repair, or replace the damaged property and to keep the property free from graffiti for one year.

~~The Board of Education~~The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. When district property is damaged due to the willful misconduct of a student or other person, the ~~district~~Superintendent or designee shall seek reimbursement of damages, within the limitations specified in law, from the parent/guardian of a minor child or from any other responsible individual.-

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student ~~willfully~~ fails to return or that is willfully cut, defaced, or otherwise injured. However, ~~this policy~~the Superintendent or designee shall not ~~apply to a student who is~~collect debt for such damage caused by a current or former ~~homeless~~student experiencing homelessness or foster child or youth. (Education Code 48904, 49014)

Rewards

The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any district property. (Government Code 53069.5)

CSBA NOTE: The Governing Board may set any amount for the reward it deems to be appropriate. However, as described above, Education Code 48904 specifies a limit on the amount of parent/guardian liability for repayment of the reward.

Option 1 below allows the Superintendent or designee to offer a reward of up to \$2,500 without Board approval. Option 2 provides that the Board will determine the amount of any reward offered. Both options may be revised, including the specified reward amount, to reflect district practice.

OPTION 1: (Authorization for Superintendent or designee to offer reward of specified amount)

The Board authorizes the Superintendent or designee to offer a reward in any amount deemed appropriate, not exceeding \$2,500. A reward in excess of \$2,500 shall be authorized in advance by the Board.

OPTION 1 ENDS HERE

OPTION 2: (Board determination of amount of reward)

The Board shall determine the appropriate amount for the reward. OPTION 2 ENDS HERE

CSBA NOTE: The following paragraph is a recommended practice regarding disbursement of rewards and may be modified to reflect district practice.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 10, 2007
revised: May 14, 2019
revised: ??, 2025

Board Policy Manual
Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Instruction**Policy 6178.1: Work-Based Learning**

CSBA NOTE: The following optional policy is for use by districts maintaining middle and/or high schools and should be revised to reflect district practice.

Under the state plan for career technical education (CTE), each district receiving funds under the Strengthening Career and Technical Education for the 21st Century Act (20 USC 2301-2414) is required to include specified components in its CTE program, including practical application and experience through actual or simulated work-based learning assignments. Districts not receiving such funds may offer work-based learning opportunities at their discretion. See BP/AR 6178 - Career Technical Education.

The U.S. Department of Labor's July 2025, "Training and Employment Guidance Letter No. 10-23, Change 2," directs entities, including districts, that receive specified grants including Workforce Innovation and Opportunity Act (WIOA) youth programs such as YouthBuild, to update policies and procedures to ensure that participants served by WIOA and related programs are legally authorized to work in the United States. The Guidance Letter directs grantees to provide only participant-level services to individuals with valid work authorization. Additionally, the Guidance states that grantees are required to retain proof of a participant's authorization to work in the United States. It is recommended that districts with questions about work authorization consult CSBA's District and County Offices of Education Legal Services or district legal counsel.

The Governing Board of Education desires to facilitate improve student educational outcomes and successes and support student workforce preparedness by facilitating work-based learning opportunities which link classroom learning with real-world experiences. The district's work-based learning program shall be designed to teach students the skills, attitudes, and knowledge necessary for successful employment and to reinforce mastery of both academic and career technical education (CTE) standards.-

CSBA NOTE: The following list should be revised to reflect the program(s) offered by the district. Education Code 51760.1 authorizes districts, county offices of education, regional occupational centers/programs, and partnership academies to provide work-based learning opportunities which may include, but are not limited to, work experience education (WEE), community classrooms or cooperative CTE programs, and job shadowing experiences, as described in Items #1-3 below. See the accompanying administrative regulation for legal requirements pertaining to these programs. Additionally, although not specified in state law, Items #4-8 below provide other examples of work-based learning opportunities cited in the state's CTE curriculum framework.

The district's work-based learning program may offer opportunities for paid and/or unpaid work experiences, including, but not limited to:

1. Work experience education as defined in Education Code 51764
2. Cooperative CTE or community classrooms as defined in Education Code 52372.1
3. Job shadowing experience as defined in Education Code 51769
4. Student internships
5. Apprenticeships
6. Service learning

7. Employment in social/civic or school-based enterprises
8. Technology-based or other simulated work experiences

The Superintendent or designee may provide students employment opportunities with public and private employers in areas within or outside the district, including in any contiguous state. (Education Code 51768)

The Board may elect to pay wages to students participating in a work-based learning program, but shall not make payments to or for private employers except for students with disabilities who are participating in work experience education programs funded by the state for such students. (Education Code 51768)

CSBA NOTE: Pursuant to 5 CCR 10070, the district is required to submit a secondary district plan to the California Department of Education (CDE) along with its WEE program application. Additionally, 5 CCR 10070 requires the district to submit evidence, such as meeting minutes, that the Governing Board has approved the district plan. The following paragraph ensures the Board's involvement when any work-based learning program requires CDE or other state agency approval.

Any district plan for work-based learning shall be submitted to the Board for approval. When required, the plan shall be submitted to the California Department of Education or other state agency or official.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Education Code 51760.1 encourages districts to work with any local workforce investment board youth councils and workforce investment boards established by Education Code 51760.2 to coordinate work-based learning opportunities and facilitate regional planning. Districts that receive funding to provide CTE programs pursuant to Education Code 52055.770 may include in such programs a work-based learning component. For information regarding CTE, see BP/AR 6178- Career Technical Education.

The Superintendent or designee ~~shall involve local~~ may collaborate with ~~businesses or business, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers~~ in planning and implementing work-based learning opportunities that support the district's vision and goals for student learning and local workforce development efforts. ~~He/she also may work with postsecondary institutions, community organizations, and others to identify opportunities for work-based learning.~~

CSBA NOTE: Pursuant to Education Code 48980.5, as added by AB 2179 (Ch. 62, Statutes of 2024), the district is required to, at the beginning of the first semester or quarter of the regular school term, notify parents/guardians of students in grades 11-12 about local apprenticeship and pre-apprenticeship programs, as specified. If a district maintains a website, then the district is required to make the Division of Apprenticeship Standards' database accessible through a direct link on its website.

At the beginning of the first semester or quarter of the regular school term, the Superintendent or designee shall notify parents/guardians of students in grades 11-12 about local apprenticeship and pre-apprenticeship programs and make the Division of Apprenticeship Standards' database accessible through a direct link on the district's website. (Education Code 48980.5)

CSBA NOTE: Pursuant to Labor Code 3074.2, districts are encouraged to host apprenticeship fairs that are focused on local apprenticeship programs and CTE opportunities, in the style of college and career fairs. For more information regarding college and career fairs, including notice requirements, see BP 6178 - Career Technical Education.

In accordance with Board Policy 6178 - Career Technical Education, the district may provide students with opportunities to explore, make career choices, and seek appropriate instruction and training to support those choices, by hosting locally focused apprenticeship and/or career technical education fair events.

CSBA NOTE: Pursuant to Education Code 49110.5, all public high schools are required to observe, during the week that includes April 28, "Workplace Readiness Week," by providing information to students on their rights as workers, including specified topics. For additional information on "Workplace Readiness Week," see BP 6142.94 - History-Social Science Instruction.

As specified in Board Policy 6142.94 - History-Social Science Instruction, the district shall annually observe "Workplace Readiness Week." (Education Code 49110.5)

CSBA NOTE: Districts that offer WEE programs are required by 5 CCR 10070-10071 to develop a written training agreement with each employer with specified components and assurances. 5 CCR 10087 and 10108 require the development of a training agreement and individual student training plans for community classrooms and cooperative CTE programs. Districts that do not offer these specific programs may delete or revise the following paragraph.

When required by law, the Superintendent or designee shall develop a written training agreement with the employer that describes the conditions and requirements to be met by all parties and shall develop an individual training plan for each student which outlines the objectives or competencies that the student is expected to accomplish at the work site. (5 CCR 10070-10071, 10087, 10108)

To ensure appropriate guidance and supervision of participating students and maximize the educational benefit from placement in any work-based learning program, district staff shall coordinate with the workplace supervisors or mentors.

CSBA NOTE: Education Code 49160 prohibits any person, firm, or corporation from employing a minor under age 18 without a work permit issued by the proper education authority, with specified exceptions. See BP/AR 5113.2 - Work Permits. Work permits are not required for unpaid work-based learning opportunities. Districts that offer only unpaid programs may delete the following paragraph.

A minor student shall be allowed employment through a paid work-based learning program only if ~~he/she~~the student has been issued a work permit, in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work-based learning programs. (Education Code 51763)

CSBA NOTE: According to CDE's, "Work Experience Education Guide," students participating in a paid work-based learning program are required to be covered by their employer for workers' compensation insurance pursuant to Education Code 51769. Students participating in an unpaid work-based learning program are required to be covered by the district's insurance, unless the employer elects to provide such coverage.

Additionally, Education Code 35208 requires districts to insure against liability. Pursuant to Education Code 51760, the Board may choose to purchase liability insurance for students participating in work-based learning programs off school grounds or may require such students to purchase insurance and pass on all or a portion of the costs to the district, at the discretion of the Board. It is recommended that districts with questions about obtaining liability and/or workers' compensation insurance for students participating in work-based learning programs consult the district's risk manager or legal counsel, or CSBA's District and County Office of Education Legal Services.

The Superintendent or designee shall ensure that any student participating in a work-based learning program off school grounds is covered under the employer's or district's insurance, as applicable, in the event the student is injured.

CSBA NOTE: 5 CCR 10075 requires a WEE teacher-coordinator to possess a valid preliminary, professional clear, or life credential or other nonintern teaching credential that authorizes the teacher to teach in California K-12 schools, have two years of occupational experience outside the field of education, and have knowledge of the educational purposes, standards, laws, and rules and regulations applicable to WEE. Pursuant to 5 CCR 10080 and 10100, teachers of community classrooms and cooperative CTE programs are required to be certificated CTE teachers.

The Superintendent or designee shall ensure that any teacher-coordinator of a work-based learning program possesses the appropriate experience and credential issued by the Commission on Teacher Credentialing. (5 CCR 10075, 10080, 10100)

The Superintendent or designee shall maintain records related to each student's participation in the district's work-based learning program, including, but not limited to, the student's individualized training plan, employment hours and job site, work permit if applicable, the employer's report of student's attendance and job performance, the teacher-coordinator's consultations and observations, and reports of the student's grade and credits earned.

CSBA NOTE: The following optional paragraph may be revised to reflect indicators agreed upon by the Board and Superintendent for evaluating program effectiveness.

The Superintendent or designee shall periodically report to the Board regarding program implementation and effectiveness, including, but not limited to, rates of student participation in work-based learning programs and assessment results of participating students.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 10, 2007
revised: August 14, 2012
revised: July 11, 2017
revised: ??, 2025

Board Policy Manual
Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Board Bylaws

Bylaw 9005: Governance Standards

CSBA NOTE: The following optional bylaw is based on CSBA's Professional Governance Standards and may be modified to reflect district practice.

~~The Board of Education believes that its primary responsibility is~~The Governing Board expects itself to act in the best interests of every student in the district.~~The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and within the legal confines established policies of by law and the fiscal confines established by the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern budget. The Board shall govern the district responsibly and hold themselves to uphold~~ the highest standards of ethical conduct.-

~~The Board expects its members to work with each other and the Superintendent to ensure that~~In order to set the direction for the district, provide a high-quality education to each student, ensure proper accountability and oversight of the district and the Superintendent, and offer community leadership on behalf of the district and public education, the Board expects itself to have a unity of purpose and to:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

In fulfilling its role, the Board is responsible for:

1. Involving the community, parents/guardians, students, and staff in regularly developing or updating a common vision for the district focused on learning and achievement and responsive to the needs of all students
2. Adopting and updating policies consistent with law and the district's vision and goals
3. Maintaining accountability for student learning by adopting curricula and monitoring student progress
4. Hiring and supporting the Superintendent so that the vision, goals, and policies of the district can be implemented
5. Conducting regular and timely evaluations of the Superintendent based on the vision, goals, and performance of the district, and ensuring that the Superintendent holds district personnel accountable

6. Adopting a fiscally responsible budget based on the district's vision and goals, and regularly monitoring the fiscal health of the district
7. Ensuring that a safe and appropriate educational environment is provided to all students
8. Establishing a framework for the district's collective bargaining process and adopting responsible agreements
9. Providing community leadership on educational issues and advocating on behalf of students and public education at the local, state, and federal levels

In addition, each ~~student. Each~~ individual Board member ~~shall~~ is expected to:

1. Keep learning and achievement for all students as the primary focus
2. Value, support, and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents/guardians, and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

~~Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:~~

- ~~1. Keep the district focused on learning and achievement for all students~~
- ~~2.1. Communicate a common vision~~
- ~~3.1. Operate openly, with trust and integrity~~
- ~~4.1. Govern in a dignified and professional manner, treating everyone with civility and respect~~
- ~~5.1. Govern within Board adopted policies and procedures~~
- ~~6.1. Take collective responsibility for the Board's performance~~
- ~~7.1. Periodically evaluate its own effectiveness~~
- ~~8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations~~

CSBA POLICY GUIDE SHEET – November 12, 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 5113 - Absences and Excuses

Policy updated in conjunction with the accompanying administrative, with minor revisions.

Board Policy 5113.12 - District School Attendance Review Board

Policy updated to include in the philosophical paragraph the recognition of the negative impact that poor school attendance can have on student learning. Additionally, policy updated to reflect **NEW LAW (AB 1939, 2024)** which requires each district student attendance review board (SARB) to, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges. In addition, policy updated to clarify that the district's SARB is required to operate in accordance with specified Board Bylaws and state law, and the county office of education's SARB rules and regulations.

Board Policy 5113.2 - Work Permits

Policy updated in conjunction with the accompanying administrative regulation, with minor revisions.

Board Policy 5141 - Health Care and Emergencies

Policy updated to clarify that automated external defibrillators are authorized to be used at designated school sites in accordance with the accompanying administrative regulation. Additionally, policy updated to reflect that (1) any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, is required to acquire, place, and maintain trauma kits in accordance with the accompanying administrative regulation, and (2) school employees are required to be notified annually of the location of the trauma kits and be provided with information regarding training in the use of the trauma kit.

Board Policy 5141.4 - Child Abuse Prevention and Reporting

Policy updated in conjunction with the accompanying administrative regulation, with minor revisions.

Board Policy 5142 - Safety

Policy updated in conjunction with the accompanying administrative regulation, with the section regarding student identification cards and safety information moved to the administrative regulation.

Board Policy Manual

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

Students

Policy 5113: Absences And Excuses

CSBA NOTE: The following optional policy may be revised to reflect district practice. Pursuant to Education Code 48200, children ages 6-18 years are subject to compulsory, full-time education, except when otherwise exempted.

Verification of absences is necessary for purposes of enforcement of compulsory education laws and for the determination of whether a student is truant. Pursuant to Education Code 48260, students with a valid excused absence are not truant.

For strategies to reduce chronic absences, see BP/AR 5113.1 - Chronic Absence and Truancy, CSBA's governance brief, "Seize the Data: Using Chronic Absence Data to Drive Student Engagement," the U.S. Department of Education's, "Action Planner for Reengaging Students to Support Everyday Attendance," and the Institute of Education Sciences', "Resources for Supporting Student Engagement and Attendance." For information about the impact of absences on a student's grades, see BP 5121 - Grades/Evaluation of Student Achievement.

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.-

In accordance with law, Board policy, and administrative regulation, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons as specified in Education Code 48205, and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.

CSBA NOTE: When a student has an excused absence pursuant to Education Code 48205 or 48225.5, teachers are required to provide equivalent assignments and tests, as described below. While teachers are not required to do so for other excused absences, the following language extends this requirement to all excused absences for fairness, and to maintain student engagement in the educational program. Districts may modify the following paragraph to reflect that it only applies to excused absences pursuant to Education Code 48205 and 48225.5.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. (Education Code 48205, 48225.5)

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 46014, districts, with the written consent of the student's parent/guardian, may excuse a student from school in order to participate in religious exercises or instruction. For the district to receive average daily attendance funding for such absences, the Governing Board is required to first adopt a resolution permitting an excused absence for this purpose. The Board is also mandated to adopt regulations governing students' attendance at such exercises or instruction and the reporting of these absences; see the accompanying administrative regulation.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

~~Inasmuch as~~Because school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

CSBA NOTE: Pursuant to Education Code 46010.1 and the California Supreme Court in American Academy of Pediatrics et al v. Lungren et al., minor students do not need parent/guardian consent to obtain confidential medical services, and schools are authorized to excuse a student from school to obtain such services.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

CSBA NOTE: 5 CCR 421 requires the Board to approve reasonable methods for verifying student absences due to illness or quarantine. See the accompanying administrative regulation for examples of methods of verification.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 10, 2007
revised: May 8, 2012
revised: April 11, 2017
revised: September 10, 2024
revised: ??, 2025

Board Policy Manual

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

Students**Policy 5113.12: District School Attendance Review Board**

CSBA NOTE: The following optional Board policy is for use by districts that have established their own school attendance review board (SARB), in addition to or instead of a county office of education (COE) SARB, as authorized pursuant to Education Code 48321. If a district desires to establish a local SARB but a COE SARB exists, the district is required to contact the COE SARB chairperson to request permission to form a local SARB. If no COE SARB exists, the Governing Board may establish a local SARB which operates in the same manner and under the same authority as a COE SARB. For further information about procedures for addressing truancy, including, but not limited to, circumstances that require referral to a SARB, see BP/AR 5113.1 - Chronic Absence and Truancy.

Pursuant to Education Code 48240-48244, the district may appoint a district employee to serve as an attendance supervisor, jointly employ an attendance supervisor with one or more other districts, or contract with the County Superintendent of Schools for the supervision of attendance of district students. The duties of the attendance supervisor, as specified in Education Code 48240, include duties related to compulsory full-time education and truancy. See AR 5113.11 - Attendance Supervision.

~~The Board of Education~~ The Governing Board recognizes that poor school attendance and behavior problems negatively impact student learning and achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.-

CSBA NOTE: The following optional paragraph reflects Education Code 48322, which in part authorizes COE SARBs to encourage district SARBs to maintain a continuing inventory of community resources.

The SARB shall maintain a continuing inventory of community resources, including alternative educational programs.

The Superintendent or designee shall collaborate with the SARB and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific needs of the student.

The Board shall appoint members to the district's SARB, who may include a parent/guardian, as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

CSBA NOTE: Pursuant to Education Code 48321, as amended by AB 1939 (Ch. 13, Statutes of 2024), each district SARB is required to, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges.

Each SARB shall, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges. (Education Code 48321)

The district's SARB shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.

~~The district's SARB shall operate in accordance with Education Code 48320-48325, the Brown Act (Government Code 54950-54963), and the bylaws of the SARB.~~

~~The SARB shall collect data and annually report outcomes on SARB referrals to the Board of Education, Superintendent or designee, and County Superintendent of Schools. (Education Code 48273)~~

CSBA NOTE: The following paragraph may be revised to reflect district practice. Pursuant to Education Code 48324, if a COE SARB exists, the district's SARB is required to be governed by rules and regulations consistent with the rules and regulations established by the COE SARB or by other legal requirements. In the absence of a COE SARB, the local SARB has the authority to set rules and regulations consistent with law.

SARBs are also subject to the open meeting requirements of the Brown Act (Government Code 54950-54963), including notice requirements, except that meetings may be held in closed session when considering matters related to individual students; see the accompanying administrative regulation.

The district's SARB shall operate in accordance with Board Bylaw 9320 - Meetings and Notices, Board Bylaw 9321 - Closed Session, and Board Bylaw 9322 - Agenda/Meeting Materials; Education Code 48320-48325; applicable rules and regulations of the County Office of Education's SARB; and the Ralph M. Brown Act (open meeting requirements).

CSBA NOTE: The California Department of Education's, "School Attendance Review Board Handbook," includes a sample report form for meeting the following requirements of Education Code 48273. The report includes the composition of the SARB; the numbers and types of referrals, such as attendance and/or behavior; total number of students referred to the SARB and number of students by grade level, gender, and race/ethnicity; and the disposition of the referrals, including the number of cases referred to courts or other agencies. According to the handbook, the annual report should also be provided to member organizations of the SARB.

The SARB shall collect data and annually report outcomes on SARB referrals to the Board, Superintendent or designee, and County Superintendent. (Education Code 48273)

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Students

Policy 5113.2: Work Permits

CSBA NOTE: The following optional policy may be revised to reflect district practice. Education Code 49160 requires minors to obtain a work permit issued by the proper educational officers in order to accept employment, even for periods when school is not in session. See the accompanying administrative regulation for further information about the conditions under which a work permit is required, specified exceptions, and the process for issuing permits.

The Governing Board recognizes that part-time employment can provide students with income, job experience, and valuable life skills and should be permitted to the extent that such employment does not interfere with a student's education.– Before accepting any offer of employment, district students who are minors shall obtain work permits from the Superintendent or designee, regardless of whether the employment will occur when school is in session ~~and/or not in session~~, unless otherwise exempted by law.-

Students with work permits shall be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

CSBA NOTE: Education Code 49111, 49112, and 49116 and Labor Code 1391-1391.1 limit the number of hours that students may work on school days and days when school is not in session. According to the Department of Industrial Relations', "Child Labor Laws," districts have discretion to establish lower limits than provided by law for the maximum number of work hours and may impose additional requirements such as a minimum grade point average (e.g., 2.0) for issuance of a work permit. However, Education Code 49200 prohibits the use of grades, grade point average, or school attendance to deny a work permit to a student whose school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency. See the accompanying administrative regulation.

The following optional paragraph should be revised to reflect criteria established by the Governing Board.

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation.- On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

~~Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)~~

CSBA NOTE: Education Code 49130-49135 specify circumstances under which students between 14 and 17 years of age may receive a permit to work full time.

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. ~~A~~ Additionally, a student ~~age~~ 14 or 15 years of age who receives a permit to work full time shall also be enrolled in a work experience education program.- (Education Code 49130, 49131, 49135)

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 10, 2007
revised: February 09, 2021
revised: ??, 2025

Board Policy Manual
Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Students**Policy 5141: Health Care And Emergencies**

CSBA NOTE: The following optional policy may be revised to reflect district practice. Pursuant to Education Code 49429.5, county offices of education are required to, in consultation with the California Department of Education and other relevant state and local agencies, coordinate agreements between districts and charter schools within the county in order to develop a system through which qualified mental health and other key school employees could be rapidly deployed on a short- or long-term basis to an area of the county that has experienced a natural disaster or other traumatic event, in order to provide support to students and staff, to the extent the district or charter school employing those employees determines they can be deployed under the circumstances.

~~The Board of Education~~The Governing Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during ~~school~~district-sponsored activities.-

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when ~~student~~-accidents and injuries to students occur and that parents/guardians are notified as appropriate.

The Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

District staff shall appropriately report and document student accidents.

Resuscitation“Do Not Resuscitate” Orders

CSBA NOTE: The following optional section is for use by districts that wish to preclude the acceptance of "do not resuscitate" orders except under very limited circumstances. It is recommended that districts presented with a "do not resuscitate" order consult CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate.

The Board believes that staff members should not be placed in the position of determining whether ~~or~~not to follow any ~~parental~~parent/guardian or medical "do not resuscitate" ~~orders~~order. Staff shall not accept or follow any such ~~orders unless they have been informed by order except under the specific written direction of~~ the Superintendent or designee ~~that the request to accept such an order has been submitted to the. The Superintendent or designee, signed by~~ may only direct a staff member to follow a "do not resuscitate" order if the parent/guardian, and supported by Superintendent or designee has received a written statement authorization from the student's physicianparent/guardian, with an authorized health care provider statement, and an order from an appropriate court.

The Superintendent or designee shall ensure that ~~all~~parents/guardians who have submitted a "do not resuscitate" order are informed of this policy.

Automated External Defibrillators

CSBA NOTE: The following optional section is for use by districts that have or are considering purchasing or receiving a donation of automated external defibrillators (AEDs) to be used to treat victims of sudden cardiac arrest. For information regarding the requirements for AEDs for districts that offer interscholastic athletic programs, see AR 6145.2 - Athletic Competition.

When an AED is placed in a school building, Health and Safety Code 1797.196 requires that the principal ensure that employees receive information annually that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. Additionally, pursuant to Health and Safety Code 1797.196, as amended by AB 3262 (Ch. 19, Statutes of 2024), when an AED is placed in a school serving students in grades 6-12, the principal is required to, at least annually, notify students as to the location of all AED units on the campus. See the accompanying administrative regulation.

Health and Safety Code 1797.196 protects entities and individuals from civil liability resulting from the use of an AED in an emergency as long as certain conditions specified in the law are satisfied.

It is recommended that districts considering the placement of an AED on school grounds work closely with medical professionals, the manufacturer of the device, local officials, nonprofit organizations, and the district's risk manager or insurance specialist to ensure that necessary precautions are taken, such as staff training, equipment maintenance and storage, proper placement of the devices, and record-keeping. Local chapters of the American Red Cross and American Heart Association may help provide training and facilitate the purchase of AEDs. Additionally, it is recommended that districts with questions about AEDs consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The Board authorizes the Superintendent or designee to place automated external defibrillators (AEDs) at designated school sites for use by school employees in an emergency, in accordance with the accompanying administrative regulation.

The Superintendent or designee shall develop guidelines for employees regarding the use of AEDs and shall ensure that employees receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. Additionally, the guidelines shall specify the placement, security, and maintenance of the AED.

The authorization of AEDs in district schools shall not be deemed to create a guarantee that an AED will be present or will be used in the case of an emergency, or that a trained employee will be present and/or able to use an AED in an emergency, or that the AED will operate properly.

Trauma Kits

CSBA NOTE: Pursuant to Health and Safety Code 19310, school buildings with an occupancy of 200 or more that are constructed on or after January 1, 2023, or are constructed prior to January 1, 2023, and modified or renovated as specified, are required to acquire trauma kits in accordance with the accompanying regulation.

Any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified in Health and Safety Code 19310, shall acquire, place, and maintain trauma kits in accordance with the accompanying administrative regulation.

School employees shall be notified annually of the location of the trauma kits and be provided with information regarding training in the use of the trauma kit. (Health and Safety Code 19310)

Students**Policy 5141.4: Child Abuse Prevention And Reporting**

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

Pursuant to Education Code 44691, as amended by AB 1913 (Ch. 814, Statutes of 2024), the California Department of Education (CDE) is required to develop and disseminate information to all districts regarding the prevention, detection, and reporting of child abuse, including sexual abuse of children on district property, by district staff, or in district-sponsored programs. Education Code 44691 also requires CDE to provide guidance on the responsibilities of mandated reporters. See CDE's website for information and resources.

SchoolSafety.gov is an interagency website created by the U.S. Department of Homeland Security, U.S. Department of Education, U.S. Department of Justice, and U.S. Department of Health and Human Services to provide districts with actionable recommendations to create safe and supportive learning environments for students, including information about how to prevent, identify, and respond to child exploitation.

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.-

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

CSBA NOTE: Education Code 51900.6 authorizes districts to provide age-appropriate instruction in sexual abuse and sexual assault awareness and prevention in grades kindergarten-12, provided that students are allowed to be excused from such instruction upon the written request of their parents/guardians.

Pursuant to Education Code 33546.2, as added by AB 2932 (Ch. 118, Statutes of 2024), the Instructional Quality Commission is required to consider incorporating into the health curriculum framework, content on sextortion, which means a threat to use sexual or intimate images or videos, however obtained, to compel another person to produce sexual or intimate images or videos, engage in sexual acts, or provide anything of value.

The district's program also may include age-appropriate ~~curriculum~~ instruction in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction.- (Education Code 51900.6)

CSBA NOTE: Pursuant to Education Code 33133.5, posters notifying students of the appropriate telephone number to call to report child abuse or neglect are available on CDE's website in five languages. Education Code 33133.5 encourages districts to post the appropriate version(s) of the poster in an area of the school where students frequently congregate.

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect.- (Education Code 33133.5)

CSBA NOTE: The following paragraph is for use by districts that serve students in grades 7-12. Education Code 215.5 requires districts that issue or reissue student identification cards to have the telephone number of the National Domestic Violence Hotline (1-800-799-7233) and other specified information printed on either side of student identification cards. For additional information required to be printed on student identification cards, see BP 5142 - Safety.

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number.- (Education Code 215.5)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

CSBA NOTE: The Child Abuse and Neglect Reporting Act (Penal Code 11164-11174.3) identifies persons who are mandated to report known or suspected child abuse or neglect and establishes procedures for filing a report; see the accompanying administrative regulation.

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse, as specified in Penal Code 11164-11174.3, shall be included in the district and/or school comprehensive safety plan.- (Education Code 32282)

CSBA NOTE: Education Code 44252 requires that teachers applying to the Commission on Teacher Credentialing for a new credential or a renewal of their credential read and sign a statement that they understand the duties imposed on them as mandated reporters pursuant to Penal Code 11164-11174.3.

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

CSBA NOTE: Education Code 44691 and Penal Code 11165.7 require districts to annually train their employees regarding the duties of mandated reporters; see the accompanying administrative regulation. However, pursuant to Penal Code 11165.7, a lack of training does not excuse any mandated reporter from the duty to report suspected child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation.- (Education Code 44691; Penal Code 11165.7)

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 10, 2007
revised: March 10, 2015
revised: September 21, 2021
revised: ??, 2025

Board Policy Manual
Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Students**Policy 5142: Safety**

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

Under the California Tort Claims Act (Government Code 810-996.6), a district may be held liable for personal injuries caused by dangerous conditions on school property and for its employees' failure to use reasonable care to prevent foreseeable injuries resulting from school activities. The court in Dailey v. Los Angeles Unified School District held that, within the scope of their employment, school staff must exercise the degree of care "which a person of ordinary prudence, charged with (comparable) duties, would exercise under the same circumstances." In J.H. v. Los Angeles Unified School District, the court held that the district had a duty to use ordinary care in supervising the after-school program.

With regard to athletic activities, the court in Kahn v. East Side Union High School District held that schools have no legal duty to eliminate risks inherent in the activity itself because students are deemed to assume those risks by participating in the activity. However, schools do have a duty to exercise due care not to increase the risks over and above those inherent in the sport.

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and promotes student safety and well-being. Appropriate measures shall be implemented to minimize the risk of harm to students, including, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, and guiding student participation in educational programs and school-sponsored activities.-

CSBA NOTE: 6 USC 665k established the Federal Clearinghouse on School Safety Evidence-Based Practices to serve as a federal resource to identify and publish online evidence-based practices and recommendations to improve school safety.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

~~School~~District staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, ~~school~~district-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district provided transportation.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety and emergency procedures, as well as injury and disease prevention.

Crossing Guards/Student Safety Patrol

CSBA NOTE: School crossing guards may be employed by the Governing Board pursuant to Education Code 45450- 45451 and by cities and counties pursuant to Vehicle Code 42200 and 42201. Education Code 49300 authorizes the Board to establish a student safety patrol at any district school for the purpose of assisting students in safely crossing streets. See the accompanying administrative regulation for requirements pertaining to safety patrols.

To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a student safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

~~Student Identification Cards and Safety Information~~

~~Student identification cards of students in grades 7-12 shall have printed on them safety information, including the following: (Education Code 215.5)~~

- ~~1. The National Suicide Prevention Lifeline telephone number and, at the district's discretion, the Crisis Text Line and/or a local suicide prevention hotline telephone number~~
- ~~2. The National Domestic Violence Hotline~~

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 10, 2007
revised: December 13, 2019
revised: April 4, 2023
revised: ??, 2025