

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

August 11, 2026

5:00pm Closed Session

6:00pm Open Session

Meeting Location:

Downieville: Downieville School, 130 School Street, Downieville CA 95936

Zoom for the public:

Link: <https://us02web.zoom.us/j/81596258616>

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

Webinar ID: 815 9625 8616

Board Members:

Area 1: Patty Hall – phall@spjUSD.org

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

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

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

Area 5: Richard Jaquez – rjaquez@spjUSD.org

Any individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent(s) or designee in writing at least 48 hours in advance so that we can make every reasonable effort to accommodate you.

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

Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at Sierra County Office of Education, Room 13, 109 Beckwith Road, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyschools.org> (Government Code 54957.5).

A. CALL TO ORDER

Please be advised that this meeting will be recorded.

B. ROLL CALL

C. APPROVAL OF AGENDA

D. GOVERNMENT CODE 54952.3

Pursuant to Government Code 54952.3, this is notice that as a result of holding this Joint County and District Board Meeting, Trustees will receive a stipend of \$65 for the County and \$35 for the District.

E. PUBLIC COMMENT FOR CLOSED SESSION

Each speaker is allotted two (2) minutes per Closed Session item. Total comment on a single Closed Session item is limited to twenty (20) minutes. These limits may be extended in accordance with Board Bylaw 9323—Meeting Conduct. No member of the public is permitted to speak more than once during this item.

F. CLOSED SESSION

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

1. Government Code 54957

Title: District Superintendent

a. Superintendent draft presentation of 2026-2027 goals

2. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator(s) for the Board:	Sean Snider, Superintendent
Employee Organizations:	Sierra-Plumas Teachers' Association
Unrepresented Employees:	Administrative Employees
	Classified Employees
	Confidential Employees
	Superintendent

G. RETURN TO OPEN SESSION and ADJOURN FOR BREAK

H. 6:00PM – RECONVENE

I. FLAG SALUTE

J. REPORT OUT FROM CLOSED SESSION

K. PUBLIC COMMENT

This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Each speaker is allotted two (2) minutes per agenda item. Total comment on a single agenda item is limited to twenty (20) minutes. These limits may be extended in accordance with Board Bylaw 9323—Meeting Conduct. No member of the public may be permitted to speak more than once during this item.

*Please note that there will be an opportunity for public comment during each item listed on the agenda if you wish to hold your comment until a specific item(s).

L. INFORMATION/DISCUSSION ITEMS

1. Superintendent Reports

COUNTY—SCOE

- a. Single District Counties meeting

DISTRICT—SPJUSD

- b. All-Staff Kickoff August 17th
c. Facilities update

2. Business Report

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

3. SPTA Report

4. Committee/Board Member Reports

M. CONSENT CALENDAR

1. Approval of minutes for the joint Regular Meeting held July 28, 2026**
2. Approval of Board Report-Checks Dated 07/01/2026 through 07/31/2026
 - a. SCOE**
 - b. SPJUSD**
3. Approval to surplus the following:
 - a. Tappan refrigerator Tag #35197
 - b. John Deere L100 riding mower #2227
 - c. John Deere L140 riding mower
 - d. Snapper push mower
 - e. GE refrigerator Tag #26786
 - f. Hobart commercial oven
 - g. Montague commercial oven

4. Approval of the following SPJUSD personnel items:
 - a. Assignment of Jill Parkey, Teacher, Loyalton Elementary School, 1.0 FTE, effective August 17, 2026
 - b. Assignment of Rebeka Heard, Agriculture Teacher, Loyalton High School, 1.0 FTE, effective August 17, 2026

N. ACTION ITEMS

1. Old Business
 - a. Biennial Review of the Conflict-of-Interest Code – Second Reading with Recommended Updates
 1. SCOE**
 2. SPJUSD**

2. New Business

COUNTY & DISTRICT

- a. Approval of updated Injury & Illness Prevention Plan (IIPP) for 2026-2027**

DISTRICT—SPJUSD

- b. Adoption of Resolution No. 27-003D, 2026 Sierra County Multi-Jurisdictional Hazard Mitigation Plan**
- c. Approval of the District Sunshine Proposal**

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.”

From June 23rd – Further Review

- d. 1240—Volunteer Assistance^^
- e. 5141.4—Child Abuse and Prevention^^

Batch from July 28th – Second Reading

- f. 4100—Certificated Personnel^^
- g. 4200—Classified Personnel^^
- h. 4300—Administrative and Supervisory Personnel^^
- i. 4111~4211~4311—Recruitment and Selection^^
- j. 4112.9~4212.9~4312.9—Employee Notifications^^

Recommended Revisions

- k. 3400—Management of District Assets/Accounts**
- l. Exhibit 3312—Contracts**

O. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on September 08, 2026, at Loyalton Elementary School, 111 Beckwith Street, Loyalton CA 96118 at 6:00pm. If needed, Closed Session may be held before the Open session beginning at 5:00pm. Zoom videoconferencing will be available for the public.
2. Suggested Agenda Items

P. ADJOURN



Sean Snider, Superintendent

** enclosed

-- handout

^^ prior meeting material

Sean Snider, Superintendent – ssnider@spjUSD.org

Randy Jones, Director of Business Services/CBO – rjones@spjUSD.org

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

Office: 530-993-1660 x0

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

Most Recent Inter-District Attendance Agreements

2026-2027

New/Renewal	School Year	Grade Entering	District of Residence	Receiving District	Reason Given by Requestor	In/Out?
New	2026-27	9	SPJUSD	NJUHSD	Access to sports and more services	Out
New	2026-27	9	SPJUSD	NJUHSD	Access to programs; attend with sibling	Out
Renewal	2026-27	12	SPJUSD	TTUSD	Continue education in Truckee	Out
New	2026-27	11	Washoe	SPJUSD	Smaller school setting better for student's needs	In
New	2026-27	1	Washoe	SPJUSD	Smaller school setting better for student's needs	In
Renewal	2026-27	8	Washoe	SPJUSD	Continue education in Loyalton	In
Renewal	2026-27	1	SPJUSD	TTUSD	Continue education in Truckee	Out

Report Date:
8/11/2026

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

July 28, 2026

5:00pm Open Session

Closed Session immediately follows Open Session

Loyalton: Loyalton Elementary School, 111 Beckwith Street, Loyalton CA 96118

Zoom videoconferencing was also available for the public.

A. CALL TO ORDER

President RHYNIE HOLLITZ called the meeting to order at 5:08pm.

B. ROLL CALL

PRESENT: *Area 1: Patty Hall
Area 2: Rhynie Hollitz (President)
Area 3: John Martinetti (Clerk) (arrived at 5:51pm)
Area 4: Kelly Champion (Vice President)*

ABSENT: *Area 5: Richard Jaquez*

C. APPROVAL OF AGENDA

HALL/HOLLITZ

*SNIDER: **Addition to Superintendent Report and correction to Consent Calendar*

HALL amended motion to include changes outlined by SNIDER. Second by CHAMPION.

3/0

D. FLAG SALUTE

E. GOVERNMENT CODE 54952.3

Pursuant to Government Code 54952.3, this is notice that as a result of holding this Joint County and District Board Meeting, Trustees will receive a stipend of \$65 for the County and \$35 for the District.

F. PUBLIC COMMENT (INCLUDING CLOSED SESSION)

None

G. INFORMATION/DISCUSSION ITEMS

1. Superintendent Reports

COUNTY—SCOE

a. SCOE Personnel Items:

- 1. Assignment of Shary Milligan, Secretary, Adult Education, .75 FTE (30 hours/week), effective July 21, 2026**

DISTRICT—SPJUSD

b. All-Staff Kickoff August 17th

SNIDER: Welcome Back for all staff starts at 8am. A letter will go out by the end of this week.

c. Facilities Update

SNIDER: Fiberoptic connection between LMS and LES is complete. Painting is nearing completion with a few minor repairs and touchups left. LMS basketball court paving delayed due to equipment issues. Old Middle School Gym recommended repairs complete. Final seal coat on the gym floor will be done this week. Asbestos abatement is complete at LHS. Just waiting on the final

clearance before the carpet goes in the office. All Loyalton carpeting nearly complete, and they will work on Downieville after. LES snow diverters have been installed on the roof. LES plumbing project is complete. Portable ramps completed by our maintenance crew. Sierra Pass relocation/setup projects underway to get ready for the first day of school. Progress on the area for the LMS lockers. Will use temporary shade canopies until the permanent structure can be built, but working to get the lockers in place for the start of school. LHS windows project back to the drawing board. The quote was \$1.4 million which was way higher than expected.

d. Threshold for Contracts or Purchases Requiring Board Approval

SNIDER: The threshold is currently \$10K which caused the need for two special meetings this summer. Working with attorney on possible alternatives.

Considering verbiage in our policy regarding time sensitive items before a regular meeting up to \$20K. Will bring it back to the Board as an Action Item with final recommendation.

2. Business Report

- a. Most recent Inter-District Attendance Agreements approved

3. SPTA Report

No report

4. Committee/Board Member Reports

HOLLITZ: Attended the City Council meeting last Tuesday. Expressed appreciation for the easement to the parking lot and the land swap. Also expressed concern about the Probation Department moving because of the City's changed conditions for continuing to rent office space to the department. No comments from the City Council, but there were other community members there to express their concern as well about Probation moving from their current location.

CHAMPION/HOLLITZ: Budget Committee meeting held last week. Discussed changing the committee name to Finance Committee. Also discussed MOUs between SCOE and SPJUSD, Fund 40 and monitoring grants.

H. CONSENT CALENDAR

1. Approval of minutes for the joint Regular Meeting held June 23, 2026
2. Approval of minutes for the SPJUSD Special meeting held July 09, 2026
3. Approval of minutes for the SPJUSD Special meeting held July 15, 2026
4. Approval of Board Report-Checks Dated 06/01/2026 through 06/30/2026
 - a. SCOE
 - b. SPJUSD
5. Approval of Quarterly Report on Williams Uniform Complaints for the quarter ending 06/30/2026
 - a. SCOE
 - b. SPJUSD
6. Approval to surplus SCOE and SPJUSD E-Waste
7. Approval of the Agricultural Career Technical Education Incentive Grant Program application for 2026-2027
8. Approval of Intern Teaching Memorandum of Understanding with La Sierra University, Contract No. 2027-004D
9. Approval of Agreement for Professional Services for College and Career Curriculum and Counseling with Christina Lafoon, Contract No. 2027-002D

10. Approval of the following SPJUSD personnel items:

- a. Resignation for Tonya Wood, Instructional Aide, Loyalton Middle School, .58 FTE (3.5 hours/day), effective June 12, 2026
- b. Authorization to fill Instructional Aide, Loyalton Middle School, .58 FTE (3.5 hours/day)
- c. Approval of Job Description for TOSA--Online Learning Support, College & Career Readiness
- d. Assignment of Tonya Wood on a Short-Term Staff Permit (STSP) in order to fill a certificated assignment for TOSA--Online Learning Support, College & Career Readiness, Districtwide, for the 2026-2027 school year, as allowed by the California Commission on Teacher Credentialing regulations. A diligent search was conducted and no fully credentialed applicant was available. 1.0 FTE, effective August 17, 2026
- e. Resignation for Kayla Seeland, Cafeteria Worker II, Loyalton Elementary School, .68 FTE (5.4 hours/day), effective July 06, 2026
- f. Authorization to fill Cafeteria Worker II, Loyalton Elementary School, .68 FTE (5.4 hours/day)
- g. Resignation for Toushulong Vang, Agriculture Teacher, Loyalton High School, 1.0 FTE, effective July 31, 2026
- h. Authorization to fill Agriculture Teacher, Loyalton High School, 1.0 FTE
- i. Assignment of Seonaid Uebelhardt, Student Services Liaison, .68 FTE (up to 27 hours weekly), effective August 19, 2026

11. Approval of the following rescinded coaching assignments for 2026-2027:

- ~~a. Carlyn Wills, 6-8 Grade Soccer, Loyalton Middle School~~
~~b. a. Aimee Phebus, Varsity Girls Volleyball, Loyalton High School~~
~~c. b. Phoebe Griffin, JV Girls Volleyball, Loyalton High School~~

12. Assignment of the following coaches for 2026-2027:

- a. Miguel Hernandez, 6-8 Grade Soccer, Loyalton Middle School
- b. Frank Emsoff, Assistant Varsity Football, Loyalton High School
- c. Autumn Thurber, Varsity Girls Volleyball, Loyalton High School
- d. Cassie Potter, JV Girls Volleyball, Loyalton High School
- e. Christopher Riziero Martinetti, JV Girls Basketball, Loyalton High School
- f. Shannon Scott, Girls Softball, Loyalton High School

HALL/CHAMPION

3/0

I. ACTION ITEMS

1. New Business

COUNTY & DISTRICT

- a. Adoption of Resolution 27-001C, Fund Transfers between SCOE and SPJUSD for the 2026-2027 Fiscal Year

HALL/CHAMPION

3/0

- b. Adoption of Resolution 27-001D, Fund Transfers between SPJUSD and SCOE for the 2026-2027 Fiscal Year

HALL/CHAMPION

3/0

PUBLIC HEARING – Declaration of Need for Fully Qualified Educators

- c. Public Hearing *opened at 5:38pm* to receive public comment regarding the Declaration of Need for Fully Qualified Educators for the 2026-2027 School Year. *Closed at 5:39pm with no comment.*
- d. Adoption of Resolution No. 27-002C/27-002D, Declaration of Need for Fully Qualified Educators for the 2026-2027 School Year
HALL/CHAMPION
3/0
- e. Approval of the Declaration of Need for Fully Qualified Educators for the 2026-2027 school year. *A diligent search to recruit fully prepared teacher(s) was made and an insufficient number of certificated persons met the employment criteria for the position(s).*
HALL/CHAMPION
3/0
 1. SCOE
 2. SPJUSD
- f. Approval of CBEST Waiver for Substitute Teachers
The Sierra COE and Sierra-Plumas JUSD have been unable to recruit enough day-to-day substitute teachers who have not had an opportunity to take and pass all sections of the California Basic Educational Skills Test. The SCOE and SPJUSD anticipates employing no greater than five (5) day-to-day substitutes on variable term CBEST waiver for the 2026-2027 school year.
HALL/CHAMPION
3/0
- g. First Reading – Biennial Review of the Conflict-of-Interest Code
Postponed to August 11th meeting – bring back with recommended changes
 1. SCOE
 2. SPJUSD

MARTINETTI arrived at 5:51pm

DISTRICT—SPJUSD

- a. Approval of quote(s) for Phase 2 of Security Camera System implementation
HALL motioned to approve Phase 2 Sales Quote from Sierra Electronics – \$32,579.62
3/0 (abstention – MARTINETTI)
HOLLITZ motioned to approve Bus Add Sales Quote from Sierra Electronics – \$8,338
4/0
- b. Approval of Employment Agreement Amendment for District Superintendent, Contract No. 2027-005D
--Held off on a motion and vote until after Closed Session--
CHAMPION/HALL
3/0 (MARTINETTI left at 7:03pm)

BOARD POLICIES AND BYLAWS

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

Batch from June 23rd – Second Reading

CHAMPION motioned to approve d, h, i, j, k, l as presented. Second by HALL.

4/0

CHAMPION motioned to delete e and g as recommended. Second by MARTINETTI.

4/0

Items c and f were postponed for further revisions and review.

- c. 1240—Volunteer Assistance (*postpone for revisions*)
- d. 2110—Superintendent Responsibilities and Duties
- e. 5131.4—Student Disturbances
- f. 5141.4—Child Abuse Prevention and Reporting (*postpone for further review/discussion*)
- g. 5141.7—Sun Safety, DELETE
- h. 5141.75—Weather Safety, NEW
- i. 5142—Safety
- j. 5145.6—Parent/Guardian Notifications
- k. 7110—Facilities Master Plan
- l. 9200—Limits of Board Member Authority

New for July 28th – First Reading

Postpone to August 11th meeting.

- m. 4100—Certificated Personnel
- n. 4200—Classified Personnel
- o. 4300—Administrative and Supervisory Personnel
- p. 4111~4211~4311—Recruitment and Selection
- q. 4112.9~4212.9~4312.9—Employee Notifications

J. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on August 11, 2026, at Downieville School, 130 School Street, Downieville CA 95936 at 6:00pm. If needed, Closed Session may be held before the Open session beginning at 5:00pm. Zoom videoconferencing will be available for the public.

2. Suggested Agenda Items

None

K. PUBLIC COMMENT FOR CLOSED SESSION

None

Break at 6:28pm

L. CLOSED SESSION

The Board moved into Closed Session at 6:35pm to discuss the following item(s):

1. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator(s) for the Board:	Sean Snider, Superintendent
Employee Organizations:	Sierra-Plumas Teachers' Association
Unrepresented Employees:	Administrative Employees
	Classified Employees
	Confidential Employees
	Superintendent

M. RETURN TO OPEN SESSION at 8:04pm

Vote on Action Item b under District (see above)

M.N. REPORT OUT FROM CLOSED SESSION

CHAMPION: One item was for discussion only, no action taken. Vote on District Superintendent contract amendment took place in Open Session immediately following Closed Session.

N.O. ADJOURN *at 8:07pm*

Sean Snider, Superintendent

John Martinetti, Clerk

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

DATE: July 28, 2026

CLOSED SESSION BEGAN AT: 6:35 P.M.

BOARD MEMBERS PRESENT:

☒ Patty Hall ☒ Rhynie Hollitz ☒ John Martinetti ☒ Kelly Champion ☐ Richard Jaquez

7:03 left

OTHERS PRESENT:

☒ Sean Snider, Superintendent

☒ Randy Jones, Director of Business Services/CBO *6:41 arrived*

☐

☐

☐

I. SESSION TOPIC(S):

Item #1—Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator(s) for the Board:

Sean Snider, Superintendent

Employee Organizations:

Sierra-Plumas Teachers' Association

Unrepresented Employees:

Administrative Employees

Classified Employees

Confidential Employees

Superintendent

RESULT:

☐ DIRECTION WAS GIVEN TO SUPERINTENDENT

☒ THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.

☐ A ROLL CALL VOTE WAS TAKEN:

HALL _____ HOLLITZ _____ MARTINETTI _____ CHAMPION _____ JAQUEZ _____

☐ A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:

HALL _____ HOLLITZ _____ MARTINETTI _____ CHAMPION _____ JAQUEZ _____

II. ENDED CLOSED SESSION AT 8:04 P.M. AND RETURNED TO OPEN SESSION

PRESIDED BY:

Rhynie Hollitz
Rhynie Hollitz, PRESIDENT

RECORDED BY:

Kelly Champion
~~John Martinetti, CLERK~~

Kelly Champion,
Vice President

Checks Dated 07/01/2026 through 07/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00018020	07/17/2026	PRIMO BRANDS BLUETRITON BRANDS, INC.	11-9500	WATER SERVICE		47.84
00018021	07/17/2026	DONALD BERGSTROM	01-9500	SPED/DO CLEANING		1,925.00
00018022	07/17/2026	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	11-4300	SALES TAX	.20-	
			11-9502	SALES TAX	110.20	110.00
00018023	07/17/2026	CASBO	01-5300	CASBO DUES		850.00
00018024	07/17/2026	MELANIE CHRISTIAN	01-9500	TRANSPORTATION REIMBURSE		6,073.39
00018025	07/17/2026	CURRENT ELECTRIC & ALARM	01-5810	ANNUAL ALARM FEE	650.00	
			11-5500	ALARM MONITORING	540.00	1,190.00
00018026	07/17/2026	WESTED ATTN: WESTED OPERATING ACCOUNT	01-9500	HEALTHY KIDS SURVEY		1,219.80
00018027	07/17/2026	ELEVATION TRUCKEE	01-9500	TRANSITIONAL SERVICES		7,080.00
00018028	07/17/2026	FRONTLINE TECHNOLOGIES GROUP LLC	01-5810	ESCAPE LICENSE/PROGRAMMING	32,376.99	
			01-5899	ESCAPE LICENSE/PROGRAMMING	32,377.01	64,754.00
00018029	07/17/2026	JULIE CHRISTENSEN, DPT FEATHER RIVER PHYSICAL THERAPY	01-9500	PHYSICAL THERAPY SERVICES		3,735.60
00018030	07/17/2026	WENDY JACKSON	11-9500	PER DIEM		213.00
00018031	07/17/2026	BRETT KEE	11-9500	PER DIEM		609.25
00018032	07/17/2026	NEXTGEN MATH, LLC	01-5810	SUPPLEMENTAL CURRICULUM		6,306.50
00018033	07/17/2026	PLUMAS-SIERRA TELECOMMUNICATIONS	11-9500	BROADBAND SERVICE		109.00
00018034	07/17/2026	PRESENCELEARNING, INC.	01-5100	PRESENCE LEARNING	2,798.08	
			01-5810	PRESENCE LEARNING	2,101.92	4,900.00
00018035	07/17/2026	UBEO WEST LLC	11-9500	COPIER/MAINTENANCE		67.25
00018036	07/17/2026	RHYNIE HOLLITZ	01-9500	PER DIEM		52.70
00018037	07/17/2026	EMCN FISCAL AGENT C/O SCHOOL SERV OF CALIFORNIA	01-5300	EMCN COALITION		110.00
00018038	07/17/2026	SIERRA VALLEY HOME CENTER	01-9500	SHOP CLASS SUPPLIES		578.38
00018039	07/17/2026	SISKIYOU COUNTY OFFICE OF EDUCATION	01-9500	COALITION DUES		1,936.92
00018040	07/17/2026	TODDLER TOWERS, INC. SIERRAKIDS	01-9500	ELOP SPED AIDE		5,356.75
00018041	07/17/2026	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	2,091.20	
			76-9576	HEALTH INSURANCE	31,034.50	33,125.70
00018042	07/17/2026	U.S. BANK VOYAGER	01-9500	FUEL EXPENSE	747.99	
			11-9500	FUEL EXPENSE	85.43	833.42
Total Number of Checks					23	141,184.50

Fund Summary

Fund	Description	Check Count	Expensed Amount
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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 07/01/2026 through 07/31/2026

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

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	17	108,368.23
11	ADULT EDUCATION	8	1,781.77
76	Payroll Clearing	1	31,034.50
Total Number of Checks		23	141,184.50
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			141,184.50

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 07/01/2026 through 07/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00088565	07/17/2026	ACTE	01-5200	REGISTRATION		780.00
00088566	07/17/2026	ROBERT ALVAREZ DBA 808 CONSTRUCTION	01-9510	CONSTRUCTION WORK		8,950.00
00088567	07/17/2026	BILL DORAN COMPANY	01-9510	Flowers		429.90
00088568	07/17/2026	PAMELA BRANDON	01-5600	TECH COTTAGE RENTAL		100.00
00088569	07/17/2026	CALIFORNIA SCHOOL BOARD ASSOC C/O WESTAMERICA BANK	01-5300	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	4,579.00	
			01-5895	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	2,212.50	
			01-5899	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	6,791.50	13,583.00
00088570	07/17/2026	CITY OF LOYALTON	01-9510	WATER AND SEWER - LOYALTON SITES		5,441.43
00088571	07/17/2026	CURRENT ELECTRIC & ALARM, INC.	01-5600	ALARM MONITORING	1,117.50	
			01-5899	ALARM MONITORING	82.50	1,200.00
00088572	07/17/2026	EDMENTUM	01-9510	ONLINE CURRICULUM		855.00
00088573	07/17/2026	FOLLETT SCHOOL SOLUTIONS	01-5890	DESTINY RENEWAL		5,539.20
00088574	07/17/2026	JANET HAMILTON	01-5600	TECH COTTAGE RENTAL		100.00
00088575	07/17/2026	INTERACTIVE RESOURCES, INC	01-9510	ARCHITECTS	847.60	
			40-9510	ARCHITECTS - LHS WINDOWS	4,460.00	5,307.60
00088576	07/17/2026	KRISTIE JACOBSEN	01-5200	PER DIEM		131.00
00088577	07/17/2026	LAERDAL MEDICAL CORPORATION	01-9510	GSPP SUPPLIES		150,626.22
00088578	07/17/2026	LEARNINGTECH.ORG	01-5895	ERATE MANAGEMENT		6,800.00
00088579	07/17/2026	PACIFIC GAS & ELECTRIC COMPANY	01-9510	Electricity		3,819.06
00088580	07/17/2026	PNC BANK C/O PARENTSQUARE, INC	01-5895	ENGAGE 2026		2,400.00
00088581	07/17/2026	UBEO WEST LLC	01-9510	COPIER MAINT.		570.12
00088582	07/17/2026	REEDS LOCKS, INC	01-5895	REKEY & NEW KEYS		177.22
00088583	07/17/2026	LOYALTON ROTARY	01-5300	ROTARY DUES		135.00
00088584	07/17/2026	SANBELL	01-9510	BOUNDRY RETRACEMENT	1,635.00	
				SURVEYING SERVICES	360.00	1,995.00
00088585	07/17/2026	SIERRA BOOSTER	01-9510	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES		132.00
00088586	07/17/2026	SIERRA COUNTY PUBLIC WORKS	01-9510	DUMP FEES		126.00
00088587	07/17/2026	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE	289.50	
			13-5895	FOOD FACILITY CHARGE	497.00	786.50
00088588	07/17/2026	SIERRA HARDWARE	01-9510	Misc Maintenance supplies		163.93
00088589	07/17/2026	SIERRA VALLEY MOBILE REPAIR	01-9510	BUS INSPECT/REPAIR		810.00
00088590	07/17/2026	SIERRA VALLEY HOME CENTER	01-9510	MAINT. SUPPLIES	231.81	
				MAINT/CUSTODIAL SUPPLIES	349.43	
				MISC. AG SUPPLIES	87.79	
				STORAGE BUILDING	426.14	1,095.17

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 07/01/2026 through 07/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00088591	07/17/2026	SMALL SCHOOL DIST. ASSN.	01-5300	MEMBERSHIP		1,400.00
00088592	07/17/2026	SEAN SNIDER	01-9510	NOTARY FEE		30.00
00088593	07/17/2026	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	01-9510	SALES TAX		2,131.00
00088594	07/17/2026	TEAM ONE NETWORKING	01-9510	PHONE SERVICES		145.00
00088595	07/17/2026	TODDLER TOWERS, INC. SIERRA KIDS	01-9510	ELOP PROGRAM		32,503.51
00088596	07/17/2026	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH/WELFARE PREMIUMS	8,584.40	
			76-9576	HEALTH/WELFARE PREMIUMS	92,691.96	101,276.36
00088597	07/17/2026	TURNITIN, LLC	01-4200	AI DETECTION PRODUCTS		3,234.47
00088598	07/17/2026	U.S. BANK VOYAGER	01-9510	FUEL		3,758.54
00088599	07/31/2026	AIRGAS, USA, LLC	01-9510	TANK RENTAL LHS/DVL		434.80
00088600	07/31/2026	AMAZON CAPITAL SERVICES	01-9510	FAN		171.59
00088601	07/31/2026	APPLE COMPUTER, INC.	01-4400	LAPTOP		735.43
00088602	07/31/2026	BRADY INDUSTRIES	01-9510	VACUUM		567.28
00088603	07/31/2026	DOWNIEVILLE PUBLIC UTILITY DIS	01-9510	Water		1,110.34
00088604	07/31/2026	EDWARDS, STEVENS AND TUCKER, LLP	01-9510	LEGAL FEES		3,000.00
00088605	07/31/2026	FLINN SCIENTIFIC, INC.	01-9510	GSPP SUPPLIES		3,751.61
00088606	07/31/2026	LAERDAL MEDICAL CORPORATION	01-9510	GSPP SUPPLIES		45,819.35
00088607	07/31/2026	LOCOROBO INNOVATIONS INC.	01-9510	GSPP	107,682.13	
				INSTRUCTIONAL SUPPLIES	8,729.96	116,412.09
00088608	07/31/2026	MOUNTAIN MESSENGER	01-9510	ADVERTISEMENTS AND PUBLIC HEARINGS		75.18
00088609	07/31/2026	NAVIGATE360, LLC	01-4300	PBIS REWARD PROGRAM		1,212.39
00088610	07/31/2026	PACIFIC GAS & ELECTRIC COMPANY	01-5510	Electricity		23.40
00088611	07/31/2026	INTERMOUNTAIN DISPOSAL, INC.	01-9510	GARBAGE SERVICE		2,279.04
00088612	07/31/2026	SIERRA-PLUMAS JOINT UNIFIED	01-5895	BANK SERVICE FEES		707.48
00088613	07/31/2026	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-9510	EMPLOYMENT FINGERPRINTING		113.00
00088614	07/31/2026	TRI COUNTY SCHOOLS INSURANCE GROUP	01-5400	PROPERTY/CASUALTY INS	238,879.00	
			76-9571	WORKERS COMP	5,019.21	243,898.21
00088615	07/31/2026	VERIZON WIRELESS	01-5899	CELL PHONE SERVICE	452.35	
			01-5900	CELL PHONE SERVICE	152.04	
			01-5910	CELL PHONE SERVICE	809.20	1,413.59
Total Number of Checks					51	778,257.01

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 07/01/2026 through 07/31/2026

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

Fund	Description	Check Count	Expensed Amount
01	General Fund	51	675,588.84
13	Cafeteria Fund	1	497.00
40	Special Reserve for Capital Ou	1	4,460.00
76	Warrant/Pass Though (payroll)	2	97,711.17
Total Number of Checks		51	778,257.01
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			778,257.01

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.

**Conflict of Interest Code ("Code") of the
SIERRA COUNTY OFFICE OF EDUCATION ("COE")
2026**

The Political Reform Act (PRA) (Government Code 81000-87505) requires the COE to adopt a conflict of interest code. 2 CCR 18730 contains the terms of a conflict of interest code, which may be amended by the Fair Political Practices Commission (FPPC) to conform to amendments in the PRA. Therefore, the terms of 2 CCR 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This Code and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the COE.

COE Officials, defined as those positions listed herein, shall file a Form 700 (also known as a Statement of Economic Interest) in accordance with the disclosure categories listed in the attached Appendix. The Form 700 shall be filed with the COE's filing officer and/or, if so required, with the COE's code reviewing body. The COE's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

Category 1:

A COE Official designated "Category 1" shall disclose the following:

- a. Interests in real property located entirely or partly within COE boundaries, or within two miles of COE boundaries, or of any land owned or used by the COE
- b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the COE, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the COE, or manufacture or sell supplies, books, machinery, or equipment of the type used by the COE

Category 2:

A COE Official designated "Category 2" shall disclose the following:

- a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs
- b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs

For a principal in this category, the principal's department is the principal's entire school.

Category 3 (Applicable to positions that "manage public investments," as defined by Government Code 87200):

A COE Official designated "Category 3" shall disclose, in accordance with Government Code 87200-87210, the following:

- a. Interests in real property located entirely or partly within COE boundaries, or within two miles of COE boundaries, or of any land owned or used by the COE
- b. Investments, business positions, and sources of income, including gifts, loans, and travel payments

Designated Positions

COE Officials	Disclosure Categories
Governing Board Members	1
Superintendent	1
Director	2
Principal/Site Administrator	2
Consultants*	2

*Disclosures for Consultants

The Superintendent or designee shall annually determine, on a case-by-case basis, which district consultants, if any, shall constitute COE Officials and who shall disclose financial interests. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the COE, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the COE to enter into, modify, or renew a contract that requires COE approval
5. Grant COE approval to a contract that requires COE approval and in which the district is a party, or to the specifications for such a contract
6. Grant COE approval to a plan, design, report, study, or similar item
7. Adopt or grant COE approval of COE policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the COE, serves in a staff capacity with the COE and in that capacity participates in making a governmental decision as defined in 2 CCR 18704 or performs the same or substantially all the same duties for the COE that would otherwise be performed by an individual holding a position specified in the COE's conflict of interest code. (2 CCR 18700.3)

**Conflict of Interest Code ("Code") of the
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT ("District")
2026**

The Political Reform Act (PRA) (Government Code 81000-87505) requires the District to adopt a conflict of interest code. 2 CCR 18730 contains the terms of a conflict of interest code, which may be amended by the Fair Political Practices Commission (FPPC) to conform to amendments in the PRA. Therefore, the terms of 2 CCR 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This Code and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the District.

District Officials, defined as those positions listed herein, shall file a Form 700 (also known as a Statement of Economic Interest) in accordance with the disclosure categories listed in the attached Appendix. The Form 700 shall be filed with the District's filing officer and/or, if so required, with the District's code reviewing body. The District's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

Category 1:

A District Official designated "Category 1" shall disclose the following:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district
- b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the District, or manufacture or sell supplies, books, machinery, or equipment of the type used by the District

Category 2:

A District Official designated "Category 2" shall disclose the following:

- a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs
- b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs
For a principal in this category, the principal's department is the principal's entire school.

Category 3 (Applicable to positions that "manage public investments," as defined by Government Code 87200):

A District Official designated "Category 3" shall disclose, in accordance with Government Code 87200-87210, the following:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the District
- b. Investments, business positions, and sources of income, including gifts, loans, and travel payments

Designated Positions

District Officials	Disclosure Categories
Governing Board Members	1
Superintendent	1
Director	2
Principal/School Administrator	2
Consultants*	2

*Disclosures for Consultants

The Superintendent or designee shall annually determine, on a case-by-case basis, which district consultants, if any, shall constitute District Officials and who shall disclose financial interests. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the District, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the District to enter into, modify, or renew a contract that requires District approval
5. Grant District approval to a contract that requires District approval and in which the district is a party, or to the specifications for such a contract
6. Grant District approval to a plan, design, report, study, or similar item
7. Adopt or grant District approval of District policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the District, serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in 2 CCR 18704 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's conflict of interest code. (2 CCR 18700.3)

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

**INJURY & ILLNESS
PREVENTION PROGRAM
(IIPP)**

109 BECKWITH ROAD, ROOM #13* P O BOX 955
LOYALTON, CA 96118
(530) 993-1660 * FAX (530) 993-0828

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INTRODUCTION

In order to maintain a safe and healthful work environment, the Sierra-Plumas Joint Unified School District and Sierra County Office of Education have developed this Injury and Illness Prevention Program (IIPP) for all employees. The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations §3203 and Section 6401.7 of the California Labor Code. And consists of the following eight elements:

Responsibility
Hazard Assessment/Inspection
Accident/Exposure Investigation
Hazard Correction
Communication
Training and Instruction
Compliance
Recordkeeping

Every employer has a legal obligation to provide and maintain a safe and healthful workplace for their employees. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals employed by Sierra-Plumas Joint Unified School District and Sierra County Office of Education.

Portions of this guide were adapted from Guide to Developing Workplace Injury and Illness Prevention Program, prepared by the Cal/OSHA Consultation Service, CS-1 revised August 2005.

A copy of the IIPP must be maintained at the district office as well as at each school site.

EMPLOYEE ACCESS TO THE PROGRAM

All employees have the right and opportunity to receive and review their employer's IIPP. Sierra Plumas JUSD and Sierra COE will provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or designated representative.
 - One printed copy of the plan must be free of charge, although the employer may charge a reasonable administrative fee for additional copies within (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided

2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program.

Sierra Plumas JUSD and Sierra COE will communicate the right and the procedures to access the Program to all employees.

Employees of Sierra Plumas JUSD and Sierra COE can receive and review our IIPP by making a written request themselves or designating an authorized representative that they give written authorization to make the request on their behalf. The written authorization request must include:

- The name and signature of the employee who is authorizing a designated representative to access the Program on their behalf
- The name of the designated representative authorized to receive the Program for the employee
- The date of the request
- The date when the written authorization will expire (if less than (1) year).

INJURY AND ILLNESS PREVENTION PROGRAM

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT AND
SIERRA COUNTY OFFICE OF EDUCATION
P O BOX 955 * 109 BECKWITH ROAD, ROOM #13
LOYALTON, CA 96118

LARAIN SEI
P O BOX 955 * 109 BECKWITH ROAD, ROOM #13
LOYALTON, CA 96118

ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a)(1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:

Sean Snider, SUPERINTENDENT
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
SIERRA COUNTY OFFICE OF EDUCATION
P O BOX 955 * 109 BECKWITH ROAD, ROOM #13
LOYALTON, CA 96118
530 993-1660 Ext 110 * Fax 530 993-0828

Co-Administrator's Name

Randy Jones, BUSINESS MANAGER
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
SIERRA COUNTY OFFICE OF EDUCATION
P O BOX 955 * 109 BECKWITH ROAD, ROOM #13
LOYALTON, CA 96118
530 993-1660 Ext 120 * Fax 530 993-0828

The IIPP Administrator Sean Snider, Superintendent, Human Resources, Laraine Sei and school site administrators are responsible for implementing and maintaining the components of the IIPP program at their school sites. The responsibilities of our IIPP Administrator and site administrators include:

- Preparing and updating our district's IIPP
- Implementing the provisions in our IIP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
- Establishing a district wide Health and Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns

Each school in our district has been assigned a safety coordinator. School-site safety coordinators are responsible for assisting in implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety coordinator has a copy of this IIPP. A list of all the district's school-site safety coordinators who will implement and maintain the IIPP at their school sites is attached as Form A.

The responsibilities of our school site safety coordinators include:

- Conducting at a minimum, quarterly safety inspections
- Participating on the district wide Health & Safety Committee
- Participating in the mitigation of identified hazards
- Communicating with employees about safety

The responsibilities of all school employees include:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately.
- Following safe work practices
- Using appropriate personal protective equipment as instructed by their supervisors

This IIPP applies to all schools in the Sierra-Plumas Joint Unified School District and the Sierra County Office of Education

HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a) (4))

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer. Periodic inspections to identify and evaluate hazards in our schools' sites will be performed by one or more of the following checked individuals:

School-site safety coordinators at their school sites and/or the site administrator, District's IIPP Administrator OR superintendent's designee.

Inspections are performed according to the following schedule:

- When we initially established our IIPP, site wide safety inspections
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- Whenever new, previously unidentified hazards are recognized
- Whenever occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

There are two types of inspections: overall facility inspections and specific work area inspections. For the purpose of the Sierra-Plumas Joint Unified School District and Sierra County Office of Education IIPP, the following inspections are to be conducted:

1. The overall facility inspection will be performed annually and when:
 - a. any new substances, processes, procedures, or equipment are introduced to the workplace that have occupational hazard potential.
 - b. a previously unrecognized hazard is discovered.
 - c. an accident or illness occurs.
2. Specific work area inspection by each Site or Department periodically, but not less than annually.

ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a) (5))

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:

Sean Snider, Superintendent, Laraine Sei, Human Resources, or Randy Jones,
Business Manager

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include: (see page 22)

- Visiting the scene as soon as possible
- Interviewing injured employees and witnesses
- Determining the cause of the accident/exposure
- Examining the workplace and the incident for underlying causes associated with the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken at health and safety committee meetings

All occupational injuries, illnesses, or exposures to hazardous substances must be reported to Human Resources within 24 hours after the incident becomes known to the Supervisor. For those injuries that cause an amputation, loss of an eye, or any serious degree of permanent disfigurement, that requires inpatient hospitalization other than medical observation or diagnostic testing but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone, Human Resources will contact Cal/OSHA within 8 hours.

HAZARD CORRECTION (Title 8 CCR §3203(a) (6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.
- We have identified the following potential hazards in our schools but not limited to:
 - Slip and fall hazards and ladder safety
 - Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc.
 - Lead paint
 - Asbestos
 - Ergonomic hazards
 - Infectious diseases, including blood borne and aerosol transmissible diseases
 - Outdoor heat

- Violence
- Indoor air quality
- Power tools and machinery hazards, including electrical safety, lock-out tag-out of machinery, machine guarding, etc.

The IIPP Administrator, site administrator and/or school site safety coordinator will ensure that those current employees and/or new employees with exposure potential to these or other hazards will be trained by workshops, on-line course classes, on-site trainings, or other effective instruction.

COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a) (3))

All supervisors, school site safety coordinators, and/or site administrators are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors, school site safety coordinator and/or site administrator, about workplace hazards without fear of reprisal.

Our communication system includes all of the following items:

- New employee orientation including a discussion of safety and health policies and procedures
- Follow-through by supervisors to ensure effectiveness
- Worksite-specific health and safety training
- Regularly scheduled safety committee meetings will be held once per month or at minimum once a quarter.
- Effective communication of safety and health concerns between employees and supervisors, including language translation, will take place in one or all of the following:
 - Post and/or distribute safety information to school sites for distribution to employees
 - Site Administrators can include safety tip in staff meetings.
 - Safety Tips can be posted in staff rooms or handed out to employees
 - Periodic emails may be used to send out important safety information to employees.
- A system for employees to anonymously inform administration about workplace hazards. This system involves: 1) employees may submit concerns/safety issues directly to school administrator's office or the school safety coordinator 2) Report of Unsafe Condition or Hazard form (see Page 14), and a copy is provided in the employee new hire orientation binder. Copies also located at each school site main office.
- Our health and safety committee meetings are held more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses
- Other methods we use to ensure communication with and involvement of employees include: follow up with staff and/or administrators on safety concerns

AND

Our district also elects to use a health and safety committee to meet all the requirements of Title 8 CCR §3203(c) (1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a) (3).

TRAINING AND INSTRUCTION (Title 8 CCR §3203(a) (7))

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according to the following schedule:

When our IIPP was first established.

- To all new employees.
- To all employees given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard
- Whenever anyone is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- To all employees about the hazards specific to each employee's job assignment.

All employees will complete the following safety trainings upon onset of employment and again as is required by Cal OSHA regulations:

1. Fire Safety, Fire Extinguisher, and Fire Prevention.
2. Emergency Preparedness
3. Hazard Communication - Globally Harmonizing System (GHS) and Safety Data Sheets (SDS).
4. Injury & Illness Prevention Program
5. Blood Borne Pathogens
6. AB1825 Sexual Harassment - For Supervisory employees
7. SB1343 Sexual Harassment – For non-supervisory employees.
8. Mandated Reporter

Safety training will also include, but is not limited to:

- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- The availability of toilet, hand-washing, and drinking water facilities.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - Storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training will also include but not limited to:

- The prevention of musculoskeletal disorders, including proper lifting techniques
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Proper food and beverage storage to prevent them from becoming contaminated
- On any other topics listed in the Hazard Correction section of this plan
- In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

Training will occur in the following applications:

1. General Campus-Wide Training Sessions.
2. Safety Meetings.
3. Individual employee training for specific job tasks.
4. Through Public School Works Online training.

Training is an on-going process that will focus on specific employee jobs and procedures. The main point to safety training is to prevent unsafe situations, procedures, or acts. Always document any training, regardless of length or importance. Example Training Logs should be completed when safety training is provided. Copies of the completed training logs should be forwarded to Human Resources. The live trainings can be tracked on the Public School Works Online Training Program.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))

Site Administrators are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and administrators are expected to enforce the rules fairly and uniformly.

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- Informing employees of the provisions of our IIPP
- Evaluating the safety performance of all employees
- Providing training to employees whose safety performance is deficient
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by the decision of Site Administrators or Superintendent
- Disciplining employees for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: 1) oral notice; 2) written notice; 3) disciplinary action

Sierra-Plumas Joint Unified School District and the Sierra County Office of Education will actively enforce the IIPP. An employee that fails to recognize safety rules and safe work practices, shall be disciplined. Any action taken will not violate employee rights under Cal/OSHA regulations and will be enforced in a non-discriminatory fashion. Disciplinary action (consistent with bargaining unit agreements) will include, but not be limited to, the following:

1. Retraining
2. Warning
3. Warning with reprimand placed in personnel file
4. Suspension from work with no compensation and record added to personnel file
5. Discontinue employment with record added to personnel file

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

Recordkeeping is critical for demonstrating the effort of Sierra-Plumas Joint Unified School District and Sierra County Office of Education towards safety and program implementation.

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this IIPP are being implemented, the following records will be kept on file in the listed Department for at least the length of time indicated below:

1. Copies of IIPP Safety Inspection Forms, Unsafe Conditions Form and Hazard Mitigation Log. Retain for 2 years and maintained by Departments and Maintenance and Operations.
2. Copies of Accident Investigation Forms. Retain for 2 years
3. Copies of Employee Training Sign-in Sheets and related training documents. Retain for duration of each individual's employment by Human Resources.
4. Copies of Safety Postings and Safety Committee Meeting Minutes and Agendas. Retain 2 years by Human Resources.
5. Copies of Employee Exposure Records, or other required Employee Health and Safety Records. Retain for 30 years or for the duration of each individual's employment, if greater than 30 years. These records will be maintained in Human Resources.

The Safety Coordinator will be responsible for ensuring that all relevant records are completed and kept as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Sierra-Plumas Joint Unified School District and Sierra County Office of Education, with responsibility shared by management and staff alike.

The master copy of this IIPP can be found at: DISTRICT OFFICE/SCOE OFFICE

Other copies of the IIPP can be found at: <http://www.sierracountyschools.org>

Form A: School Site Safety Coordinators

The following school-site safety coordinators are responsible for maintaining our district's Injury and Illness Prevention Program (IIPP) and communicating with employees about our IIPP at their sites:

SCHOOL	SAFETY COORDINATOR	DATE ASSIGNED
LOYALTON ELEMENTARY School Site	Isaac Price	
LOYALTON MIDDLE	Josh Wilkinson	
LOYALTON MIDDLE former site School Site	Isaac Price Name of Coordinator	
LOYALTON HIGH School Site	FILIMON MARTINEZ Name of Coordinator	
DOWNIEVILLE K-12 School Site	Shawn Maple Name of Coordinator	
DISTRICT/COUNTY OFFICE School Site	Randy Jones Name of Coordinator	
SEIRRA PLUMAS SITES School Site	Sean Snider/LARAIN SEI Name of Coordinator	
LOYALTON ELEMENTARY SPECIAL ED School Site	Isaac Price Name of Coordinator	
School Site	Name of Coordinator	
Adult Education School Site	Wendy Jackson/Rodney Lacey	
CONTINUATION SCHOOL School Site	Rodney Lacey Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
SIERRA COUNTY OFFICE OF EDUCATION
109 Beckwith Road, Room #13 * P O Box 955
Loyalton, CA 96118
530 993-1660 * Fax 530 993-0828
www.sierracountyofficeofeducation.org

REPORT OF UNSAFE CONDITION OR HAZARD

Optional: Employees may submit this form anonymously by forwarding to the Superintendent's Office, Sierra-Plumas Joint Unified School District/Sierra County Office of Education, P O Box 955, Loyalton, CA 96118

Employee's Name: _____

Job Title: _____

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard:

What changes would you recommend to correct the condition or hazard? _____

Optional:

Signature of Employee: _____ Date: _____

District/County Superintendent of Schools Office's Response:

Name of Person Investigating Report: _____

Results of investigation (what was found? was condition unsafe or a hazard?): *(attach additional sheets if necessary)*

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attach additional sheets if necessary)*

Signature of Person Investigating Report: _____

Revised: _____

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HAZARD ASSESSMENT AND CORRECTION RECORD

To be used in correlation with the Office/Classroom Inspection Checklist.

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

INJURY ASSESSMENT AND CORRECTION RECORD

(First section to be filled out by Safety Administrator and then sent to injured employee's supervisor)

Employee Name: _____ Position: _____

Type of Injury: _____ Date of Injury: _____

Location of Injury: _____

Explain How Injury Happened: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Signature: _____ Date: _____

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SAFETY TRAINING AND INSTRUCTION RECORD

Training Date: _____

Topic and/or Type of Training: _____

Trainer(s): _____

Please attach topic of discussion and anything passed out to employees.

(Employee's need to sign-in.)

<i>Employee Print</i>	<i>Employee Signature</i>
Attach any topic and/or training materials to this sheet	

OFFICE/CLASSROOM INSPECTION CHECKLIST

WORKSITE: _____ **DATE:** _____

BUILDING: _____ **ROOM:** ☐ _____

NAME(S): _____

Instructions: Check each item below as "Satisfactory or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory."

	Satisfactory	Unsatisfactory	N/A	Comment/Location
FLOORS				
No wet/slip, fall hazard	☐	☐	☐	
No trip hazard	☐	☐	☐	
No cords across walkway	☐	☐	☐	
Other _____	☐	☐	☐	
STAIRS – RAMPS (if applicable)				
Lighting adequate	☐	☐	☐	
Non-slip surface	☐	☐	☐	
Handrails - available and secure	☐	☐	☐	
Other _____	☐	☐	☐	
GENERAL SAFETY				
No Aisles Obstructed	☐	☐	☐	
Area free of falling hazards	☐	☐	☐	
First Aid material available	☐	☐	☐	
Emergency Lighting functioning	☐	☐	☐	
Lighting okay	☐	☐	☐	
Ladders/Stools in good condition	☐	☐	☐	
Housekeeping is good	☐	☐	☐	
Emergency phone numbers posted	☐	☐	☐	
Other _____	☐	☐	☐	
FIRE EQUIPMENT/EXITS				
Fire extinguishers accessible	☐	☐	☐	
Fire extinguishers tagged/serviced	☐	☐	☐	
Exits properly illuminated	☐	☐	☐	
Exits clear and unobstructed	☐	☐	☐	
Other _____	☐	☐	☐	
FIRE HAZARDS				
Flammable aerosols and liquids	☐	☐	☐	
Stored and handled properly	☐	☐	☐	
Storage areas labeled	☐	☐	☐	
No Defective electrical cords	☐	☐	☐	
Other _____	☐	☐	☐	
ELECTRICAL HAZARDS				
Cords are put away after use	☐	☐	☐	
No improper use of extension cords	☐	☐	☐	
No extension cords plugged in that aren't being utilized	☐	☐	☐	
Outlets at sinks are GFI Protected	☐	☐	☐	
All outlet and switch covers in place	☐	☐	☐	
Electrical panels are unobstructed	☐	☐	☐	
HAZARDOUS MATERIALS				
MSDS's available	☐	☐	☐	
Containers properly labeled	☐	☐	☐	
Containers properly stored	☐	☐	☐	
Other _____	☐	☐	☐	

INSPECTOR(S) SIGNATURE: _____

Instructions for Completing the Office/Classroom Safety Inspection Checklist

Purpose

The Office/Classroom Safety Inspection Checklist is an important component of the Sierra-Plumas Joint Unified School District's Injury and Illness Prevention Program (IIPP). Regular inspections help identify unsafe conditions before they result in injuries, property damage, or interruptions to school operations.

The purpose of these inspections is to promote a safe and healthy learning and working environment for students, employees, volunteers, and visitors while ensuring compliance with applicable California Occupational Safety and Health (Cal/OSHA) regulations.

Inspection Frequency

Office and classroom inspections should be conducted:

- At least annually.
- Whenever a classroom or office is relocated or significantly modified.
- Following any incident, injury, near miss, or emergency that may indicate a safety concern.
- Whenever requested by District Administration, Maintenance, or Human Resources.

Inspection Responsibilities

Employees assigned to complete the inspection should carefully evaluate their work area using the Office/Classroom Safety Inspection Checklist.

During the inspection:

- Observe the entire work area, including classrooms, offices, storage areas, entrances, exits, hallways, and surrounding workspaces.
- Identify any unsafe conditions or unsafe work practices.
- Document all deficiencies noted during the inspection.
- Take immediate corrective action whenever it is safe and practical to do so.
- Report hazards that cannot be corrected immediately to the site administrator or Maintenance Department as soon as possible.
- Remove unsafe equipment from service until it has been repaired or replaced.

The goal of the inspection is hazard identification and prevention—not fault finding.

Inspection Guidelines

When completing the checklist, verify the following:

Floors

Inspect floor surfaces to ensure they are clean, dry, and in good repair.

Verify that:

- Floors are free of slip hazards such as water, leaks, or spills.
 - Carpets and floor mats are secure and free from tears, buckling, or curling.
 - Electrical cords and other items do not create trip hazards.
 - Walkways and emergency exit paths remain unobstructed.
-

Stairs and Ramps

Inspect all stairs and ramps used by staff or students.

Verify that:

- Changes in elevation are clearly visible.
 - Stair treads and edges are in good condition.
 - Handrails are secure.
 - Non-slip surfaces are intact where required.
 - Lighting is adequate during both normal and emergency conditions.
-

General Safety

Inspect the classroom or office for general safety hazards.

Verify that:

- Shelves, bookcases, and storage cabinets are not overloaded.
 - Tall furniture is secured to prevent tipping during an earthquake.
 - Heavy objects are stored on lower shelves whenever practical.
 - Stored materials are stable and cannot fall during normal use or seismic activity.
 - Ceiling-mounted fixtures and hanging items are secure.
 - Hallways and walkways remain clear.
 - Step stools and ladders are in good condition and used safely.
 - Light fixtures are functioning properly and show no signs of exposed wiring, overheating, flickering, or electrical damage.
 - Emergency phone numbers are posted.
 - First Aid supplies are available and adequately stocked.
 - Staff know the location of emergency lighting.
 - Staff are familiar with site emergency procedures, including evacuation, lockdown, shelter-in-place, and earthquake response.
 - Classroom evacuation maps are posted.
 - Doors and designated emergency exits can be opened without obstruction.
-

Fire Equipment and Exits

Verify that:

- Fire extinguishers are present, accessible, and properly mounted.
 - Fire extinguishers are not blocked or obstructed.
-

- Fire extinguisher locations are clearly identified.
- Annual fire extinguisher inspections are current.
- Pressure gauges indicate the extinguisher is fully charged.
- Exit signs are clearly visible.
- Battery-powered exit signs and emergency lighting function properly.
- Exit routes remain clear and unobstructed.
- Exit doors open freely without special knowledge or tools.

Fire Hazards

Inspect the work area for fire hazards.

Verify that:

- Flammable liquids and aerosols are not stored in classrooms or offices.
- Hazardous and flammable materials are stored only in approved storage locations.
- Electrical cords are free from damage.
- Combustible storage is minimized.
- Decorations are not attached to sprinkler heads or fire protection equipment.
- Portable space heaters are not used unless specifically approved by the District.

Electrical Safety

Inspect all electrical equipment and outlets.

Verify that:

- Extension cords are used only for temporary purposes.
- Multiple extension cords or surge protectors are not connected together (“daisy chained”).
- Electrical outlets are not overloaded.
- Surge protectors are UL-listed and in good condition.
- GFCI outlets near sinks function properly.
- Outlet and switch covers are intact.
- Electrical panels remain accessible and unobstructed.
- Damaged electrical equipment has been removed from service.

Hazardous Materials

Verify that:

- Hazardous chemicals are not stored in classrooms unless specifically authorized.
- Cleaning products and chemicals are stored only in approved custodial or designated storage areas.
- Safety Data Sheets (SDS) are available and readily accessible.
- All containers, including secondary containers, are properly labeled with the contents and hazards.

- Chemicals are stored according to manufacturer recommendations.
 - Hazardous materials are inaccessible to students.
 - Expired or unnecessary chemicals are removed in accordance with District procedures.
-

Ergonomics and Housekeeping

Verify that:

- Workstations are arranged to minimize ergonomic strain.
 - Chairs, desks, and work surfaces are in good condition.
 - Storage areas are organized.
 - Aisles remain clear.
 - Trash and recyclable materials are removed regularly.
 - Food waste is disposed of properly.
 - There is no excessive accumulation of combustible materials.
-

Emergency Preparedness

Verify that:

- Emergency evacuation maps are posted.
 - Emergency contact numbers are current.
 - Emergency procedures are readily available.
 - Staff know how to report injuries and unsafe conditions.
 - Emergency communication devices are operational.
 - Required emergency supplies are available in accordance with District procedures.
-

Correcting and Reporting Hazards

Whenever possible, hazards identified during the inspection should be corrected immediately.

Hazards that cannot be corrected immediately shall be reported promptly to the site administrator or Maintenance Department. Unsafe equipment shall be removed from service until repaired or replaced.

All identified hazards should be documented on the inspection checklist and tracked until corrective action has been completed.

Documentation

Completed inspection checklists shall be submitted to the site administrator and maintained in accordance with District Injury and Illness Prevention Program (IIPP) record retention requirements.

These inspections demonstrate the District's ongoing commitment to maintaining a safe, healthy, and compliant educational environment for all employees, students, and visitors.

z:IIPP doc;7/02/2012;rev 10/15/2013; rev name change 2/2016; rev name change 11/2017
doc:worker comp/IIPP doc; rev and update name change 11/2019, rev 9/23/2021, 8/29/2022,
7/29/2025,update 7/28/2026



SPJUSD

SIERRA-PLUMAS JOINT
UNIFIED SCHOOL DISTRICT



SAFE



RESPECTFUL



RESPONSIBLE



EMPLOYEE SAFETY HANDBOOK

WORKING TOGETHER FOR A SAFE SPJUSD



BE AWARE



PREVENT
INJURIES



FOLLOW
PROCEDURES



REPORT
HAZARDS



LOOK OUT
FOR OTHERS

SAFETY STARTS WITH YOU | SEE IT • REPORT IT • FIX IT

2026 EDITION

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INTRODUCTION

Our Commitment to Safety

Welcome to Sierra-Plumas Joint Unified School District.

Providing a safe and healthy environment for our employees, students, volunteers, and visitors is one of our highest priorities. Every employee plays an important role in preventing injuries and creating a positive workplace where safety is part of everything we do.

This handbook serves as a companion to the District's Injury & Illness Prevention Program (IIPP). It provides practical guidance for recognizing hazards, following safe work practices, and responding appropriately when incidents occur.

Safety is not the responsibility of one department—it is a shared commitment by every employee.

Our Safety Promise

- ✓ Work safely every day.
 - ✓ Report hazards immediately.
 - ✓ Report every injury or near miss.
 - ✓ Follow established safety procedures.
 - ✓ Watch out for one another.
-

 **SPJUSD Safety Tip:** The safest workplace is one where employees speak up when they notice something unsafe.

Safety Is Everyone's Responsibility

- Every employee is expected to contribute to a safe working environment.

Your Responsibilities Include:

- Following District safety policies and procedures.
 - Using equipment only as trained.
 - Wearing required personal protective equipment (PPE).
 - Keeping work areas clean and organized.
 - Reporting hazards immediately.
 - Reporting all injuries and near misses.
 - Participating in required safety training.
 - Asking questions whenever you are unsure how to safely complete a task.
-

Supervisors Will:

- Provide a safe work environment.
 - Correct unsafe conditions.
 - Investigate reported hazards.
 - Ensure employees receive required safety training.
 - Assist employees with injury reporting procedures.
-



Every employee has both the **authority and the responsibility** to stop and report unsafe conditions.

Reporting Unsafe Conditions

See It. Report It. Fix It.

Hazards can often be corrected before someone is injured.

If you notice an unsafe condition:

- ✓ Notify your supervisor immediately.
 - ✓ If possible, eliminate the hazard safely.
 - ✓ Prevent others from entering the area if necessary.
 - ✓ Follow up if the condition has not been corrected.
-

Examples of Hazards

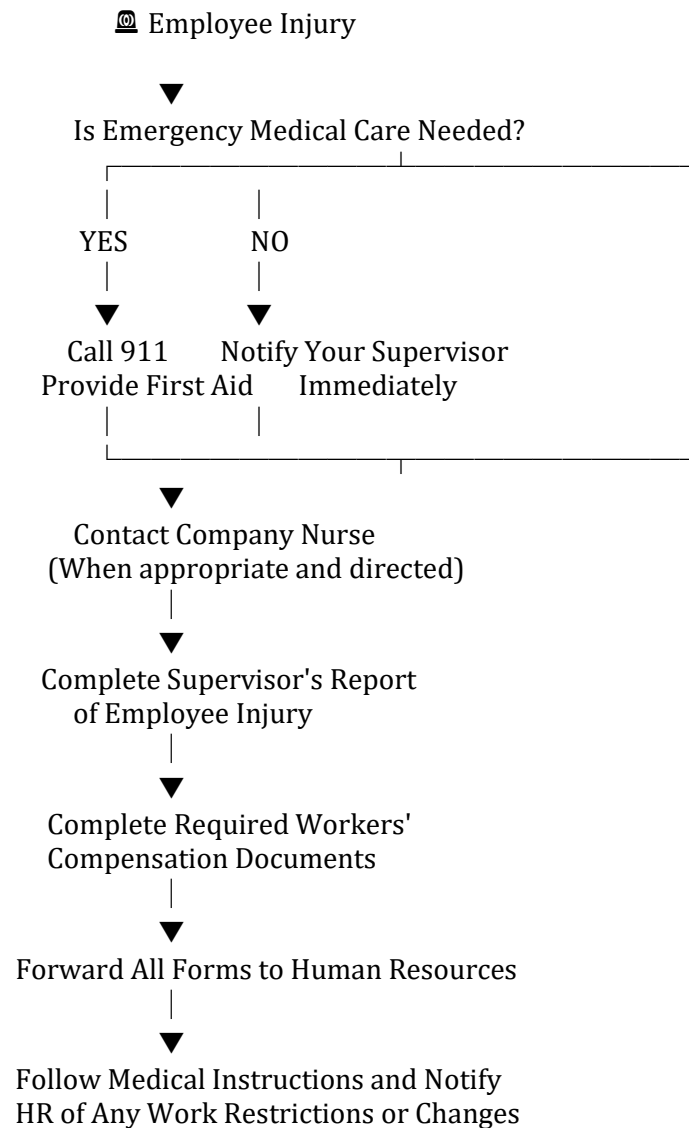
- Wet floors
 - Damaged sidewalks
 - Exposed electrical cords
 - Broken furniture
 - Unsafe storage
 - Damaged ladders
 - Missing safety guards
 - Chemical spills
 - Poor lighting
 - Ice or snow accumulation
 - Unsafe playground conditions
-



Never assume someone else has already reported a hazard.

Reporting a Workplace Injury

Every Injury Must Be Reported Immediately



Remember

- Report **every injury**, even if it seems minor.
- Prompt reporting ensures timely medical care.
- Reporting injuries quickly helps identify hazards and prevent future incidents.
- Human Resources is available to assist employees throughout the process.

Housekeeping & Slip, Trip, and Fall Prevention

Clean Work Areas Are Safe Work Areas

Good housekeeping is one of the easiest and most effective ways to prevent workplace injuries. Keeping work areas clean, organized, and free of hazards helps protect employees, students, and visitors.

Everyday Safety Practices

- ✓ Keep walkways, hallways, and exits clear.
 - ✓ Clean up spills immediately or report them if assistance is needed.
 - ✓ Store materials neatly and securely.
 - ✓ Close file cabinet drawers when not in use.
 - ✓ Secure cords and cables away from walkways.
 - ✓ Remove clutter from floors and work areas.
 - ✓ Ensure adequate lighting in classrooms, offices, and storage areas.
-

Common Slip, Trip & Fall Hazards

- ⚠ Wet or slippery floors
 - ⚠ Ice and snow
 - ⚠ Torn carpet
 - ⚠ Extension cords across walkways
 - ⚠ Boxes or supplies left in hallways
 - ⚠ Uneven sidewalks
 - ⚠ Poor lighting
 - ⚠ Open cabinet drawers
-



SPJUSD Safety Tip

If you wouldn't want a student to walk through it, don't leave it for a coworker.

Safe Lifting

Lift Smart—Protect Your Back

Back injuries are among the most common workplace injuries, but they are often preventable.

Before You Lift

- ✓ Test the weight.
 - ✓ Plan your route.
 - ✓ Remove obstacles.
 - ✓ Ask for assistance when needed.
 - ✓ Use carts or mechanical aids whenever possible.
-

Lift Correctly

1. Stand close to the object.
 2. Keep your feet shoulder-width apart.
 3. Bend your knees—not your back.
 4. Keep the load close to your body.
 5. Lift with your legs.
 6. Avoid twisting while carrying.
 7. Set the object down carefully.
-

Avoid These Common Mistakes

- ✗ Twisting while lifting
 - ✗ Lifting above shoulder height
 - ✗ Carrying loads you cannot see around
 - ✗ Lifting more than you can safely handle
-

Safety Reminder

There is no award for lifting something by yourself. Ask for help when needed.

Office & Classroom Safety

Safe Schools Begin With Safe Classrooms and Offices

Whether you work in a classroom or an office, maintaining an organized workspace reduces the risk of injury.

Daily Safety Checklist

- ✓ Keep emergency exits accessible.
 - ✓ Store heavy items on lower shelves.
 - ✓ Keep aisles free of boxes and supplies.
 - ✓ Report damaged furniture immediately.
 - ✓ Use step stools or ladders—never chairs—to reach high items.
 - ✓ Keep electrical cords organized.
 - ✓ Do not overload electrical outlets.
 - ✓ Keep emergency equipment accessible.
-

Ergonomic Tips

-  Position your monitor at eye level.
 -  Keep wrists straight while typing.
 -  Sit with feet flat on the floor.
 -  Change positions throughout the day.
 -  Take short stretching breaks.
-

Remember

A tidy classroom or office creates a safer environment for everyone.

Custodial & Maintenance Safety

Working Safely Every Day

Custodial and maintenance employees perform physically demanding work and often use specialized equipment and cleaning products.

Always Remember To:

- ✓ Wear required PPE.
 - ✓ Read chemical labels.
 - ✓ Review Safety Data Sheets (SDS).
 - ✓ Use proper lifting techniques.
 - ✓ Inspect tools before use.
 - ✓ Secure ladders before climbing.
 - ✓ Place "Wet Floor" signs whenever needed.
 - ✓ Keep equipment maintained.
 - ✓ Follow Lockout/Tagout procedures when applicable.
-

Chemical Safety

Never mix chemicals.

Store chemicals only in approved containers.

Report damaged containers immediately.

Follow label instructions exactly.

The right tool used correctly is always safer than improvising.

Food Service Safety

Safe Kitchens Protect Everyone

Food service employees work with hot equipment, sharp utensils, cleaning chemicals, and slippery surfaces.

Prevent Injuries By:

- ✓ Wearing slip-resistant footwear.
 - ✓ Cleaning spills immediately.
 - ✓ Using proper knife techniques.
 - ✓ Using oven mitts and heat-resistant gloves.
 - ✓ Lifting carefully.
 - ✓ Keeping walkways clear.
 - ✓ Following food safety procedures.
 - ✓ Using carts when transporting heavy items.
-

Burn Prevention

Use caution around:

- 🔥 Ovens
 - 🔥 Steam tables
 - 🔥 Hot pans
 - 🔥 Coffee makers
 - 🔥 Dishwashers
-

Knife Safety

Always cut away from yourself.
Carry knives with the blade pointed downward.
Never leave knives in sinks filled with water.
Store knives properly after use.



Remember

A clean kitchen is a safe kitchen.

Transportation Safety

Safe Driving Saves Lives

Transportation employees play a critical role in safely transporting students and representing the District on the road.

Every Driver Should

- ✓ Complete required vehicle inspections.
 - ✓ Wear a seat belt.
 - ✓ Obey traffic laws.
 - ✓ Drive defensively.
 - ✓ Avoid distractions while driving.
 - ✓ Report vehicle damage immediately.
 - ✓ Remove vehicles from service if unsafe.
-

Winter Driving

Slow down.
Increase following distance.
Watch for ice.
Carry emergency equipment.
Know changing road conditions.

Student Loading & Unloading

Remain alert.
Check mirrors carefully.
Never move the vehicle until all students are safely clear.
Follow District transportation procedures at all times.

SPJUSD Safety Tip

Safe transportation begins before the engine starts—with a thorough vehicle inspection.

Fire Safety & Emergency Procedures

Be Prepared Before an Emergency Happens

Every employee should know what to do during an emergency. Staying calm and following District procedures helps protect students, coworkers, and visitors.

Fire Safety

Every employee should know:

-  The location of fire extinguishers
 -  The nearest exits
 -  The designated evacuation assembly area
 -  How to activate the fire alarm (if applicable)
-

If You Discover a Fire

1. Notify others immediately.
 2. Activate the fire alarm if available.
 3. Call **911**.
 4. Evacuate the building using the nearest safe exit.
 5. Assist students or visitors if it is safe to do so.
 6. Report to your designated assembly area.
 7. Never re-enter a building until emergency personnel give approval.
-

During Any Emergency

- ✓ Stay calm.
 - ✓ Follow directions from administrators or emergency responders.
 - ✓ Keep exits clear.
 - ✓ Know your role in emergency procedures.
-

How to use a fire extinguisher

P.A.S.S.

- P – Pull the safety pin
- A – Aim the nozzle at the base of the fire
- S – Squeeze the handle trigger
- S – Sweep the nozzle from side to side



SPJUSD Safety Tip

Preparation is the best emergency response. Know your evacuation route before an emergency occurs.

Chemical Safety & Safety Data Sheets (SDS)

Working Safely Around Chemicals

Many District employees use cleaning products, disinfectants, paints, fuels, or other chemicals as part of their job.

Understanding how to use these products safely helps prevent injuries.

Before Using Any Chemical

- ✓ Read the product label.
 - ✓ Follow all instructions.
 - ✓ Wear required PPE.
 - ✓ Never mix chemicals unless specifically directed.
 - ✓ Use chemicals only for their intended purpose.
-

Safety Data Sheets (SDS)

Safety Data Sheets provide important information including:

- Health hazards
- Required protective equipment
- Safe handling procedures
- First aid measures
- Spill response

- Storage requirements

Employees should know where SDS information is located at their worksite and ask their supervisor if they have questions.

Never

- ✗ Remove labels.
 - ✗ Store chemicals in food or beverage containers.
 - ✗ Mix bleach with ammonia or other cleaners.
 - ✗ Use damaged containers.
-

Remember

If you don't know what's in the container, don't use it.

Bloodborne Pathogens

Protect Yourself From Exposure

Employees may occasionally encounter situations involving blood or other potentially infectious materials.

Universal Precautions should always be followed.

Universal Precautions Mean:

Treat all blood and bodily fluids as potentially infectious.

If Exposure Occurs

- ✓ Wash the area immediately.
 - ✓ Notify your supervisor.
 - ✓ Report the exposure immediately.
 - ✓ Follow District exposure procedures.
-

Personal Protective Equipment

When appropriate, use:

-  Disposable gloves
-  Face protection
-  Eye protection
-  Protective barriers

Dispose of contaminated materials according to District procedures.



Never clean bodily fluids without the appropriate protective equipment

Heat Illness Prevention

Working Safely in Hot Weather

Employees working outdoors or in warm environments should understand the signs of heat illness.

Prevent Heat Illness

- 💧 Drink water frequently.
 - 🌿 Take cool-down breaks in the shade.
 - 👤 Wear appropriate clothing.
 - ☀️ Protect yourself from direct sunlight.
 - 👥 Watch coworkers for signs of heat illness.
-

Symptoms of Heat Illness

- ☀️ Heavy sweating
 - ☀️ Headache
 - ☀️ Dizziness
 - ☀️ Weakness
 - ☀️ Muscle cramps
 - ☀️ Nausea
 - ☀️ Confusion
-

If Someone Appears to Have Heat Illness

Move them to a cool location.
Provide water if appropriate.
Loosen tight clothing.
Call for medical assistance if symptoms worsen or do not improve quickly.

 **Remember**

Don't wait until you're thirsty to drink water.

Workplace Violence Prevention

Everyone Deserves a Safe Workplace

Sierra-Plumas Joint Unified School District is committed to maintaining a workplace free from violence, threats, intimidation, and harassment.

Employees should immediately report:

- Threats
 - Intimidation
 - Physical violence
 - Aggressive behavior
 - Suspicious activity
 - Unauthorized individuals on campus
-

If You Feel Unsafe

- ✓ Move to a safe location.
 - ✓ Notify your supervisor.
 - ✓ Contact law enforcement if necessary.
 - ✓ Follow District emergency procedures.
-

Prevention Starts With Awareness

Remain alert.

Trust your instincts.

Report concerns early.

Treat coworkers, students, and visitors with professionalism and respect.



Most workplace violence incidents are preceded by warning signs. Never ignore behavior that concerns

Personal Protective Equipment (PPE)

Wearing the Right Protection

Personal Protective Equipment helps reduce the risk of injury when hazards cannot be eliminated through other means.

Examples of PPE

-  Safety vest
 -  Gloves
 -  Safety glasses
 -  Face shield or mask (when required)
 -  Hearing protection
 -  Protective footwear
 -  Hard hat (when applicable)
-

Employees Should

- ✓ Inspect PPE before use.
 - ✓ Wear PPE whenever required.
 - ✓ Replace damaged PPE.
 - ✓ Store PPE properly.
 - ✓ Report damaged equipment.
-

 **Remember**

PPE only works when it is worn correctly.

Everyday Safety Reminders

Safe Habits Prevent Injuries

Small actions make a big difference.

Daily Safety Checklist

- ☐ Inspect your work area.
 - ☐ Report hazards immediately.
 - ☐ Lift safely.
 - ☐ Wear appropriate footwear.
 - ☐ Use equipment properly.
 - ☐ Keep exits clear.
 - ☐ Practice good housekeeping.
 - ☐ Follow District procedures.
 - ☐ Ask questions if unsure.
 - ☐ Help create a positive safety culture.
-

Our Safety Motto

See It. Report It. Fix It.

Every employee contributes to making SPJUSD a safe place to work and learn.

Important Safety Contacts & Resources

We're Here to Help

Safety is a shared responsibility, and you are never expected to handle safety concerns alone. If you have questions, observe an unsafe condition, or experience a workplace injury, notify your supervisor as soon as possible.

Important Contacts

Immediate Emergency

911

Report to Your Supervisor

Your supervisor is your first point of contact for:

- Workplace injuries
 - Unsafe conditions
 - Near misses
 - Equipment concerns
 - Safety questions
-

Human Resources

Human Resources is available to assist employees with:

- Workers' Compensation
- Injury reporting
- Return-to-work information
- Safety documentation
- Required training

District Office

109 Beckwith Road
Loyalton, CA 96118
Phone: (530) 993-1660

Maintenance Department

Contact Maintenance to report:

- ✓ Building hazards
 - ✓ Lighting issues
 - ✓ Plumbing concerns
 - ✓ Playground hazards
 - ✓ Equipment needing repair
-

Transportation Department

Report immediately:

- ✓ Vehicle damage
 - ✓ Unsafe road conditions
 - ✓ Mechanical concerns
 - ✓ Transportation safety issues
-

Helpful Reminder

When in doubt...ASK.

Questions help prevent accidents.



Reporting a concern is never a bother—it is part of keeping everyone safe.

Employee Safety Acknowledgment

Employee Safety Handbook Acknowledgment

I acknowledge that I have received the **Sierra-Plumas Joint Unified School District Employee Safety Handbook**, which serves as a supplement to the District's Injury & Illness Prevention Program (IIPP).

I understand that:

- ☐ Safety is a condition of employment.
- ☐ I am responsible for following District safety procedures.
- ☐ I will immediately report unsafe conditions, accidents, injuries, and near misses to my supervisor.
- ☐ I will participate in required safety training.
- ☐ I understand this handbook provides general safety guidelines and does not replace District policies or applicable laws and regulations.
- ☐ I understand that questions regarding safety procedures should be directed to my supervisor or Human Resources.

Employee Name _____

Employee Signature _____

Date _____

Supervisor _____

Human Resources Use Only

Date Received _____

Personnel File ☐

Our Safety Commitment

At Sierra-Plumas Joint Unified School District, we believe every employee deserves a safe and healthy workplace.

Safety is more than following rules—it is about caring for one another, recognizing hazards before they become injuries, and working together to create an environment where employees and students can thrive.

Every employee contributes to our safety culture through awareness, communication, and teamwork.

By making safe decisions every day, we help ensure that everyone goes home safely at the end of the day.

Thank you for being part of that commitment.

SPJUSD Safety Principles

- ✓ Be Aware
 - ✓ Be Prepared
 - ✓ Be Respectful
 - ✓ Be Safe
-

SAFETY STARTS WITH YOU

See It. Report It. Fix It.

Every employee has the power to make our schools safer.

Thank you for helping create a safe learning and working environment for our students, coworkers, families, and community.

Sierra-Plumas Joint Unified School District

Employee Safety Handbook

A Supplement to the Injury & Illness Prevention Program (IIPP)

2026 Edition

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

REPORT OF UNSAFE CONDITION OR HAZARD

Employee Safety Handbook Supplement

Date: _____ Time: _____

School/Site: _____

Specific Location: _____

Name (Optional): _____

Department/Position: _____

☐ I wish to remain anonymous (where practical)

Description of Unsafe Condition or Hazard

Type of Hazard (check all that apply)

☐ Slip/Trip/Fall ☐ Electrical ☐ Fire Safety ☐ Chemical
☐ Equipment/Tool ☐ Vehicle/Transportation ☐ Playground
☐ Building Maintenance ☐ Housekeeping ☐ Ergonomic
☐ Security ☐ Workplace Violence ☐ Weather/Environmental ☐ Other _____

Has anyone been injured? ☐ No ☐ Yes If yes, reported to supervisor? ☐ Yes ☐ No

Immediate Action Taken (if any)

Suggestions for Correcting the Hazard (Optional)

Supervisor Review

Date Received: _____

Received By: _____

☐ Hazard corrected immediately ☐ Work order submitted ☐ Maintenance notified

☐ Area secured until repaired ☐ Additional investigation required

Other: _____

Date Corrected: _____

Completed By: _____ Signature: _____

SPJUSD SAFETY REMINDER

Safety Starts With You

If you See It • Report It • Fix It, you help protect yourself, your coworkers, and our students.

Every report is appreciated. Reporting hazards is an important part of maintaining a safe and healthy workplace.

☐ I would like feedback regarding the resolution of this reported hazard.

BACKGROUND

Hazard Mitigation Planning for the Sierra County Planning Area:

In August 2024, a coalition of Sierra County Planning Partners began the planning process to prepare for and lessen the impacts of specified natural hazards. Responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), the partnership was formed to pool resources and create a uniform hazard mitigation strategy that can be consistently applied to the Countywide planning area and used to ensure eligibility for specified grant funding sources.

The 11-member Planning Partnership that completed this plan update process includes:

- Sierra County Unincorporated Areas
- City of Loyalton
- Alleghany County Water District
- Downieville Fire Protection District
- Downieville Public Utility District
- Pliocene Ridge Community Services District
- Sierra City Fire Protection District
- Sierra County Fire Protection District No. 1
- Sierra County Waterworks Calpine District No. 1
- Sierra-Plumas Joint Unified School District
- Sierraville Public Utility District

The planning area for the hazard mitigation plan encompasses all of Sierra County. The result of the organizational efforts has been to produce a Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (Cal OES) approved multi-agency multi-hazard mitigation plan.

Mitigation is defined in this context as any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation planning is the systematic process of learning about the hazards that can affect the community, setting clear goals, identifying appropriate actions, and following through with an effective mitigation strategy. Mitigation encourages long-term reduction of hazard vulnerability and can reduce the enormous cost of disasters to property owners and all levels of government. Mitigation can also protect critical community facilities, reduce exposure to liability, and minimize post-disaster community disruption.

The hazard identification and profiling in the hazard mitigation plan addresses the following natural hazards considered to be of significant importance within the Sierra County planning area:

- Avalanche
- Dam Failure
- Drought
- Earthquake
- Extreme Heat
- Flood
- Landslide/Mass Movement
- Volcanic Activity
- Wildfire
- Winter Storm

Four hazards of interest within Sierra County are also discussed in the plan.

- Cybersecurity
- Mass Gatherings
- Transportation Hazards
- Wildlife & Human Interactions

Sierra County secured funding for developing the hazard mitigation plan and was the lead coordinating agency for this multi-jurisdictional effort. All participating local jurisdictions have been responsible for assisting in the development of the hazard and vulnerability assessments and the mitigation action strategies for their respective jurisdictions and organizations. The plan presents the accumulated information in a unified framework to ensure a comprehensive and coordinated plan covering all Planning Partners within the Sierra County Planning Area. Each jurisdiction has been responsible for the review and approval of their individual sections of the plan.

The plan was prepared in accordance with the Cal OES Local Hazard Mitigation Plan and FEMA Region 9 preparation guidelines.

The plan update process was overseen by a 24-member, stakeholder Steering Committee. The Steering Committee is composed of representative stakeholders from within the planning area and is an established committee that was leveraged for this planning process. In addition, residents were asked to contribute by sharing local knowledge of their individual area's vulnerability to natural hazards based on past occurrences. Public involvement has been solicited via a multi-media campaign that included web-based information, Steering Committee meetings open to the public, a survey distributed online and paper copies posted on bulletin board and included in Commodities Bags to effectively reach isolated community members.

NEXT STEPS

Why adopt this Plan?

Once the hazard mitigation plan has been adopted by all of the jurisdictional partners, the partnership will collectively and individually become eligible to apply for hazard mitigation project funding from the suite of grant programs under FEMA's Hazard Mitigation Assistance (HMA) program.

Where do we go from here?

Cal OES and FEMA Region 9 have reviewed the plan and FEMA issued a letter of Approval Pending Adoption (APA). The County Board of Supervisors adopted the MJHMP on July 21, 2026.

Each jurisdiction will need to adopt Volume 1 and their respective annex in Volume 2 by governing body resolution, establishing eligibility to apply for and receive funding sources including grants.

Grant funds are made available to local governments and states and can be used to implement the various hazard mitigation measures specified in the respective annexes. The Sierra County Multi-Jurisdictional Hazard Mitigation Plan is considered a living document, such that as awareness of additional hazards develop and new strategies and projects are conceived to offset or prevent loss due to natural hazards, the Multi-Jurisdictional Hazard Mitigation Plan will be evaluated and revised on an annual basis during the 5-year plan timeframe.

As a living document, the Sierra County Multi-Jurisdictional Hazard Mitigation Plan information can be integrated and used in conjunction with other emergency and related plans, such as Emergency Operation Plans (EOPs).

RESOLUTION NO. 27-003D
A RESOLUTION OF Sierra-Plumas Joint Unified School District
AUTHORIZING THE ADOPTION OF THE
2026 SIERRA COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

WHEREAS, all of Sierra-Plumas Joint Unified School District has exposure to natural hazards that increase the risk to life, property, environment, and economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS, a coalition of Sierra County stakeholders with like planning objectives has been formed to pool resources and create consistent mitigation strategies to be implemented within each partners identified capabilities, within the Sierra County Planning Area; and

WHEREAS, the Sierra-Plumas Joint Unified School District has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals, and creates a plan for implementing, evaluating, and revising this strategy.

NOW, THEREFORE, BE IT RESOLVED that the Sierra-Plumas Joint Unified School District:

- 1.) Adopts in its entirety, Volume 1 and the Sierra-Plumas Joint Unified School District annex of Volume 2 of the 2026 Sierra County Multi-Jurisdictional Hazard Mitigation Plan. (<https://www.sierracounty.ca.gov/818/Hazard-Assessment-Plans>)
- 2.) Will use the adopted and approved portions of the Hazard Mitigation Plan to guide pre- and post- disaster mitigation of the hazards identified.
- 3.) Will coordinate the strategies identified in the Hazard Mitigation Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4.) Will continue its support of the on-going areawide mitigation efforts and continue to participate in the Planning Partnership as described by the Hazard Mitigation Plan.
- 5.) Will help to promote and support the mitigation successes of all Planning Partners.

PASSED AND ADOPTED on this 11th day of August, 2026, by the following vote:

AYES:
NOES:

ABSENT:
ABSTAIN:

Rhynie Hollitz, President

ATTEST:

John Martinetti, Clerk

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

INITIAL PROPOSAL TO THE SIERRA-PLUMAS TEACHERS' ASSOCIATION (S-PTA)

Presented August 11, 2026

According to the Rodda Act, the result of negotiating determines the salaries and benefits, hours, calendar and most aspects of teachers' working conditions. The "sunshine" clause of the Rodda Act requires that each party's proposal be presented for public comment at a publicized school board meeting. Therefore, the Sierra County Board of Education and Sierra-Plumas Joint Unified School District Governing Board, at the regular Board meeting(s) on August 11, 2026, present the **following proposal for the 2026-2027 school year.**

1. **ARTICLE 9 – Transfer Policy**
 - Clarify language
2. **ARTICLE 12.6 – Stipends for Extra Duty Assignments**
 - Review extra duty assignments

Board Policy Manual

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

Community Relations

Policy 1240: Volunteer Assistance

~~The Board of Education~~The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, ~~and~~ contribute to school safety, and support the district in providing for the well-being of district students, while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.-

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. ~~He/she may also~~

Additionally, the Superintendent or designee may recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

CSBA NOTE: Government Code 12940 prohibits harassment of a volunteer on the basis of the characteristics listed below. For more information regarding the prohibition of discrimination in district programs and activities, see BP 0410 - Nondiscrimination in District Programs and Activities. For more information specific to the protection against discrimination as related to employees, unpaid interns, job applicants, and volunteers, see BP 4030 - Nondiscrimination in Employment and BP 4119.11/4219.11/4319.11 - Sexual Harassment.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status. (Government Code 12940)

As appropriate, the Superintendent or designee ~~may~~shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities.-

CSBA NOTE: Pursuant to Penal Code 11165.7, as amended by SB 848 (Ch. 460, Statutes of 2025), a volunteer who is over 18 years of age who interacts with students outside of the immediate supervision and control of the student's parent/guardian or a school employee is a mandated reporter and subject to the requirements of The Child Abuse and Neglect Reporting Act (Penal Code 11164-11174.3). These obligations include the requirement to make a report, as specified, whenever the mandated reporter has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. For more information regarding mandatory training requirements, see AR 5141.4 -Child Abuse Prevention and Reporting.

Additionally, volunteers who are over 18 years of age and who interact with students outside of the immediate supervision and control of the student's parent/guardian or a school employee shall, as mandated reporters, receive the notification and training required of mandated reporters as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting.

A volunteer who is a mandated reporter shall make a report, as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting, whenever such volunteer has knowledge of or observes a child whom the volunteer knows or reasonably suspects has been the victim of child abuse or neglect.

Volunteers shall act in accordance with law, district policies and administrative regulations, including Board Policy and Administrative Regulation 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer ~~maintenance~~-work shall be limited to those projects that do not replace the normal-~~maintenance~~ duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, ~~do not significantly increase maintenance workloads,~~ and comply with ~~employee negotiated~~ collective bargaining agreements.

CSBA NOTE: Education Code 45347 and 45349 require certain volunteers, depending on the types of duties they will be performing, to meet qualifications pertaining to basic skills proficiency, tuberculosis testing, and/or criminal background checks. For more information regarding such qualifications, see the accompanying administrative regulation. Additionally, Health and Safety Code 1596.7995 requires volunteers who provide care and supervision to children at a child care and development center or preschool to be immunized against influenza, pertussis, and measles, and to subsequently receive an influenza vaccination between August 1 and December 1 of each year. For more information regarding child care and development programs and early childhood education see AR 5148 - Child Care and Development and AR 5148.3 - Preschool/Early Childhood Education.

See AR 5148.2 - Before/After School Programs for information about health screening and fingerprint clearance requirements for volunteers in the After School Education and Safety program and 21st Century Community Learning Center program pursuant to Education Code 8483.4 and 35021.3.

~~Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)~~

~~Volunteers shall act in accordance with district policies, regulations, and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules or district policies to leave the campus.~~

The Superintendent or designee shall ~~be responsible for investigating and resolving complaints regarding~~ volunteers establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Qualifications

~~The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.~~

~~Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall obtain both a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)~~

~~A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)~~

Workers' Compensation Insurance

CSBA NOTE: The following optional section is for use by districts that choose to extend workers' compensation insurance to volunteers as authorized, but not required, pursuant to Labor Code 3352 and 3364.5. Labor Code 3364.5 requires that the Governing Board adopt a resolution to provide such insurance to volunteers.

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district. (Labor Code 3364.5)

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 10, 2007
Revised: February 12, 2008
Revised: July 12, 2011
revised: ??, 2026

Board Policy Manual

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

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 SB 848 (Ch. 460, Statutes of 2025), the California Department of Education (CDE) is required to develop and disseminate information to all districts, and their staff and volunteers, regarding the prevention, detection, and reporting of child abuse and assault, including sexual abuse and assault of children on district property, by district staff and volunteers, or in district-sponsored programs. Additionally, Education Code 44691 requires CDE to provide guidance on the responsibilities of mandated reporters, including, as amended by SB 848, the responsibilities of volunteers. For such information and resources, see CDE's website. For information on appropriate adult-student boundaries, see BP 4119.21/4219.21/4319.21 -Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.

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, assault, and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse, assault, 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.

CSBA NOTE: Pursuant to Education Code 51950, districts are encouraged to collaborate with the county's child welfare, probation, mental health, public health, and sheriff's departments; juvenile court; and office of education, on intervention programs for students.

The Superintendent or designee may collaborate with the county's child welfare, probation, mental health, public health, and sheriff's departments; juvenile court; and office of education, on intervention programs for students.

Child Abuse Prevention

CSBA NOTE: Education Code 51900.6 and 51950, as amended by SB 848, authorize 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 51950, the district may provide instruction regarding abuse, including sexual abuse, human trafficking prevention, and, as amended by SB 848, sexual assault. Pursuant to Education Code 51950, as amended by SB 848, CDE is required to, by July 1, 2026, develop resources and information regarding building awareness and understanding of (1) appropriate boundaries regarding adult-student interactions and relationships, (2) appropriate professional boundaries between students and school personnel and volunteers, (3) appropriate student-student interactions and relationships, (4) the detection and indicators of inappropriate behaviors in adults and students, and

strategies to reduce risk and establish healthy boundaries, and (5) options to report child abuse, assault, and inappropriate interactions and relationships, and to safely seek assistance. Additionally, pursuant to Education Code 51950, as amended by SB 848, CDE is required to, by July 1, 2026, develop guidance on the appropriate means of instructing students regarding the prevention of abuse, including sexual abuse and assault, as specified.

Pursuant to Education Code 33546.2, the Instructional Quality Commission is required to consider incorporating into the health curriculum framework content on "sextortion." For purposes of Education Code 33456.2, "sextortion" 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 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.

~~The~~Any instructional program on child abuse may include annual instruction on sexual abuse and assault, and human trafficking prevention, including instruction on the prevalence and nature of abuse, including sexual abuse and assault and human trafficking, strategies to reduce risk, techniques to set healthy boundaries, and how to safely seek assistance. (Education Code 51950)

Additionally, the district's program ~~also~~ may include age-appropriate instruction in sexual abuse and sexual assault awareness and prevention. ~~Upon written request of a student's parent/~~(Education Code 51900.6, 51950)

Parent(s)/guardian, ~~the student(s)~~ shall ~~be excused~~ have the right to excuse their child from ~~taking such instruction.~~ (Education Code 51900.6) all or part of instruction regarding abuse, including sexual abuse, and human trafficking prevention education, and assessments related to that education, in accordance with law and Board policy. (Education Code 51950)

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, as amended by AB 727 (Ch. 483, Statutes of 2025), requires districts that issue student identification cards to have printed on either side of the card The Trevor Project's LGBTQ suicide hotline. For additional information required to be printed on student identification cards, see AR 5142 - Safety.

~~In addition~~Additionally, student identification cards for students in grades 7-12 shall ~~include~~have printed on them the 988 Suicide and Crisis Lifeline, the National Domestic Violence Hotline ~~telephone number~~(1-800-799-7233), and The Trevor Project's LGBTQ+ suicide hotline (1-866-488-7386, or by texting START to 678-678). In addition, student identification cards of students in grades 7-12 may have printed on them a quick response (QR) code that links to the county's mental health resources website. (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. Pursuant to Penal Code 11165.7, as amended by SB 848, a mandated reporter includes a district Governing Board member, employee, or volunteer. Education Code 44691, as added by SB 848, requires CDE to provide guidance on the responsibilities of mandated reporters who are school personnel and requires districts to provide annual training to employees, volunteers, and persons working on their behalf who are mandated reporters. Additionally, although not required by law, a Board member, as a mandated reporter, may receive appropriate training. For more information on mandated reporters, see the accompanying administrative regulation. It is recommended that districts with questions regarding mandated reporter training requirements consult CSBA's District and County Office of Education Legal Services or district legal counsel.

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 and, as amended by SB 848, volunteers, regarding the duties of mandated reporters. For more information regarding mandated reporting requirements, 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: December 09, 2025

revised: ??, 2026

CSBA POLICY GUIDE SHEET – July 28, 2026 *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 4100 - Certificated Personnel

Policy updated for consistency, as appropriate, with Board Policy/Administrative Regulation 4200 - Classified Personnel and Board Policy 4300 - Administrative and Supervisory Personnel, including material related to professional development; the "filling" of certificated positions; clearly defined and communicated duties, responsibilities, and expectations for each certificated position; and employee responsibilities and performance evaluations. Additionally, policy updated to delete language regarding the availability and administration of policies, rules, and regulations related to certificated personnel, as being unnecessary due to its very general nature.

Board Policy 4200 - Classified Personnel

Policy updated for consistency, as appropriate, with Board Policy 4100 - Certificated Personnel and Board Policy 4300 - Administrative and Supervisory Personnel, including material related to professional development; the "filling" of classified positions; clearly defined and communicated duties, responsibilities, and expectations for each classified position; and employee responsibilities and performance evaluations.

Board Policy 4300 - Administrative and Supervisory Personnel

Policy updated for consistency, as appropriate, with Board Policy 4100 - Certificated Personnel and Board Policy/Administrative Regulation 4200 - Classified Personnel, including material related to professional development; the selection, recommendation, and Governing Board ratification of qualified candidates for administrative and supervisory positions; defined and communicated duties, responsibilities, and expectations for each administrative and supervisory position; and employee responsibilities and evaluations. Additionally, policy updated to delete language regarding the adoption of policies related to administrative and supervisory personnel, insofar as the policies are needed to comply with law and describe terms of employment, as being unnecessary due to its very general nature. In addition, policy updated to reflect case law which held that a classified employee can only obtain senior management status if that employee is designated a senior manager by the Board.

Board Policy 4111/4211/4311 - Recruitment and Selection

Policy updated to clarify that (1) recruitment and selection processes and procedures be consistent with applicable law, Board policy, and collective bargaining agreements and be designed to promote fairness and equity so that individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and in compliance with applicable antidiscrimination laws, (2) recruitment and selection processes and procedures include the recruitment of a diverse pool of qualified applicants, consistent with applicable law, (3) job announcements are disseminated in a manner reasonably designed to reach a broad pool of qualified candidates, and (4) hiring procedures be developed and maintained to identify qualified candidates who meet district needs. Additionally, policy updated to reflect **NEW LAW (SB 848, 2025)** which requires districts (1) when considering an applicant for a certificated position, to inquire with each local educational agency, diagnostic center operated by the California Department of Education, or private school that previously employed the applicant, as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was required to be reported to the Commission on Teacher Credentialing (CTC), (2) when considering an applicant for a classified position, to inquire with each local educational agency or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation, and (3) upon inquiry, to disclose to a local educational agency or private school considering an applicant for a certificated or classified position, the fact that a report of an employee's egregious misconduct was made to CTC. In addition, policy updated to reflect the prohibition from requiring an applicant to have a driver's license unless driving is an essential function of the position or it is otherwise reasonably expected for driving to be a job function for the position and that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district.

Board Policy 4112.9/4212.9/4312.9 - Employee Notifications

Policy updated in conjunction with the accompanying exhibit, which is reviewed and updated annually.

Board Policy Manual

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

Personnel

Policy 4100: Certificated Personnel

CSBA NOTE: The following optional policy may be revised to reflect district practice and for consistency with any applicable collective bargaining agreements. For more information regarding collective bargaining agreements for certificated personnel, see BP 4140/4240/4340 - Bargaining Units.

~~The Board of Education recognizes that teachers and other certificated personnel work closely with students in~~ The Governing Board believes that the district's certificated employees are essential for carrying out the district's educational goals— and supporting the academic achievement, personal growth, and well-being of district students. Additionally, the Board acknowledges that certificated personnel benefit from professional development in fulfilling the expectations for their position and expects certificated employees to engage in ongoing professional growth to improve their skills and pursue excellence.

The Superintendent or designee shall ~~ensure that fill~~ each of its certificated positions with individuals who meet applicable credentialing requirements and district qualifications, consistent with position requirements.

~~The Superintendent or designee shall define and communicate the duties, responsibilities, and district's expectations for each certificated~~ positions are clearly defined and made known to each member of the certificated staff position.

Each certificated ~~staff member employee~~ shall be ~~held accountable~~ responsible for ~~duties completing~~ assigned ~~to him/her~~ duties consistent with the applicable job description and shall ~~undergo regular performance evaluations~~ be evaluated in accordance with law ~~and negotiated agreements.~~

~~The Board strongly encourages certificated staff to continually improve their skills and pursue excellence within their profession.~~

~~Policies, rules and policies, administrative regulations, and collective bargaining agreements, as appropriate.~~

~~The Superintendent or designee may provide professional development opportunities to certificated staff for the purpose of continual improvement of knowledge and skills related to certificated personnel shall be available to all concerned and shall be administered in a fair and equitable manner. the employee's position.~~

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

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

Personnel**Policy 4200: Classified Personnel**

CSBA NOTE: The following optional policy may be revised to reflect district practice, for consistency with any applicable collective bargaining agreements, or, for districts that have incorporated the merit system pursuant to Education Code 45220-45320, with the rules and regulations of the personnel commission. For more information regarding collective bargaining agreements for classified personnel, see BP 4140/4240/4340 - Bargaining Units.

~~The Board of Education recognizes that classified personnel~~The Governing Board believes that classified employees provide essential services that support and enhance the district's educational program. The Board, including the academic achievement, personal growth, and well-being of district students. Additionally, the Board acknowledges that classified employees benefit from professional development in fulfilling the expectations for their position and expects classified employees to engage in ongoing professional development to improve their skills and pursue excellence.

The Superintendent or designee shall fill each of its classified positions with ~~qualified persons~~ individuals who meet applicable requirements and district qualifications, consistent with position requirements.-

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each classified position.

The Superintendent or designee may provide professional development opportunities to classified staff for the purpose of continual improvement of knowledge and skills related to the employee's position.

CSBA NOTE: The following paragraphs reflect requirements of Education Code 45103-45104 and are for use by non-merit system districts. In merit system districts, classification of positions is a responsibility of the personnel commission pursuant to Education Code 45256.

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

Each classified position shall have a designated title and regular minimum number of assigned hours per day, days per week, and months per year.

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

Each classified employee shall be ~~held accountable~~responsible for ~~duties completing~~ assigned to ~~him/her~~duties consistent with the applicable job description and shall ~~undergo regular performance evaluations~~be evaluated in accordance with law, Board policies, administrative regulations, and collective bargaining agreements, as appropriate.

Substitute and Short-Term Employees

The district may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for no more than 60 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)

CSBA NOTE: Pursuant to Education Code 45103, the district may employ short-term employees for less than 75 percent of the school year. As defined in Education Code 45103, 75 percent of the school year is 195 work days, which is equivalent to 75 percent of the number of work days in a full year.

The district may employ a short-term employee to perform a service for the district when that service or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 195 work days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the number of hours worked per day. (Education Code 45103)

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Board Policy Manual

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

Personnel**Policy 4300: Administrative And Supervisory Personnel**

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

~~The Board of Education recognizes~~The Governing Board believes that effective management is vital to the success of ~~district operations. Management personnel are expected to demonstrate~~the district and the district's educational goals. The Board recognizes the importance of initiative and good judgment in the development, implementation, and oversight of district programs. ~~Supervisors shall promote the and operations, and encourages management personnel to support~~productivity, professional growth, and teamwork of district staff.

among employees. Additionally, the Board acknowledges that administrative and ~~The Board shall adopt policies related to management, supervisory and confidential personnel insofar as they are needed to comply with law and describe circumstances of employment within the benefit from professional development in fulfilling the expectations of their position and may provide or require professional development aligned with~~ district.

~~The priorities, operational needs, and applicable agreements, such that employees may improve their skills and pursue excellence.~~

Except for the Superintendent who is hired by the Board as specified in Board Policy 2120 - Superintendent Recruitment and Selection, the Superintendent or designee shall select and recommend qualified candidates for administrative and supervisory positions consistent with position requirements and the needs of the district, and the Board shall ratify and approve appointments in accordance with law and Board policy.

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each administrative and supervisory position.

Each administrative and supervisory employee shall be responsible for completing assigned duties consistent with the applicable job description and shall be evaluated in accordance with law, Board policies, and administrative regulations, as appropriate.

CSBA NOTE: Pursuant to Education Code 45130, the district may classify certain classified positions as supervisory, administrative, or executive and then exempt any of these employees from the provisions of overtime compensation detailed in Education Code 45128.

In Gately v. Cloverdale Unified School District, the court held that a classified employee can only obtain senior management status if the Governing Board designates that employee as a senior manager. Because Education Code 45100.5 and 45104.5 authorize the Board in all districts, including merit system districts, to adopt a resolution establishing or abolishing positions designated as senior management of the classified service, the Board may wish to have a practice of adopting a resolution when intending to establish or abolish such positions. Due to the legal complexities surrounding the establishment or abolishment of a senior management employee position, it is recommended that the district consult CSBA's District and County Office of Education Legal Services or district legal counsel when designating senior management.

The Board may, by resolution, ~~establish or abolish positions designated as senior management of the classified service~~ and in accordance with applicable law, designate positions as senior management of the classified service, and may, by resolution, establish or abolish any such positions. An employee occupying a senior management position abolished by Board action shall become a member of the classified or certificated service in a position to which the employee would otherwise be entitled if the employee had not been in a senior management position. (Education Code 45104.5)

The Superintendent or designee may provide professional development opportunities to administrative and supervisory employees for the purpose of continual improvement of knowledge and skills related to the employee's position.

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

Personnel**Policy 4111~4211~4311: Recruitment And Selection**

CSBA NOTE: The following optional policy may be revised to reflect district practice and should be aligned with relevant collective bargaining agreement provisions.

Additionally, the Governing Board should ensure that district hiring procedures are aligned with law, Board policy, and collective bargaining agreements. In C.A. v. William S. Hart Union High School District, the California Supreme Court held that a district can be held vicariously liable for the negligence of its administrators and supervisors in the hiring, retention, and supervision of a counselor who sexually harassed and/or abused a student.

The following paragraph reflects concepts from the California Department of Education's (CDE) publication, "How to Increase the Diversity of California's Educator Workforce," and the California Commission on Teacher Credentialing's (CTC) publication, "Strategic Plan: Ensuring Educator Excellence," related to the benefits students receive when staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop ~~equitable, fair, and transparent~~ recruitment and selection processes ~~and procedures~~, consistent with applicable law, Board policy, and collective bargaining agreements, that ~~ensure~~ are designed to promote fairness and equity so that individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and ~~not on any bias, personal preference, or unlawful discrimination~~ in compliance with applicable antidiscrimination laws.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures and consistent with applicable law, seek to recruit a diverse pool of qualified applicants.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. ~~The~~ Additionally, the Superintendent or designee shall ~~also~~ disseminate job announcements in a manner reasonably designed to ensure reach a wide range broad pool of qualified candidates.

CSBA NOTE: Pursuant to Labor Code 432.3, an employer with 15 or more employees is required to include the pay scale for a position in any job posting.

When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.2~~3~~)

The Superintendent shall develop and maintain appropriate hiring procedures to identify ~~the best possible~~ qualified candidates ~~for a position who meet district needs~~. In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be treated as confidential ~~and to the extent~~ consistent with law.

CSBA NOTE: Education Code 44939.5 requires districts, when considering an applicant for a certificated position, to inquire with each local educational agency (LEA) that previously employed the applicant and, as amended by SB 848 (Ch. 460, Statutes of 2025), a diagnostic center operated by CDE, or private school, as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was required to be reported to CTC. Additionally, Education Code 44051, as added by SB 848, requires districts, when considering an applicant for a classified position, to inquire with each LEA or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation. In addition, pursuant to Education Code 44051 and 44939.5, as amended by SB 848, the district is required, upon inquiry, to disclose to a LEA or private school considering an applicant for a certificated or classified position, the fact that a report of an employee's egregious misconduct was made to CTC. For more information regarding the legal conditions for appointment of staff, see AR 4112 - Appointment and Conditions of Employment (certificated) and AR 4212 - Appointment and Conditions of Employment (classified), and regarding the employment of a person who has been convicted of specified felonies and offenses, see AR/E(1) 4112.5/4212.5/4312.5 – Criminal Record Check.

On or before July 1, 2027, CTC is required to, upon appropriation, develop a statewide data system for a LEA to provide specified information regarding the employment, investigation of egregious misconduct, and departure of classified employees.

When considering an applicant for a certificated position, the district shall inquire with each district, county office of education (COE), charter school, state special school or diagnostic center operated by the California Department of Education (CDE), or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was reported to the Commission on Teacher Credentialing (CTC). (Education Code 44939.5)

Additionally, when considering an applicant for a classified position, the district shall inquire with each district, COE, charter school, state special school or diagnostic center operated by CDE, or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation. (Education Code 44051)

Upon receipt of an inquiry from another district, COE, charter school, state special school or diagnostic center operated by CDE, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to CTC within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

CSBA NOTE: Pursuant to Government Code 12954, the district may not discriminate against a person in hiring based on the person's use of cannabis when off the job or away from the workplace. Additionally, Government Code 12954 prohibits the district from requesting information from an applicant related to the applicant's prior use of cannabis, apart from the person's criminal history, unless the district is otherwise legally permitted to consider or inquire about that information. However, Government Code 12954 does not interfere with the district's right to maintain drug-free schools or to prohibit employees from possessing, being impaired by, or using cannabis while at work. Government

Code 12954 does not preempt state or federal laws requiring applicants to be tested for controlled substances as a condition of employment or to applicants in the building and construction trades or for positions requiring a federal background investigation. The district may utilize drug screenings that do not rely on nonpsychoactive cannabis metabolite results. It is recommended that districts with questions about applicant cannabis use or screening consult CSBA's District and County Office of Education Legal Services or district legal counsel.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

CSBA NOTE: Labor Code 432.3 prohibits districts from seeking a job applicant's salary history information and from relying on salary history as a factor in determining whether to offer employment to an applicant or the salary to offer. However, if the applicant discloses salary history information voluntarily and without prompting, the district is not prohibited from considering or relying on such information in determining the salary for that applicant. Labor Code 432.3 is not applicable to salary history information that is disclosable pursuant to the California Public Records Act (Government Code 7920.000 - 7930.170) or the Freedom of Information Act (5 USC 552).

The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history information, including compensation and benefits. Additionally, the Superintendent or designee shall not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

CSBA NOTE: Government Code 12940 generally prohibits a district from requiring any job applicant to have a driver's license, unless the district reasonably (1) expects driving to be a job function for the position, and (2) believes that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district. While the district would be prohibited from requiring an applicant to have a driver's license for many positions, the district would be able to require a job applicant for a bus driver position to have a driver's license. For more information regarding bus driver qualification requirements, see AR 3542 - School Bus Drivers.

The Superintendent or designee shall not require an applicant to have a driver's license unless driving is an essential function of the position or it is otherwise reasonably expected for driving to be a job function for the position and that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district. (Government Code 12940)

CSBA NOTE: The following paragraph should be modified to reflect district practice.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Incentives

CSBA NOTE: Consistent with any applicable collective bargaining agreements, the district may offer incentives (e.g., signing bonuses, assistance with beginning teacher induction costs, assistance with the process of obtaining a clear credential including covering credential costs, a mentoring program, additional compensation, and/or subsidized housing) to recruit teachers, administrators, or other employees in accordance with district needs.

CTC's Diverse Education Leaders Pipeline Initiative was established to train, place, and retain culturally responsive school administrators to improve student outcomes and meet the needs of California's education workforce.

Health and Safety Code 53573 permits districts to establish and implement programs that address the housing needs of teachers and other district employees who face challenges in securing affordable housing. Health and Safety Code 53574 enables housing projects on district property restricted to rentals for district employees to qualify for both federal and state low-income housing tax credits. For more information regarding housing for district employees, see the Center for Cities Schools (UC Berkeley), cityLAB (UCLA), and the Turner Center for Housing Innovation's (UC Berkeley), "Education Workforce Housing Handbook."

The following optional section may be revised to reflect local incentive programs.

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

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 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Board Policy Manual

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

Personnel

Policy 4112.9~4212.9~4312.9: Employee Notifications

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

~~The Board of Education~~The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing ~~their~~ job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

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Board Policy Manual

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

Business and Noninstructional Operations

Policy 3400: Management Of District Assets/Accounts

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. The Superintendent or designee shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards as specified by the California Department of Education and, as appropriate, the Governmental Accounting Standards Board (GASB). When required by law or as directed by the Board, and in accordance with Board Policy and Administrative Regulation 3460 - Financial Reports and Accountability, the Superintendent or designee shall submit to the Board reports of the district's financial status.

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of ~~\$5,000~~ **\$10,000** or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district, assist with effective and efficient operation of the district, produce reliable financial information, and ensure compliance with all applicable laws and regulations. These internal controls may include, but are not limited to, segregating and monitoring employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; developing timely reconciliations of budgets, ledgers, and accounts; conducting background checks on business office employees; and requiring continuous in-service training for business office staff and board members on the importance of fraud prevention, financial management, budget, and governance.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to the employee's immediate supervisor and/or the Superintendent or designee. In

addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, the Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

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Sierra County/Sierra-Plumas Joint USD

Business and Noninstructional Operations

Exhibit 3312 – Contracts

Per Board Policy 3312, the Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board. The only administrators authorized by the Board to sign contracts are the Superintendent and the Business Manager.

Amount Range	Board Item Type	Instructions
Up to \$9,999.99	Purchase Order	Type “Purchase Order serves as contract” in the requisition item description field. You may wish to use the district’s contract template to formalize the contract, but it is not necessary for Board approval. A purchase order must be issued <u>before</u> supplies are ordered or work begins.
\$10,000 to \$14,999.99	Consent Agenda	Administrative Assistance will p Place the contract on the consent agenda for Board approval. A physical contract must be executed; it can be either the District’s template or the vendor’s contract, but the District’s contract is preferred as it has all of the necessary provisions in it. It is not necessary to wait for Board approval to sign the contract and start services because the contract amount is under the bid limit; the Board will be asked to “ratify” the contract. <u>Independent contractors and consultants must pass the IRS 20 question test.</u> A purchase order and contract must be signed <u>before</u> supplies are ordered or work begins.
<u>\$10,000 to \$20,000</u>	<u>Superintendent consult with Board President and Vice President</u> <u>Ratify Action Item at next regular Board meeting</u>	<u>**When action is required before the next regularly scheduled Board meeting due to time-sensitive circumstances and delaying action would not be in the District’s best interest, the Superintendent may approve purchases or contracts up to \$20,000 after consulting with the Board President and Vice President.</u>

\$15,000 up to Bid Limit	Action Item	Not for Public Works projects (see “> Bid Limit” below.) The superintendent will take a formal contract as a separate action item to the Board for approval. A physical contract must be executed; it can be either the District’s template or the vendor’s contract, but the District’s contract is preferred as it has all of the necessary provisions in it. It is not necessary to wait for Board approval to sign the contract and start services because the contract is under the bid limit; in this case, the Board should be asked to “ratify” the contract in the action item. <u>Independent contractors and consultants must pass the IRS 20 question test.</u> <u>A purchase order and contract must be signed before supplies are ordered or work begins.</u>
At or above Bid Limit	Action Item	For Public Works projects over \$15,000. Also for supplies/materials/equipment/services (such as maintenance and repairs) that are either sold or leased to the District that are valued over the Bid Limit shown below. A physical contract must be executed; it can be either the District’s template or the vendor’s contract, but the District’s contract is preferred as it has all of the necessary provisions in it. Supplies cannot be purchased, services cannot begin, and the contract cannot be signed until the Board approves the contract. When such contracts are over the bid limit, they must be competitively bid or be subject to a “piggyback” contract that allows use of a competitively bid contract for the exact types of supplies or services in the bid. <u>Independent contractors and consultants must pass the IRS 20 question test.</u> <u>A purchase order and contract must be signed before supplies are ordered or work begins.</u>

<u>2016-CUPCCAA Bid Limits</u>	Description
\$15,000 <u>\$75,000</u>	Public Works projects are defined by Labor Code 1720(a)(1)-(7) as “construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds.” Not adjusted annually.
\$87,800 <u>\$220,000</u>	Items subject to competitive bidding: purchase or lease of equipment, materials or supplies; services that are not construction; and repairs/maintenance as defined in PCC Section 20115 that are not public works. Adjusted annually for inflation.

Internal Revenue Service 20-point Checklist for Independent Contractor

Mistakenly classifying an employee as an independent contractor can result in significant fines and penalties. There are 20 factors used by the IRS to determine whether you have enough control over a worker to be an employer. Though these rules are intended only as a guide-the IRS says the importance of each factor depends on the individual circumstances-they should be helpful in determining whether you wield enough control to show an employer- employee relationship. If you answer “Yes” to all of the first four questions, you’re probably dealing with an independent contractor; “Yes” to any of questions 5 through 20 means your worker is probably an employee.

- | <u>Yes</u> | <u>No</u> | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | 1. Profit or Loss. Can the worker make a profit or suffer a loss as a result of the work, aside from the money earned from the project? (This should involve real economic risk--not just the risk of not getting paid.) |
| ☐ | ☐ | 2. Investment. Does the worker have an investment in the equipment and facilities used to do the work? (The greater the investment, the more likely independent contractor status.) |
| ☐ | ☐ | 3. Works for more than one firm. Does the person work for more than one company at a time? (This tends to indicate independent contractor status, but isn’t conclusive since employees can also work for more than one employer.) |
| ☐ | ☐ | 4. Services offered to the general public. Does the worker offer services to the general public? |
| ☐ | ☐ | 5. Instructions. Do you have the right to give the worker instructions about when, where, and how to work? (This shows control over the worker.) |
| ☐ | ☐ | 6. Training. Do you train the worker to do the job in a particular way? (Independent contractors are already trained.) |
| ☐ | ☐ | 7. Integration. Are the worker’s services so important to your business that they have become a necessary part of the business? (This may show that the worker is subject to your control.) |
| ☐ | ☐ | 8. Services rendered personally. Must the worker provide the services personally, as opposed to delegating tasks to someone else? (This indicates that you are interested in the methods employed, and not just the results.) |
| ☐ | ☐ | 9. Hiring assistants. Do you hire, supervise, and pay the worker’s assistants? (Independent contractors hire and pay their own staff.) |
| ☐ | ☐ | 10. Continuing relationship. Is there an ongoing relationship between the worker and yourself? (A relationship can be considered ongoing if services are performed frequently, but irregularly.) |
| ☐ | ☐ | 11. Work hours. Do you set the worker’s hours? (Independent contractors are masters of their own time.) |
| ☐ | ☐ | 12. Full-time work. Must the worker spend all of his or her time on your job? (Independent contractors choose when and where they will work.) |
| ☐ | ☐ | 13. Work done on premises. Must the individual work on your premises, or do you control the route or location where the work must be performed? (Answering no doesn’t by itself mean independent contractor status.) |
| ☐ | ☐ | 14. Sequence. Do you have the right to determine the order in which services are performed? (This shows control over the worker) |
| ☐ | ☐ | 15. Reports. Must the worker give you reports accounting for his or her actions? (This may show lack of independence) |
| ☐ | ☐ | 16. Pay Schedules. Do you pay the worker by hour, week, or month? (Independent contractors are generally paid by the job or commission, although by industry practice, some are paid by the hour.) |

- ☐ ☐ 17. **Expenses.** Do you pay the worker's business or travel costs? (This tends to show control.)
- ☐ ☐ 18. **Tools and materials.** Do you provide the worker with equipment, tools, or materials? (Independent contractors generally supply the materials for the job and use their own tools and equipment.)
- ☐ ☐ 19. **Right to fire.** Can you fire the worker? (An independent contractor can't be fired without subjecting you to the risk of breach of contract lawsuit.)
- ☐ ☐ 20. **Worker's right to quit.** Can the worker quit at any time, without incurring liability? (An independent contractor has a legal obligation to complete the contract.)

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