

# **The Pirate's Post**

**February 1, 2023**

Check out our website at [www.Plazaschool.org](http://www.Plazaschool.org) for Information, Events and Dates!

## **Plaza School Recognized as California Distinguished School**

For the second time in a row, Plaza School earned the prestigious California Distinguished School Award. Schools are typically awarded every other year, but it was postponed last year due to a lack of state assessment data the two previous years. Less than 6% of schools in California are recognized. The primary reason we achieved this honor was because of how well our students performed on state assessments, which are some of the highest scores in the state. Plaza students are exposed to rigorous academic instruction by a very dedicated group of teachers, classroom aides, and support staff.

In February, Mr. Lovell and Mrs. Henning will travel to Anaheim to accept the award on behalf of Plaza School.

### **Dates to Remember**

- |                  |   |
|------------------|---|
| <b>Feb 2</b>     | <b>Plaza School Community Game<br/>Night 5:30-7:00PM</b>                      |
| <b>Feb 3</b>     | <b>7th-8th Basketball @ Los Molinos</b>                                       |
| <b>Feb 16</b>    | <b>School Site Council and Long Term<br/>Strategic Planning Meeting @ 3PM</b> |
|                  | <b>PCC Mtg @ Orland Round Table @<br/>6PM</b>                                 |
| <b>Feb 20-24</b> | <b>No School: February Break</b>  |
| <b>Feb 27</b>    | <b>2023-24 Kindergarten Round Up<br/>(Appointments Required)</b>              |
| <b>Mar 2</b>     | <b>Read Across America: Dr. Seuss Day</b>                                     |
| <b>Mar 3</b>     | <b>End of Trimester 2</b>   |
| <b>Mar 10</b>    | <b>Report Cards</b>   |
| <b>Mar 16</b>    | <b>Plaza School Board Mtg @ 3PM</b>   |
|                  | <b>PCC Mtg @ 6PM</b>  |
| <b>Mar 29</b>    | <b>Minimum Day Dismissal @ 12:45PM</b>  |

### **School Construction News!!**

The likelihood of construction beginning in May is very high, therefore we are currently planning on the 2023-24 school year beginning September 11th. Please visit our website at [www.plazaschool.org](http://www.plazaschool.org) to view the two versions of a 2023-24 calendar. Version 2.1 reflects construction starting in late May, therefore a late start to the school year is what we are expecting to happen. If modernization funding isn't received this summer, therefore construction on the main building does not occur throughout the summer of 2023. Version 1 is a traditional calendar with no changes compared to previous years.

If you have questions or concerns, or would like to learn more about these projects, please reach out to Mr. Conklin

### **Extended Learning Opportunity Program**

Plaza School will offer an extended learning opportunity for K-6 students February 21st - 24th and April 11th-14th from 8:30-4:00PM. If you are interested in your child(ren) attending, please contact the office. Sign ups are available until February 13th.

### **Plaza School Community Engagement Hosted by Plaza Teachers on February 2nd!**

The Plaza teachers would like to invite the school community to an evening of family fun on Thursday, February 2nd from 5:30-7:00PM. Each classroom will have games and activities for families to enjoy while visiting classrooms throughout campus. At 6:30, Mr. Conklin will offer pizza to families who sign up by returning the form sent home last week. During this time, he will present important school information, including construction updates, the Plaza Promise, and school safety.

### **Fourth Grade Math Isn't Too Hard!**

The important thing is for you to stick with it whenever a problem seems difficult, and encourage your child to do so as well.. This will help build resilience and help them see that everyone can learn math. Praise them when they make an effort and share in the excitement when they solve a problem or understand something for the first time.

In 4th grade students are expected to understand fractions. Use everyday objects to explore the concepts. For example, use measuring cups to see how many times you have to refill a  $\frac{1}{4}$  cup to equal a  $\frac{1}{2}$  cup or how many  $\frac{1}{3}$ s are in two cups. Describe two equal fractions using a measuring cup to show that two  $\frac{1}{4}$  measuring cups are the same as  $\frac{1}{2}$  measuring cup.

### **Student Recognition**

**Congratulations to the girls basketball team** for taking 4th place in the Lassen View tournament. Both the boy's and girl's teams still have several after school games scheduled, so if you're interested in supporting our teams, call the office for the schedule.

### **Orland Unified School District Interdistrict Transfer Students**

Please remember that OUSD will only accept inter district transfers for the 2023-24 school year until February 15th, 2023. Failure to submit the transfer request during the period will result in the expectation that the child shall attend their school of residence until a determination is made. This means your child would be expected to attend OUSD. Please go to the OUSD office to initiate the transfer request before February.

**Congratulations to the Plaza Chess Club** for taking 4th place in the Palmero chess tournament!

### **Spirit Week February 6th-10th**

**Student Leadership/Club Live** members scheduled the following themes for the week

#### **MONDAY**

**CRAZY HAIR or HAT DAY!** Get out your favorite hat or fix your hair in your wildest style.

#### **TUESDAY**

**ANYTHING BUT A BACKPACK DAY:** Remember, nothing living or considered inappropriate for school. Please check with your teacher if you need to.

#### **WEDNESDAY**

**WESTERN WEAR.** Show your true Cowboy/Cowgirl style with hats, boots, Wranglers, overalls, and camo. YEE HAW!

#### **THURSDAY**

**SPIRIT/JERSEY DAY.** Support Plaza's girls and boys basketball teams who are playing in the Vina Tournament today and tomorrow. Wear sports jerseys or Plaza gear/colors. GO PLAZA!

#### **FRIDAY**

**PAJAMA DAY.** Wear your PJ's or comfy clothes to school.

# The Pirates Post

March 9, 2023

# MARCH

Check out our website at [www.Plazaschool.org](http://www.Plazaschool.org) for Information, Events and Dates!

## School Construction News!!

The Plaza School construction projects continue to look very real. We put the project out to bid and have selected a contractor. The contractor will begin as soon as school is out in June and they are pretty confident they will have most of the modernization completed before the end of August. If by June that still looks likely, we may have an opportunity to adjust our calendar so we can begin school a little earlier than September 11th. The new construction phase of the project, which includes a gymnasium and three portables, will probably take the majority of the 2023-2024 school year. If you have questions or concerns about the projects or the school schedule, please contact Mr. Conklin.

### Dates to Remember

Mar 10	Report Cards
Mar 16	Plaza School Board Mtg @ 3PM PCC Mtg @ 6PM
Mar 17	Trimester 2 Awards Ceremony @ 8:45AM
Mar 29	Minimum Day Dismissal @ 12:45PM
Apr 4	Spring Pictures
Apr 10-14	No School: Spring Break
Apr 20	Board Mtg @ 3PM PCC Mtg @ 6PM
Apr 26	Min Day Dismissal @ 12:45PM
Apr 27	Open House

### Extended Learning Opportunity Program

Plaza School will offer an extended learning opportunity for K-6 students April 11th-14th from 8:30-4:00PM. If you are interested in your child(ren) attending, please contact the office. Sign-ups are available until April 3rd.

### The Plaza Promise -

#### Plaza School Community Engagement Hosted by Plaza Teachers on February 2nd!

Thank you to all of the school community members who attended our community engagement night on February 2nd. We had over 200 people signed up to participate in family fun math games and activities that every teacher hosted. It was great seeing so many students and their families engaged with the school. We are already looking forward to next year!

### Social Emotional Learning (SEL)

For several years, Plaza has been including some degree of SEL throughout the school year. The purpose of Plaza's SEL program is to help students develop a "toolbox" of skills and strategies they can use to overcome barriers to learning, as well as learn ways to socialize in a safe, responsible, and respectful way while in a public setting like school. These skills and strategies are taught in a whole class setting by a trained staff member 30 minutes a week for approximately 6-8 weeks. The curriculum used to guide lessons is called The Mind Up Curriculum. If you're interested in reviewing, please stop by and see Mr. Conklin.

## Math Tips

Encourage your child to stick with it whenever a problem seems difficult. This will help your child see that everyone can learn. Also, make sure you give an appropriate amount of "wait time" before you offer help. Oftentimes kids learn that if they wait long enough, the adult will answer it for them! Little prompt or hints is ok, but give them time to think, even if it feels uncomfortable. This will help them develop **resilience, or the capacity to withstand or to recover quickly from difficulties; toughness.**

Praise your child when he or she makes an effort, and share in the excitement when he or she solves a problem or understands something for the first time

Have your child determine the amount of ingredients needed when cooking. For example, if a recipe calls for 8 cups of rice to serve 4 people, how many cups of rice do you need to serve 6 people?

## Student Recognition

**Congratulations to the girl's basketball team** for taking 2nd place and the boys basketball team for their 4th place finish in the Vina School basketball tournament.

**Congratulations to the Plaza Chess Club** for taking 4<sup>th</sup> place at the Chico Tournament, which included 18 schools! Shout out to King, Elias, and Barrett for being seated at the 2<sup>nd</sup> highest table in the league, and Lilly for earning a gold medal!

## Yearbook Sales

Yearbooks are now being sold. Last day to buy it will be 03/31/2023.

**BUY YOUR**  
*Yearbook*

## California Assessment of Student Performance and Progress

Plaza School 3<sup>rd</sup>-8<sup>th</sup> graders will be administered the end of year California Assessment of Student Performance and Progress, which will provide important information about your child's progress in English Language Arts (ELA) and Math. 5<sup>th</sup> and 8<sup>th</sup> graders will also take a science test. To help limit disruptions to the testing schedule, please make every attempt to have your child here during those testing periods by scheduling appointments, vacations, or any other activity before or after the testing dates. Most assessments are scheduled during the morning, but some students take more than one period to complete. 7<sup>th</sup> and 8<sup>th</sup> grades will take their tests **May 1st-5th. 3rd-6th will take theirs May 8th-12th 3rd-6th. All make up tests will be May 15th-19th.**

## **January 19, 2023**

Meeting called to order -Colleen Cecil, President 6:07 pm  
Approval of Minutes from November 17, 2023 - Mandy Edson, Secretary - M/Kelly  
Henning 2nd/ Deedee  
Financial Report- Kadie Salazar, Treasurer -M/Chera, 2nd/ Rachel Nelson

### **Old Business**

A.) Round Table Fundraiser raised \$80

### **New Business**

#### **A.) Spring Events**

- i.) Father Daughter Dance - Feb. 10th Valentine's Themed 6-8 pm  
Chairperson Kadie
- ii..) Plaza School Community Night 2/2/23 - discussed handing out a flyer with upcoming events and cookies
- iii.) Mother Son Softball - May 12th 3-4 pm
- iii.) California Distinguished School Party - Pass out ice cream after school rally for State Testing.

#### **B.) Spring Fundraisers**

- i.) Coin Drive February 13th -17th
- iii.) Round Table Fundraiser - March 21st - discussed asking Cindy about raffle to get more people to attend
- ii.) Drive Thru Dinner & Raffle- May 2nd 5-7 possibly start at 4:30 due to baseball.  
Menu: Tri tip, bag salad, rice & Cookies (meal for a family of 4)  
5pm for the raffle on May 3rd.
- iii.) Sees Candy?
- iv.) 5k run- Rachel Nelson Chairperson -discussed March or April

Meeting Adjourned 7:12 pm  
Next meeting February 16, 2023

# Plaza Community Club

7322 County Road 24  
Orland, CA 95963

Meeting Agenda  
February 16, 2023 – 6 PM  
Round Table Pizza, Orland

- 1) Call Meeting to Order – Colleen Cecil, President
- 2) Welcome
- 3) Approval of Minutes from January 19, 2023 Meeting – Mandy Edson, Secretary
- 4) Financial Report
- 5) Old Business
  - a) Father Daughter Dance
  - b) Plaza School Community Night
  - c) Spring Fundraisers
    - i) Coin Drive – this week!
    - ii) Round Table Night – March 21
    - iii) Drive Thru Dinner & Raffle – May 2 ( May 3 Raffle)
    - iv) Color Run - TBD
  - d) Spring Events
    - i) Mother Son Softball – May 12
    - ii) California Distinguished School Celebration
- 6) New Business
  - a) Other items not on the agenda?
- 7) Adjourn – Next Meeting – March 16 at 6 PM, Round Table Pizza, Orland

Thank you for attending!

**February 16, 2023**

Meeting called to order -Colleen Cecil, President 6:15 pm  
Approval of Minutes from January 19, 2023 - Mandy Edson, Secretary - M/Mary  
McDade 2nd/ David Lee  
Financial Report- Kadie Salazar, Treasurer -M/David Lee, 2nd/Kim Fifield

**Old Business**

- A.) Father Daughter Dance: Discussed moving the photographer inside
- B.) Plaza School Community Night: Went really well 200 + people attended.  
Brought the community together.
- C.) Spring Fundraisers:
  - i.) Coin Drive - This Week!- Feb. 14th-17th
  - ii.) Round Table Night - March 21st 5pm-9pm
  - iii.) Drive Thru Dinner & Raffle - May 2nd (May 3rd Raffle)-May 2nd 5-7  
possibly start at 4:30 due to baseball. Menu: Tri tip, bag salad, rice & Cookies  
(meal for a family of 4)  
Discussed pushing out a QR Code & Tickets on social media at the end of  
March. Kadie will confirm the use of the Fire House.
- D.) Spring events
  - i.) Mother Son Softball- May 12th After school 3 pm
  - ii.) California Distinguished School Celebration: Discussed having an ice  
cream social the last 2 or 3 weeks of school.

**New Business**

- a) Other items not on the agenda?

Meeting Adjourned 6:28 pm

Next meeting: March 16th at 6 pm, Round Table Pizza Orland

January 2023 Rec Report  
Community Club Checking Page 1 2/15/2023 Reconciliation Summary  
BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:

Checks and Payments	2 Items	16,347.33
Deposits and Other Credits	1 Item	-171.70
Service Charge	0 Items	81.70
Interest Earned	0 Items	0.00
		0.00

Ending Balance of Bank Statement:

16,257.33

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:

Checks and Payments	3 Items	16,257.33
Deposits and Other Credits	0 Items	-593.30
		0.00

Register Balance as of 2/15/2023:

Checks and Payments	0 Items	15,664.03
Deposits and Other Credits	0 Items	0.00
		0.00

Register Ending Balance:

15,664.03

January 2023 Rec Report Community Club Checking Page 2 2/15/2023 Un-  
cleared Transaction Detail up to 2/15/2023

Date Num Payee Memo Category Clr Amount

Uncleared Checks and Payments

8/18/...	2972	Mandy Edson Meeting Dinne...	Meeting Dinners	-200.74
2/9/2023	2988	Mary McDade Kinder 100th ...	100th Day/Cl...	-95.33
2/9/2023	2989	Mary McDade Kinder 22/23 ...	Class Funds:...	-297.23

Total Uncleared Checks and Payments 3 Items -593.30

Uncleared Deposits and Other Credits

Total Uncleared Deposits and Other Cr... 0 Items 0.00

Total Uncleared Transactions 3 Items -593.30





# UMPQUA BANK

December 31, 2022 Page 1 of 2

PLAZA COMMUNITY CLUB  
7322 COUNTY RD 24  
ORLAND CA 95963-9777

Customer Service  
1-866-486-7782

Last statement September 30, 2022  
This statement December 31, 2022

Please be aware that items may be presented for payment multiple times when your account does not contain sufficient funds to pay the item(s). We may charge you a fee each time an item is presented and you do not have sufficient funds in your account to pay the item. For services to help you manage your account, visit [www.umpquabank.com/globalassets/media/documents/overdraft\\_disclosure\\_for\\_business\\_accounts.pdf](http://www.umpquabank.com/globalassets/media/documents/overdraft_disclosure_for_business_accounts.pdf)

## COMMUNITY BUSINESS SAVINGS

Account number	4862613348
Beginning balance	\$3,902.83
Ending balance	\$3,902.93
Low balance	\$3,902.90
Average balance	\$3,902.90
Interest paid year to date	\$3.48
Interest earned	\$0.10

## Other Deposits/ Additions

Date	Description	Additions
10-31	Interest Credit	.03
11-30	Interest Credit	.04
12-31	Interest Credit	.03
<b>Total Other Deposits/ Additions</b>		<b>\$0.10</b>

## Daily Balances

Date	Balance	Date	Balance	Date	Balance
09-30	3,902.83	11-30	3,902.90	12-31	3,902.93
10-31	3,902.86				

Member FDIC

Equal Housing Lender

SBA Preferred Lender

# PLAZA COMMUNITY CLUB

## Interest Information

December 31, 2022 Page: 2 of 2

Annual percentage yield earned	01%
Interest-bearing days	92
Average balance for APY	\$3,902.86
Interest earned	\$0.10
Interest paid year to date	\$3.48
Statement period	10/01 to 12/31

## Overdraft Fee Summary

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



# UMPQUA BANK

January 31, 2023 Page: 1 of 2

PLAZA COMMUNITY CLUB  
7322 COUNTY RD 24  
ORLAND CA 95963-9777

UB

Customer Service:  
1-866-486-7782

Last statement: December 31, 2022  
This statement: January 31, 2023

Please be aware that items may be presented for payment multiple times when your account does not contain sufficient funds to pay the item(s). We may charge you a fee each time an item is presented and you do not have sufficient funds in your account to pay the item. For services to help you manage your account, visit [www.umpquabank.com/globalassets/media/documents/overdraft\\_disclosure\\_for\\_business\\_accounts.pdf](http://www.umpquabank.com/globalassets/media/documents/overdraft_disclosure_for_business_accounts.pdf)

## COMMUNITY BUSINESS CHECKING

Account number  
Low balance  
Average balance  
Interest earned

2079186867  
\$16,257.33  
\$16,333.58  
\$0.00

Beginning balance  
Deposits/Adds  
Withdrawals/Subs  
Ending balance

\$16,257.33  
\$16.70  
\$171.70  
\$16,257.33

### Deposits/Additions

Date	Description
01-12	Deposit

Total Additions

Additions  
81.70  
\$81.70

### Card Transactions/Withdrawals

Date	Description
01-20	POS Purchase Terminal 01763439Round Table Pizza 953/ 530-87222 CA XXXXXXXXXX7534
01-20	POS Purchase Terminal 01788884Round Table Pizza 953/ Orland CA XXXXXXXXXX7534

Total Card Transactions/Withdrawals

Subtractions  
139.91  
31.79

\$171.70

Member FDIC

Equal Housing Lender

SBA Preferred Lender

# PLAZA COMMUNITY CLUB

January 31, 2023 Page: 2 of 2

## Daily Balances

Date	Amount
12-31	16,347.33

Date	Amount
01-12	16,429.03

Date	Amount
01-20	16,257.33
01-31	16,257.33

## Overdraft Fee Summary

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

## Checks

(\* Skip in check sequence, R-Check has been returned, + Electronified check)

Total Checks paid 0 for -\$0.00

... was a pleasure speaking with you today. Here are the quotes that you requested for pricing on 40ft shipping containers delivered to 7322 County Rd 24, Orland, CA 95963 assuming that the delivery location is accessible. **If two(2) or more containers are purchased there will be a \$50 discount applied to each container.**

40ft Container Grade Options

- 40ft Std. Height, Wind Water Tight grade (WWT) - **\$3,500.00** each, sales tax and delivery included.
- 40ft High Cube, Wind Water Tight grade (WWT) - **\$3,700.00** each, sales tax and delivery included.
- 40ft Std. Height, Cargo Worthy Plus grade - **\$3,900.00** each, sales tax and delivery included.
- 40ft High Cube, Cargo Worthy Plus grade- **\$4,100.00** each, sales tax and delivery included.
- 40ft Std. Height, IIICL grade- **\$4,600.00**, sales tax and delivery included.
- 40ft High Cube, IIICL grade- **\$4,800.00** each, sales tax and delivery included.
- 40ft High Cube, New 1-Trip grade with Covered Lock Box- **\$6,000.00** each, sales tax and delivery included.

*\*All quoted containers include a 5yr warranty that covers factory materials and workmanship and natural caused leaks.*

If you have any questions or would like to place an order please call me at any time.  
Thank you.

# Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Plaza Elementary School District

Person completing this form: Patrick Conklin

Title: Superintendent/Principal

Quarterly Report Submission Date:  
(check one)

- ☐ October 2022  
☒ January 2023  
☐ April 2023  
☐ July 2022

Date for information to be reported publicly at governing board meeting: December 8<sup>th</sup>, 2022  
Please check the box that applies:

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

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

Patrick M. Conklin

Print Name of District Superintendent

Signature of District Superintendent

March 16<sup>th</sup>, 2023  
Date

**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
POLICY DEVELOPMENT WORKSHOP AND  
POLICY MANUAL DEVELOPMENT AGREEMENT**

This Policy Development Workshop Agreement (Agreement) is entered into between the California School Boards Association ("CSBA") and **Plaza Elementary School District** of Orland, California ("District/COE") shall become effective ("the Effective Date") upon the execution and delivery hereof by the parties hereto.

**WHEREAS** CSBA is a statewide membership association for California school districts and county offices of education;

**WHEREAS** District/COE is a member of CSBA and a GAMUT Policy subscriber;

**WHEREAS** CSBA has developed, and as necessary, updates, a CSBA Sample Policy Manual, including sample policies, regulations, bylaws, and exhibits, based on applicable state and federal law;

**NOW THEREFORE**, CSBA and District in consideration of the covenants herein contained, and other good and valuable consideration, agree as follows:

**1. CSBA Responsibilities.** CSBA agrees to facilitate a Policy Development Workshop and assist District/COE with developing a local policy manual by doing the following:

- (a) Provide access to the CSBA Sample Policy Manual via CSBA's GAMUT website;
- (b) Provide a CSBA Policy Manual Consultant to facilitate a Policy Development Workshop for a period of up to three (3) consecutive days at either a location provided by District/COE if the workshop is to be facilitated in person, or by video conference if the workshop is to be facilitated remotely;
- (c) Provide guidance in the selection of policies, regulations, bylaws, and exhibits from the CSBA Sample Policy Manual for District/COE to revise, through edits and the incorporation of current District/COE policies and practices, for the purpose of creating local policy manual that reflects the philosophy, goals, objectives and mandates of District/COE;
- (d) Provide District/COE with consulting, word processing, editing, and proofreading required to produce a draft copy of the local policy manual for adoption by the District/COE governing board;
- (e) Provide District/COE with consulting, word processing, editing, and proofreading required to produce a final draft of the local policy manual, after adoption by the District/COE governing board; and
- (f) Provide District/COE, either through GAMUT (if District/COE subscribes to GAMUT Policy Plus) or as PDF formatted documents, an electronic copy of the final draft of the local policy manual adopted District/COE governing board.

**2. District/COE Responsibilities.** To ensure the timely production of a final draft of the local policy manual, District/COE agrees to the following:

- (a) Within 1 year of the execution of this agreement, schedule and complete the Policy Development Workshop. The parties may mutually agree to extend this time subject to any applicable increases in CSBA's fee schedule for Policy Development Workshops;

**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
POLICY DEVELOPMENT WORKSHOP AND  
POLICY MANUAL DEVELOPMENT AGREEMENT**

- (b) Unless the workshop will be conducted remotely, provide physical space to host the Policy Development Workshop;
- (c) Review CSBA's Sample Policy Manual and District/COE's existing policy manual and, as appropriate, select, edit, and revise applicable policies, regulations, and bylaws to incorporate into a local policy manual that reflects District/COE philosophy and practices;
- (d) Identify any areas where District/COE lacks policies or has insufficient policies, and, as appropriate, create new policy or select and revise applicable policies from CSBA's Sample Policy Manual for compliance with current state and federal laws and regulations and incorporation into the local policy manual to be adopted by the District/CEO governing board;
- (e) Review policies for consistency with current state and federal laws and, when applicable, District/COE's collective bargaining agreements;
- (f) Within 90 days of the Policy Development Workshop described in section 1(b), above, provide CSBA with necessary documents, edits, and revisions required to produce the draft copy of the local policy manual; and
- (g) Within 120 days of receiving the draft copy of the local policy manual, provide CSBA with necessary documents, edits, and revisions required to produce the final local policy manual as adopted by the District/COE governing board.

**3. Fees and Payment.** District/COE agrees to pay CSBA the sum of **\$5,420** for the services described under this Agreement. District/COE also agrees to reimburse CSBA for the travel expenses and direct costs incurred as a result of the workshop, including expenses for transportation, lodging, food, and shipping costs, if any. Reimbursement for mileage and meals shall be at the IRS rates in effect on the date of travel. Lodging and other costs, excluding personal expenses, shall be reimbursed in their entirety. Reasonable lodging accommodations shall be selected and booked by CSBA. In addition to the three (3) days described in section 1(b), above, District/COE may request additional onsite consultation at a rate of \$100 per hour. District/COE agrees to pay CSBA for any additional costs or travel expenses for additional onsite consultation. Payment for the services and fees described in this Agreement shall be due in full upon receipt of invoice from CSBA following the completion of the Policy Development Workshop.

**4. Proprietary Rights.** The CSBA Sample Policy Manual and all copies of CSBA's sample policies, regulations, bylaws, and exhibits, including electronic, digital, or other data storage device containing such materials, as well as the materials made available through CSBA's GAMUT website are provided for District/COE's sole use, and they may not be transmitted, reproduced, or distributed to others, in whole or in part, without CSBA's prior written consent.

**5. Disclaimer of Warranty.** District/COE acknowledges that by providing the services described in this Agreement, CSBA, its employees, agents, representatives and consultants are neither acting as District's legal counsel nor providing legal advice or counsel. CSBA sample policies, administrative regulations, bylaws, and exhibits are provided as a resource for school districts and county offices of education in developing their local policy manual and are not intended for exact replication, or as a substitute for legal advice. CSBA's sample policies are a reflection of current law and do not necessarily express the personal or political opinions or viewpoints of CSBA, its Board of Directors, or its employees. Although CSBA's sample policies, regulations, bylaws and exhibits have been carefully crafted and thoroughly reviewed,



**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
POLICY DEVELOPMENT WORKSHOP AND  
POLICY MANUAL DEVELOPMENT AGREEMENT**

they contain no warranty as to their sufficiency for addressing District/COE's specific circumstances or individual situations that may arise. District/COE is cautioned to seek the advice of its legal counsel when confronted with legal questions or situations requiring legal advice.

**6. Limit of Liability.** IN THE EVENT OF A BREACH OF THIS AGREEMENT OR THE WARRANTY STATED ABOVE, DISTRICT/COE'S DAMAGES SHALL BE LIMITED TO THE AMOUNT OF THE ANNUAL FEE PAID BY DISTRICT/COE FOR THE CURRENT YEAR. IN NO EVENT SHALL CSBA BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES (INCLUDING DAMAGES FOR LOSS OF PROFITS AND/OR SAVINGS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION OR OTHER PECUNIARY LOSSES) ARISING FROM THE POLICY DEVELOPMENT WORKSHOP OR THE DEVELOPMENT OF THE DISTRICT/COE LOCAL POLICY MANUAL. DISTRICT/COE AGREES THAT DAMAGES DESCRIBED IN THIS PARAGRAPH ARE A REASONABLE ESTIMATION OF ANY LOSS DISTRICT/COE MAY SUFFER AND DO NOT CONSTITUTE A PENALTY.

**7. Cancellation.** This Agreement may be cancelled by either party by giving the other party 30 days written notice. CSBA may also cancel this if District/COE cancels either its membership with CSBA or subscription to GAMUT Policy. If District/COE cancels the agreement after the Policy Development Workshop has been scheduled, District/COE shall pay for any existing travel expenses that cannot be refunded to CSBA. If District/COE cancels the agreement during or after the Policy Development Workshop, District/COE shall pay CSBA the entire workshop fee, and any outstanding hourly fee, costs or travel expense.

**8. Compliance with Laws.** District/COE is solely responsible for complying with state and federal laws, including the Americans with Disabilities Act of 1990 and those laws pertaining to open meetings and public information, including, but not limited to, the Ralph M. Brown Act and the California Public Records Act.

**9. Indemnification and Duty to Defend.** Except as otherwise provided in this Agreement, each party shall indemnify, defend, and hold harmless the other party, and its directors, officers, employees, agents and representatives, from and against any and all liabilities, obligations, losses, damages, penalties, fines, claims, actions, suits, costs and expenses, (including legal fees and expenses) of any kind whatsoever imposed on, asserted against, incurred or suffered by the other party, or its directors, officers, employees, agents or representatives by reason of damage, loss or injury (including death) to persons or property resulting in any way from (a) any negligent or intentional act by it or any of its directors, officers, employees, agents or representatives in its or their performance of Services hereunder; or (b) any neglect, omission or failure to act when under a duty to act on its part or the part of any of its directors, officers, employees, agents or representatives in its or their performance of Services hereunder.

It is expressly understood and agreed that in any third-party action to obtain District/COE's records from CSBA which is opposed by District/COE, any cost to CSBA in opposing the request, including, but not limited to, attorney's fees and costs, shall be paid by District/COE. It is also expressly understood and agreed that no personal liability whatsoever shall attach to any member of CSBA's Board of Directors, or to any of the officers, employees, agents or representatives thereof, by virtue of this Agreement.

**10. Jurisdiction and Venue.** Jurisdiction and venue in the event of any litigation or action commence by one party against the other, shall be only in a California state court having subject matter jurisdiction located in Sacramento County, California.

**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
POLICY DEVELOPMENT WORKSHOP AND  
POLICY MANUAL DEVELOPMENT AGREEMENT**

**11. Third Party Rights.** Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than CSBA and District/COE.

**12. Modification.** The scope of work and any other terms of this Agreement may be modified only by a written agreement signed by both parties.


**13. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

**14. Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties. There are no oral understandings or other terms or conditions as regards to the subject matter hereof and neither party has relied upon any representation, express or implied, that are not otherwise contained in this Agreement. This Agreement supersedes all prior understandings, whether written or oral, and any such terms or conditions are deemed merged into this Agreement.

IN WITNESS WHEREOF, the parties do hereby certify that they are duly authorized to execute this Agreement.

**California School Boards Association**

**Plaza Elementary School District**

  
\_\_\_\_\_  
Tezeta Stewartz (Jan 24, 2023 14:37 PST)  
Tezeta Stewartz  
Senior Director  
Policy & Governance Technology

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**1/24/23**  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date






# Plaza ESD\_Cons. PDW\_1.24.23

Final Audit Report

2023-01-24

Created:	2023-01-24
By:	Adrian Torres (atorres@csba.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOQ_BpX5qUWboWkMC4K45RACTtU5_RYQo

## "Plaza ESD\_Cons. PDW\_1.24.23" History

-  Document created by Adrian Torres (atorres@csba.org)  
2023-01-24 - 9:49:04 PM GMT
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Signature Date: 2023-01-24 - 10:37:40 PM GMT - Time Source: server
-  Agreement completed.  
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March 3, 2023

To: District Superintendents,

It's time to begin the process of selecting educators from your district for the Glenn County's Educators' Hall of Fame. Please see the attached list of those individuals who have been selected in the past.

Each district is responsible for purchasing individual recipient plaques. Glenn County Office of Education will purchase the plaque that includes all 2023 recipients to be displayed in the Chrome School on the Fairgrounds.

**DEADLINE**

**April 21** - notify Imelda Diaz at GCOE who your recipient is.

**CRITERIA**

Criteria for selection will be left entirely up to each district's Board of Trustees. Recipients may represent any area of education i.e. teacher, trustee, administration, secretary, custodian, etc.

**SEND**

**INFORMATION**

**by May 5** – send to Imelda:

- Short biographical sketch
- Picture of recipient for display binder
- Name and address of recipient

**NUMBER OF  
RECIPIENTS**

Capay School – 1  
Hamilton Unified - 2  
Lake School - 1  
Plaza School - 1  
Orland Unified - 2  
Princeton Unified - 1  
Stony Creek Unified- 1  
Willows Unified - 2  
Glenn Co. Office of Education -2

**CEREMONY**

**Time and date of the ceremony will be announced at a later date.** The ceremony will take place at Glenn Success Square Conference Room, located at 131 E Walker Street, Orland. In the interest of time we are asking that inductees limit their presentation to 5 minutes. Inductees will have the opportunity to ride in a Glenn County school bus in the Orland Fair Parade.

It is the district's responsibility to contact the recipient(s) and notify them of the award. Let the recipient(s) know they and their relatives are invited to attend the ceremony. If a recipient is deceased, please notify their relatives of the selection and the specifics of the ceremony.

Please notify my office if you do not have a recipient this year. For additional information, please let Imelda at 934-6575 ext. 3061.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Bentz", with a stylized flourish at the end.

Ryan Bentz, Superintendent,  
Glenn County Schools

**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS**

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should be able to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing parents/guardians to administer medication to their child at school, designate other individuals to do so on their behalf, and, with the student's authorized health care provider's approval, request the district's permission for the student to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

The Superintendent or designee shall make epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Superintendent or designee shall make naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel.

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

**Administration of Medication by School Personnel**

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

**PLAZA ELEMENTARY SCHOOL DISTRICT**

**Administering Medication & Monitoring Health Conditions (Cont.)**

BP 5141.21 (b)

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

**State Reference Description**

5 CCR 600-611 Administering medication to students  
Bus. Code 2700-2837 Nursing  
Bus. Code 3500-3546 Physician assistants  
Bus. Code 4119.2 Acquisition of epinephrine auto-injectors  
Bus. Code 4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist Ed. Code 48980 Notifications at beginning of term  
Ed. Code 49407 Liability for treatment  
Ed. Code 49408 Emergency information  
Ed. Code 49414 Emergency epinephrine auto-injectors  
Ed. Code 49414.3 Emergency medical assistance; administration of medication for opioid overdose  
Ed. Code 49414.5 Providing school personnel with voluntary emergency training Ed. Code 49422-49427 Employment of medical personnel  
Ed. Code 49423 Administration of prescribed medication for student Ed. Code 49423.1 Inhaled asthma medication  
Ed. Code 49480 Continuing medication regimen; notice  
H&S Code 11362.7-11362.85 Medicinal cannabis

**Federal Reference Description**

20 USC 1232g Family Educational Rights and Privacy Act (FERPA) of 1974 20 USC 1400-1482 Individuals with Disabilities Education Act  
21 USC 812 Schedule of controlled substances  
21 USC 844 Penalties for possession of controlled substance 29 USC 794 Rehabilitation Act of 1973, Section 504

Policy Adopted: First Read January 19<sup>th</sup>, 2023

**PLAZA ELEMENTARY SCHOOL DISTRICT**

**Administering Medication & Monitoring Health Conditions****Definitions**

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

**Notifications to Parents/Guardians**

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a non-episodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.

**PLAZA ELEMENTARY SCHOOL DISTRICT**



## Administering Medication & Monitoring Health Conditions (Cont.)

AR 5141.21 (b)

2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

### Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)
3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

### Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student

PLAZA ELEMENTARY SCHOOL DISTRICT

**Administering Medication & Monitoring Health Conditions (Cont.)**

AR 5141.21 (c)

2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

**Health Care Provider Statement**

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:

**PLAZA ELEMENTARY SCHOOL DISTRICT**

**Administering Medication & Monitoring Health Conditions (Cont.)**

**AR 5141.21 (d)**

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)
6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
7. Possible side effects of the medication
8. Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

**District Responsibilities**

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt

**PLAZA ELEMENTARY SCHOOL DISTRICT**

Administering Medication & Monitoring Health Conditions (Cont.)

AR 5141.21 (e)

3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
  - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
  - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained
7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities
8. Report to a student's parent/guardian and the site administrator any refusal by the student to take the medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance

**PLAZA ELEMENTARY SCHOOL DISTRICT**

**Administering Medication & Monitoring Health Conditions (Cont.)**

AR 5141.21 (f)

14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

**Emergency Epinephrine Auto-Injectors**

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto injector, unless there are any students at the school who require a junior epinephrine auto injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414)

**PLAZA ELEMENTARY SCHOOL DISTRICT**

### Administering Medication & Monitoring Health Conditions (Cont.)

AR 5141.21 (g)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

### Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

**Administering Medication & Monitoring Health Conditions (Cont.)**

**AR 5141.21 (h)**

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Policy Adopted: First Read January 19<sup>th</sup>, 2023

**PLAZA ELEMENTARY SCHOOL DISTRICT**

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
**BOARD OF TRUSTEES**  
Regular Board Meeting  
January 19<sup>th</sup>, 2023  
3:00PM  
Minutes

- I. **Call to Order** - The meeting was called to order at 3:05PM
- II. **Pledge of Allegiance**
- III. **Members Present** - Board Trustees PJ Davis and Connie King. Superintendent Conklin and Business Manager Thompson. Board Trustee Jake Cecil absent.
- IV. **Comments: Non Agenda Items**—The Board Clerk will allow three minutes for speakers to address the appropriate matters. Speakers will identify themselves when acknowledged by the Clerk.
- V. **Comments: Agenda Items Only**—Any person wishing to address the Board will identify themselves, the agenda item they are speaking about, and limit remarks to three minutes.
- VI. **Correspondence**
  - A. **January 6<sup>th</sup>, 2023 Letter from Tony Thurmond, State Superintendent of Public Instruction Recognizing Plaza as a California Distinguished School** - Mr. Conklin informed the board that for the second time in a row, Plaza School has been recognized as a California Distinguished School by CDE. Mr. Conklin recommended staff members attend the award ceremony in February and the board agreed
- VII. **Superintendent Report/Information**
  - A. **The Plaza Promise**
    1. **Community Engagement February 2<sup>nd</sup>, 2023** - Mr. Conklin reminded the board of the event and explained that teachers will host games and activities in their classrooms until 6:30. Afterwards he will offer pizza to families and present important school information.
    2. **Food Service Program** - Mr. Conklin discussed the new and improved menu, which includes scratch cooking, a salad bar, and choice options for students. The number of meals served has increased.
  - B. **January Pirates Post** - Mr. Conklin discussed the newsletter
  - C. **Plaza Community Club** - Mr. Conklin presented the November minutes and their recent financial statements
  - D. **Facilities**
    1. **New Construction and Modernization** - Mr. Conklin updated the board on the project, which is currently out for bids. A mandatory site visit occurred on January 17th. All prequalification applications are due January 30th and final bids are due February 13th. Mr. Conklin asked if any board members were interested in participating in the prequalification and/or final bid scoring. None were.
  - E. **2022-23 Enrollment** - Mr. Conklin formed the board that four new district students enrolled. Currently enrollment is 203 students.
  - F. **School Site Council** - Mr. Conklin presented the SSC agenda for the January 18th meeting
  - G. **Personnel** - Mr. Conklin stated that the two new hires are settling in. He also informed the board that two employees would be retiring at the end of the year.



Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
January 19<sup>th</sup>, 2023  
3:00PM  
Minutes

- H. **County of Glenn Elections Department: Form 700 Filings** - Mr. Conklin reminded the board that filing was required by all board members.
- I. **Classified Employee Summer Assistance Program** - Mr. Conklin explained that the district has participated in this program since it began and will do so next year.
- J. **1<sup>st</sup> Read Board Policy 5141.21 Administering Medication and Monitoring Health Conditions** - Mr. Conklin presented the policy.

VIII. **Action**

A. **Old Business**

B. **New Business**

- 1. **Consent Agenda: Routine matters that can be approved with one motion**
  - a. **Approve the Minutes of the December 9<sup>th</sup>, 2022 Board Meeting**
  - b. **Approve Warrant Registers: December 2<sup>nd</sup>, 2022 – January 13<sup>th</sup>, 2023**
  - c. **Approve Budget Transfers— None**

Connie King moved to approve the Consent Agenda and PJ Davis seconded. All approved.

- 2. **Approve Up to \$8,400 Per Year Stipend in Lieu of Health and Welfare Benefits for Eligible Classified Retirees**

PJ Davis moved to Approve Up to \$8,400 Per Year Stipend in Lieu of Health and Welfare Benefits for Eligible Classified Retirees and Connie King seconded. All approved.

- 3. **Approve 2022-23 School Accountability Report Card**

PJ Davis moved to Approve 2022-23 School Accountability Report Card and Connie King Seconded. All approved.

- 4. **Approve 2022-23 Safe School Plan**

Connie King moved to Approve 2022-23 Safe School Plan and PJ Davis seconded. All approved.

- 5. **Accept Letter of Resignation from Employee #1380**

Connie King moved to Accept Letter of Resignation from Employee #1380 and PJ seconded. All approved.

- 6. **Approve and Certification of 1<sup>st</sup> Interim Report as of October 31<sup>st</sup>, 2022**

PJ Davis moved to Approve and Certification of 1<sup>st</sup> Interim Report as of October 31<sup>st</sup>, 2022 and Connie King seconded. All approved.

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
January 19<sup>th</sup>, 2023  
3:00PM  
Minutes

IX. **Adjournment – Next Regularly Scheduled Meeting Thursday, March 16<sup>th</sup>, 2023 @ 3PM** -The meeting was adjourned at 5:04PM

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Special Board Meeting  
March 6<sup>th</sup>, 2023  
3:30PM  
Minutes

- I. **Call to Order** - The meeting was called to order at 3:06PM
- II. **Pledge of Allegiance**
- III. **Members Present** - Board Trustees PJ Davis, Connie King, and Jake Cecil. Superintendent Conklin and Business Manager Dusty Thompson
- IV. **Comments: Non Agenda Items**—The Board Clerk will allow three minutes for speakers to address the appropriate matters. Speakers will identify themselves when acknowledged by the Clerk.
- V. **Comments: Agenda Items Only**—Any person wishing to address the Board will identify themselves, the agenda item they are speaking about, and limit remarks to three minutes.
- VI. **Correspondence**
- VII. **Superintendent Report/Information**
- VIII. **Action**
  - A. Old Business
  - B. New Business
    1. **Approve Resolution 22-03 Release/Non-Reelection of Temporary Certificated Employee #2395**  
PJ Davis moved to Approve Resolution 22-03 Release/Non-Reelection of Temporary Certificated Employee #2395 and Connie King seconded. All approved
    2. **Accept Letter of Intent to Retire From Employee #1948**  
PJ Davis moved to Accept Letter of Intent to Retire From Employee #1948 and Connie King seconded. All approved
    3. **Approve Resolution 22-04 Selecting United Building Contractors, Inc. for Lease-Leaseback Contractor and Approving Related Contract Documentation for the Plaza Elementary School Modernization and Additions Project**  
PJ Davis moved to Approve Resolution 22-04 Selecting United Building Contractors, Inc. for Lease-Leaseback Contractor and Approving Related Contract Documentation for the Plaza Elementary School Modernization and Additions Project and Connie King seconded. All approved
    4. **Approve Contract for Ray Dalton for IOR Services**  
PJ Davis moved to Approve Contract for Ray Dalton for IOR Services and Connie King seconded. All approved
- IX. **Adjournment** – Next Meeting Thursday, March 16, 2023 @ 3PM The meeting adjourned at 4:33PM

Activity for Dates 01/14/2023 to 03/08/2023

Fiscal Year 2022/23

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
<b>Object 4000 - MATERIALS &amp; SUP</b>									
(000061) 01-0000-0-0000-2700-4300-000-000-00000	UNRESTRICTED GE.MATERIALS								
	US BANK	EX23-00624	TONER FOR OFFICE - KYOCER/	02/15/23				75.69	75.69-
(000106) 01-0000-0-0000-8100-4300-000-000-00000	UNRESTRICTED GE.MATERIALS								
	JC NELSON SUPPLY C	EX23-00504	SITE SUPPLIES - FACTORY FOF	01/25/23				87.07	87.07-
	ORLAND ACE HARDW,	EX23-00507	SITE SUPPLIES - TUBE, NUT & V	01/25/23				42.25	129.32-
	ORLAND ACE HARDW,	EX23-00542	SITE SUPPLIES - ROOF CEMENT	02/01/23				9.69	139.01-
	ORLAND ACE HARDW,	EX23-00555	SITE SUPPLIES - GRAFFITI REM	02/01/23				31.01	170.02-
	ORLAND ACE HARDW,	EX23-00601	SITE SUPPLIES - 5 GALLON PAI	02/15/23				94.92	264.94-
	US BANK	EX23-00628	BUBBLER RETRO NIPPLE KIT	02/15/23				23.70	288.64-
	US BANK	EX23-00630	LAMINATE VINYL, ENERGIZER /	02/15/23				175.85	464.49-
	US BANK	EX23-00631	GAS FOR LAWN MOWER	02/15/23				7.51	472.00-
	J.W. WOOD COMPANY	EX23-00640	SINGLE HOLE 8" GOOSENECK,	02/22/23				1,401.33	1,873.33-
	ORLAND ACE HARDW,	EX23-00643	TAPE, SPRAYER, LOCK, SINGLE	02/22/23				61.51	1,934.84-
	ORLAND ACE HARDW,	EX23-00667	BAR & CHAIN OIL, SLIDE RUG, C	03/08/23				32.44	1,967.28-
			Account Total	03/08/23	.00	.00	.00	1,967.28	
(000158) 01-0000-0-1110-1000-4300-000-000-00000	UNRESTRICTED GE.MATERIALS								
	MARY MCDADE	EX23-00578	CANDY FOR MATH EST. JARS	02/08/23				15.17	15.17-
	OFFICE DEPOT	EX23-00580	SITE SUPPLIES - CONSTRUCTIC	02/08/23				50.23	65.40-
	OFFICE DEPOT	EX23-00581	SITE SUPPLIES - MARKERS, PA	02/08/23				56.83	122.23-
	John Lovell	EX23-00600	SAFEGWAY CANDY - REWARDS	02/15/23				17.84	140.07-
	PATRICK CONKLIN	EX23-00602	SUPPLIES FOR GAME NIGHT- V	02/15/23				183.82	323.89-
	KIMBERLY FIFIELD	EX23-00641	THINK FUN DICE GAME, GLOW	02/22/23				92.07	415.96-
	OFFICE DEPOT	EX23-00665	K-8TH GRADE SUPPLIES	03/08/23				659.86	1,075.82-
	OFFICE DEPOT	EX23-00666	K - 8TH SUPPLIES	03/08/23				5.89	1,081.71-
	USI	EX23-00686	LAMINATE FILM	03/08/23				393.95	1,475.66-
			Account Total	03/08/23	.00	.00	.00	1,475.66	
(000932) 01-2600-0-1110-1000-4300-000-000-00000	EXPANDED LEARN.MATERIALS								
	US BANK	EX23-00514	SPARK SUPPLIES- PING PONG	01/25/23				109.35	109.35-
	US BANK	EX23-00515	SPARK SUPPLIES - MEGAPHON	01/25/23				67.56	176.91-
	US BANK	EX23-00516	FRACTION WAR MATH GAME	01/25/23				10.71	187.62-
	US BANK	EX23-00517	JUNIOR LEARNING PHONICS, G	01/25/23				424.24	611.86-
	US BANK	EX23-00518	BOARD GAMES, MATH MANIPUI	01/25/23				72.82	684.68-
	US BANK	EX23-00519	MATS AND MANIPULATIVES KIT	01/25/23				32.16	716.84-
	US BANK	EX23-00520	SPARK SUPPLIES - FLASH CARI	01/25/23				378.85	1,095.69-
	US BANK	EX23-00521	DAILY WORD LADDERS	01/25/23				13.72	1,109.41-
	US BANK	EX23-00522	FRACTION WAR MATH GAMES	01/25/23				21.42	1,130.83-
	HILLYARD INC.	EX23-00537	ELECTRIC BLOWER	02/01/23				427.29	1,558.12-
Selection	Filtered by User Permissions, (Org = 5, Online/Offline = N, Fiscal Year = 2023, Start Date = 1/14/2023, End Date = 3/8/2023, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Object = 4-7, Obj Digits = 1, Page Break Lvl = )								ESCAPE ONLINE

Activity for Dates 01/14/2023 to 03/08/2023

Fiscal Year 2022/23

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
<b>Object 4000 - MATERIALS &amp; SUP (continued)</b>									
(000932) 01-2600-0-1110-1000-4300-000-000-00000	EXPANDED LEARN,MATERIALS (continued)								
	ORLAND ACE HARDW, EX23-00541		SITE SUPPLIES - AIR FILTERS, 1	02/01/23				345.97	1,904.06
	HILLYARD INC. EX23-00554		ELECTRIC BLOWER, INTERCEP	02/01/23				672.58	2,576.67
	ORLAND ACE HARDW, EX23-00556		LAWN MOWER BATTERY, CHAF	02/01/23				412.04	2,988.71
	Blick Art Materials EX23-00569		EXTENDED LEARNING PROGR,	02/08/23				193.22	3,181.93
	MANDY EDSON EX23-00577		SUPPLIES - STORAGE BOXES, 1	02/08/23				71.57	3,253.50
	JC NELSON SUPPLY C EX23-00598		DEEP CYCLE BATTERY, 2N1 CA	02/15/23				563.37	3,816.87
	US BANK EX23-00622		FARKEL ROLLING TRAY, BEAIM	02/15/23				103.65	3,920.52
	US BANK EX23-00623		AMAZON - 60 PIECES RAINBOW	02/15/23				19.29	3,939.81
	US BANK EX23-00625		AMAZON - BEAIMUXI CARD SHL	02/15/23				17.15	3,956.96
	US BANK EX23-00626		108 PCS COLOR YOUR OWN BC	02/15/23				12.86	3,969.82
	US BANK EX23-00627		FARKLE : THE FAMILY DICE GAI	02/15/23				32.13	4,001.96
	VIRCO INC EX23-00632		20 STUDENT DESK, 8 CHAIRS	02/15/23				3,169.28	7,171.24
	Blick Art Materials EX23-00636		PREMIER CANVAS, SOLUBLE O	02/22/23				75.15	7,246.39
	Blick Art Materials EX23-00637		30 ZIPPER POUCHES, ART TISS	02/22/23				160.81	7,407.19
	ELIZABETH RELF EX23-00654		FEBRUARY ELO PROGRAM SUF	03/08/23				185.20	7,592.39
	THEONE KING EX23-00682		EXTENDED LEARNING SUPPLIE	03/08/23				36.81	7,629.20
			Account Total		.00	.00	.00	7,629.20	
(001178) 01-2600-0-1110-1000-4400-000-000-00000	EXPANDED LEARN, NON-CAPITA								
	US BANK EX23-00513		ECOLINER PLUS BATTERY- FIEI	01/25/23				1,900.28	1,900.28
	HILLYARD INC. EX23-00538		TRIDENT VACUUM, GOFREE FL	02/01/23				4,159.65	6,059.93
	HILLYARD INC. EX23-00553		TRIDENT EXTRACTOR 12 GALL	02/01/23				4,870.04	10,929.97
	HILLYARD INC. EX23-00574		SCRUB MINI 13IN TRIDENT	02/08/23				2,774.57	13,704.54
			Account Total		.00	.00	.00	13,704.54	
(000396) 01-6300-0-1110-1000-4100-000-000-00000	LOTTERY: INSTR, APPRVD TEX								
	MCGRAW HILL LLC EX23-00663		3RD GRADE SCIENCE VOLUME:	03/08/23				26.16	26.16
(001176) 01-7028-0-0000-8500-4300-000-000-00000	KIT INF EQUIP, MATERIALS &								
	US BANK EX23-00529		CAFETERIA SUPPLIES - CROCK	01/25/23				250.59	250.59
(000457) 01-7425-0-1110-1000-4300-000-000-00100	ELO, MATERIALS & SUP, REGUL								
	US BANK EX23-00523		EAI - SUBITIZING MATCH GAME	01/25/23				32.12	32.12
(000618) 13-5310-0-0000-3700-4300-000-000-00000	CHILD NUTRITION, MATERIALS								
	THE DANIELSEN CO. EX23-00564		CAFETERIA SUPPLIES	02/01/23				172.12	172.12
	THE DANIELSEN CO. EX23-00585		CAFETERIA SUPPLIES	02/08/23				180.66	352.78
	THE DANIELSEN CO. EX23-00588		CAFETERIA SUPPLIES	02/08/23				171.24	524.02
	THE DANIELSEN CO. EX23-00648		CAFETERIA SUPPLIES	02/22/23				155.41	679.43
	THE DANIELSEN CO. EX23-00673		CAFETERIA SUPPLIES	03/08/23				211.68	891.11
	THE DANIELSEN CO. EX23-00680		CAFETERIA SUPPLIES	03/08/23				120.11	1,011.22
Filtered by User Permissions, (Org = 5, Online/Offline = N, Fiscal Year = 2023, Start Date = 1/14/2023, End Date = 3/8/2023, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Object = 4-7, Obj Digits = 1, Page Break Lvl = )									
Selection								ESCAPE ONLINE	Page 2 of

Activity for Dates 01/14/2023 to 03/08/2023

Fiscal Year 2022/23

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
Object 4000 - MATERIALS & SUP (continued)									
Account Total				03/08/23	.00	.00	.00	1,011.22	
(000619) 13-5310-0-0000-3700-4300-000-002-00000 CHILD NUTRITION,MATERIALS									
	THE DANIELSEN CO.	EX23-00613	CAFETERIA SUPPLIES - WALDE	02/15/23				164.87	164.87
	THE DANIELSEN CO.	EX23-00614	CAFETERIA SUPPLIES - WALDE	02/15/23				54.47	219.34
	THE DANIELSEN CO.	EX23-00676	CAFETERIA SUPPLIES - WALDE	03/08/23				72.24	291.58
Account Total				03/08/23	.00	.00	.00	291.58	
(000621) 13-5310-0-0000-3700-4700-000-000-00000 CHILD NUTRITION,CAFETERIA									
	CORNELL DISTRIBUTII	EX23-00498	CAFETERIA FOOD	01/25/23				190.46	190.46
	DEBORAH ARIZA	EX23-00499	CAFETERIA FOOD	01/25/23				135.00	325.46
	US BANK	EX23-00525	CAFETERIA FOOD	01/25/23				51.88	377.34
	US BANK	EX23-00526	CAFETERIA FOOD	01/25/23				8.97	386.31
	CORNELL DISTRIBUTII	EX23-00534	CAFETERIA FOOD	02/01/23				227.58	613.89
	DEBORAH ARIZA	EX23-00535	CAFETERIA FOOD	02/01/23				135.00	748.89
	PROPACIFIC FRESH	EX23-00545	CAFETERIA FOOD	02/01/23				451.34	1,200.23
	THE DANIELSEN CO.	EX23-00550	CAFETERIA FOOD	02/01/23				1,163.25	2,363.48
	CORNELL DISTRIBUTII	EX23-00551	CAFETERIA FOOD	02/01/23				190.46	2,553.94
	DEBORAH ARIZA	EX23-00552	CAFETERIA FOOD	02/01/23				105.00	2,658.94
	PROPACIFIC FRESH	EX23-00561	CAFETERIA FOOD	02/01/23				484.34	3,143.28
	THE DANIELSEN CO.	EX23-00565	CAFETERIA FOOD	02/01/23				1,874.85	5,018.13
	CORNELL DISTRIBUTII	EX23-00570	CAFETERIA FOOD	02/08/23				265.78	5,283.91
	CORNELL DISTRIBUTII	EX23-00571	CAFETERIA FOOD	02/08/23				114.06	5,397.97
	CORNELL DISTRIBUTII	EX23-00572	CAFETERIA FOOD	02/08/23				152.53	5,550.51
	DEBORAH ARIZA	EX23-00573	CAFETERIA FOOD	02/08/23				80.00	5,630.51
	PROPACIFIC FRESH	EX23-00582	CAFETERIA FOOD	02/08/23				297.92	5,928.43
	PROPACIFIC FRESH	EX23-00583	CAFETERIA FOOD	02/08/23				73.60	6,002.03
	THE DANIELSEN CO.	EX23-00586	CAFETERIA FOOD	02/08/23				1,560.71	7,562.74
	THE DANIELSEN CO.	EX23-00587	CAFETERIA FOOD	02/08/23				79.73	7,642.47
	THE DANIELSEN CO.	EX23-00589	CAFETERIA FOOD	02/08/23				901.93	8,544.39
	CDE Cashier's Office	EX23-00591	CAFETERIA FOOD - COMMODIT	02/15/23				115.05	8,659.44
	CORNELL DISTRIBUTII	EX23-00592	CAFETERIA FOOD	02/15/23				228.12	8,887.56
	CORNELL DISTRIBUTII	EX23-00593	CAFETERIA FOOD	02/15/23				57.03	8,944.59
	PROPACIFIC FRESH	EX23-00605	CAFETERIA FOOD - CREDIT	02/15/23				37.95-	8,906.64
	PROPACIFIC FRESH	EX23-00607	CAFETERIA FOOD	02/15/23				151.43	9,058.07
	PROPACIFIC FRESH	EX23-00608	CAFETERIA FOOD	02/15/23				325.77	9,383.84
	THE DANIELSEN CO.	EX23-00611	CAFETERIA FOOD	02/15/23				371.63	9,755.47
	CORNELL DISTRIBUTII	EX23-00638	CAFETERIA FOOD	02/22/23				190.46	9,945.93
	CORNELL DISTRIBUTII	EX23-00639	CAFETERIA FOOD	02/22/23				151.99	10,097.92
Selection					Filtered by User Permissions, (Org = 5, Online/Offline = N, Fiscal Year = 2023, Start Date = 1/14/2023, End Date = 3/8/2023, Unposted JEs? =			ESCAPE	ONLINE
N, Assets and Liabilities? = N, Restricted? = Y, Object = 4-7, Obj Digits = 1, Page Break Lvl = )					Page 3 of 3				

Activity for Dates 01/14/2023 to 03/08/2023

Fiscal Year 2022/23

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Changing to Balance
Object 4000 - CAFETERIA FOOD (continued)									
(000621)	13-5310-0-0000-3700-4700-000-000-00000 CHILD NUTRITION,CAFETERIA (continued)								
	PROPACIFIC FRESH	EX23-00646	CAFETERIA FOOD	02/22/23				514.47	10,612.33
	THE DANIELSEN CO.	EX23-00647	CAFETERIA FOOD	02/22/23				2,027.93	12,640.33
	CORNELL DISTRIBUTII	EX23-00651	CAFETERIA FOOD	03/08/23				245.30	12,885.63
	CORNELL DISTRIBUTII	EX23-00652	CAFETERIA FOOD	03/08/23				155.39	13,041.02
	PROPACIFIC FRESH	EX23-00671	CAFETERIA FOOD	03/08/23				788.69	13,829.71
	THE DANIELSEN CO.	EX23-00674	CAFETERIA FOOD	03/08/23				1,182.97	15,012.68
	THE DANIELSEN CO.	EX23-00678	CAFETERIA FOOD	03/08/23				69.47	15,082.15
	THE DANIELSEN CO.	EX23-00679	CAFETERIA FOOD	03/08/23				1,635.38	16,717.53
	THE DANIELSEN CO.	EX23-00681	CAFETERIA FOOD	03/08/23				484.70	17,202.23
			Account Total		.00	.00	.00	17,202.22	
(000623)	13-5310-0-0000-3700-4700-000-002-00000 CHILD NUTRITION,CAFETERIA								
	PROPACIFIC FRESH	EX23-00544	CAFETERIA FOOD - WALDEN	02/01/23				492.55	492.55
	PROPACIFIC FRESH	EX23-00546	CAFETERIA FOOD - WALDEN	02/01/23				589.31	1,081.86
	THE DANIELSEN CO.	EX23-00548	CAFETERIA FOOD - WALDEN	02/01/23				961.77	2,043.63
	THE DANIELSEN CO.	EX23-00549	CAFETERIA FOOD - WALDEN	02/01/23				701.58	2,745.21
	PROPACIFIC FRESH	EX23-00557	CAFETERIA FOOD - WALDEN - C	02/01/23				19.27-	2,725.94
	PROPACIFIC FRESH	EX23-00558	CAFETERIA FOOD - WALDEN - C	02/01/23				27.72-	2,698.22
	PROPACIFIC FRESH	EX23-00559	CAFETERIA FOOD - WALDEN	02/01/23				588.99	3,287.21
	PROPACIFIC FRESH	EX23-00560	CAFETERIA FOOD - WALDEN	02/01/23				550.88	3,838.09
	THE DANIELSEN CO.	EX23-00562	CAFETERIA FOOD - WALDEN	02/01/23				727.10	4,565.19
	THE DANIELSEN CO.	EX23-00563	CAFETERIA FOOD - WALDEN	02/01/23				831.86	5,397.05
	PROPACIFIC FRESH	EX23-00604	CAFETERIA FOOD - WALDEN	02/15/23				30.36-	5,366.69
	PROPACIFIC FRESH	EX23-00606	CAFETERIA FOOD - WALDEN	02/15/23				561.53	5,928.22
	PROPACIFIC FRESH	EX23-00609	CAFETERIA FOOD - WALDEN	02/15/23				573.45	6,501.67
	THE DANIELSEN CO.	EX23-00612	CAFETERIA FOOD - WALDEN	02/15/23				738.56	7,240.23
	THE DANIELSEN CO.	EX23-00615	CAFETERIA FOOD - WALDEN	02/15/23				742.44	7,982.67
	PROPACIFIC FRESH	EX23-00669	CAFETERIA FOOD - WALDEN	03/08/23				579.12	8,561.79
	PROPACIFIC FRESH	EX23-00670	CAFETERIA FOOD - WALDEN	03/08/23				517.85	9,079.64
	THE DANIELSEN CO.	EX23-00675	CAFETERIA FOOD - WALDEN	03/08/23				679.34	9,758.98
	THE DANIELSEN CO.	EX23-00677	CAFETERIA FOOD - WALDEN	03/08/23				571.36	10,330.34
			Account Total		.00	.00	.00	10,330.34	
			Total for Object 4000, and Expense accounts		.00	.00	.00	53,996.60	53,996.60
Object 5000 - OTHER OPERATING									
(000066)	01-0000-0-0000-2700-5890-000-000-00000 UNRESTRICTED GE,OTHER OPE								
	TCG ADMINISTRATOR	EX23-00512	MONTHLY ADMINISTRATION FE	01/25/23				6.00	6.00
Selection	Filtered by User Permissions, (Org = 5, Online/Offline = N, Fiscal Year = 2023, Start Date = 1/14/2023, End Date = 3/8/2023, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Object = 4-7, Obj Digits = 1, Page Break Lvl = )							ESCAPE	ONLINE
									Page 4 of 4

## Fiscal20a

## Account Transaction Detail-Activity Change

Activity for Dates 01/14/2023 to 03/08/2023

Fiscal Year 2022/23

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
Object 5000 - OTHER OPERATING (continued)									
(000066)	01-0000-0-0000-2700-5890-000-000-00000 UNRESTRICTED GE,OTHER OPE (continued)								
	US BANK	EX23-00528	SPOTIFY MONTHLY FEE	01/25/23				9.99	15.9
	TCG ADMINISTRATOR	EX23-00590	Reversal of EX23-00403	02/13/23				6.00-	9.9
	TCG ADMINISTRATOR	EX23-00610	MONTHLY ADMIN FEE 01/31/23	02/15/23				6.00	15.9
	US BANK	EX23-00629	SPOTIFY MONTHLY CHARGE	02/15/23				9.99	25.9
	Account Total			03/08/23	.00	.00	.00	25.98	
(000075)	01-0000-0-0000-3600-5630-000-000-00000 UNRESTRICTED GE,REPAIRS (							37.50	37.5
	GLENN COUNTY	EX23-00655	REPAIRED LINE UNDER SEAT	03/08/23					
(000076)	01-0000-0-0000-3600-5890-000-000-00000 UNRESTRICTED GE,OTHER OPE								
	GLENN COUNTY	EX23-00597	45 DAY SAFETY INSPECTION	02/15/23				112.50	112.5
	GLENN COUNTY	EX23-00656	45 DAY SAFETY INSPECTION	03/08/23				112.50	225.0
	Account Total			03/08/23	.00	.00	.00	225.00	
(000097)	01-0000-0-0000-7600-5830-000-000-00000 UNRESTRICTED GE,ADVERTISI								
	SACRAMENTO VALLE`	EX23-00510	2X5 LEGAL AD 4/13/22 - 04/23/22	01/25/23				164.00	164.0
	SACRAMENTO VALLE`	EX23-00547	2X7 LEGAL AD FOR MODERNIZ/	02/01/23				229.60	393.6
	Account Total			03/08/23	.00	.00	.00	393.60	
(000099)	01-0000-0-0000-7600-5890-000-000-00000 UNRESTRICTED GE,OTHER OPE							500.00	500.0
	ACTUARIAL RET. CON	EX23-00650	FISCAL YEAR END 2022 REPOR	03/08/23					
(000108)	01-0000-0-0000-8100-5200-000-000-00000 UNRESTRICTED GE,TRAVEL &								
	John Lovell	EX23-00599	MILEAGE REIMBURSEMENT - 3	02/15/23				207.50	207.5
(000109)	01-0000-0-0000-8100-5520-000-000-00000 UNRESTRICTED GE,GARBAGE,P								
	WASTE MANAGEMENT	EX23-00530	GARBAGE CHARGE 12/01/22 - 1.	01/25/23				407.32	407.3
	WASTE MANAGEMENT	EX23-00633	GARBAGE SERVICE 01-01-2023	02/15/23				387.92	795.2
	Account Total			03/08/23	.00	.00	.00	795.24	
(000110)	01-0000-0-0000-8100-5530-000-000-00000 UNRESTRICTED GE,PEST CONT								
	LARRY'S PEST & WEEI	EX23-00505	PEST CONTROL SERVICES - DE	01/25/23				240.00	240.0
	LARRY'S PEST & WEEI	EX23-00661	COMMERCIAL PEST CONTROL	03/08/23				240.00	480.0
	Account Total			03/08/23	.00	.00	.00	480.00	
(000111)	01-0000-0-0000-8100-5540-000-000-00000 UNRESTRICTED GE,NATURAL G								
	HUNT PROPANE INC.	EX23-00540	210.30 GALLONS PROPANE	02/01/23				787.16	787.1
	HUNT PROPANE INC.	EX23-00575	279.2 GALLONS OF PROPANE	02/08/23				1,045.05	1,832.2
	HUNT PROPANE INC.	EX23-00657	302.30 GALLONS OF PROPANE	03/08/23				1,131.52	2,963.7
	Account Total			03/08/23	.00	.00	.00	2,963.73	
(000112)	01-0000-0-0000-8100-5545-000-000-00000 UNRESTRICTED GE,P G & E,P								
	PG&E	EX23-00509	ELECTRIC CHARGE 12/02/22 - 0	01/25/23				26.28	26.2
	PG&E	EX23-00543	STREET LIGHT 12/15/2022 - 01/1	02/01/23				10.73	37.0
	PG&E	EX23-00603	ELECTRIC CHARGE 01-03-2023	02/15/23				23.82	60.8

Selection

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## Fiscal20a

## Account Transaction Detail-Activity Change

Activity for Dates 01/14/2023 to 03/08/2023

Fiscal Year 2022/23

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
Object 5000 - P G & E (continued)									
(000112)	PG&E	EX23-00668	UNRESTRICTED GE,P G & E,P (continued)	03/08/23				10.81	71.6
			Account Total	03/08/23	.00	.00	.00	71.64	
(000113)	PACE ANALYTICAL SE	EX23-00508	UNRESTRICTED GE,WATER,PLA	01/25/23				102.92	102.9
	PACE ANALYTICAL SE	EX23-00644	DRINKING WATER SAMPLING F	02/22/23				133.92	236.8
	PACE ANALYTICAL SE	EX23-00645	DRINKING WATER MONITORING	02/22/23				68.28	305.1
			Account Total	03/08/23	.00	.00	.00	305.12	
(000114)	CHRISTENSEN TELEC	EX23-00532	UNRESTRICTED GE,REPAIRS (	02/01/23				180.00	180.0
	CHRISTENSEN TELEC	EX23-00533	REPLACED AND RESET EQUIPA	02/01/23				213.28	393.2
			Account Total	03/08/23	.00	.00	.00	393.28	
(000115)	SWRCB ACCOUNTING	EX23-00511	UNRESTRICTED GE,OTHER OPE	01/25/23				792.50	792.5
	SIERRA WATER UTILIT	EX23-00584	WATER SYSTEM ANNUAL FEE C	02/08/23				150.70	943.2
	SIERRA WATER UTILIT	EX23-00672	OPERATOR SERVICE CHARGE	03/08/23				150.70	1,093.9
			Account Total	03/08/23	.00	.00	.00	1,093.90	
(000116)	AT&T	EX23-00531	UNRESTRICTED GE,TELEPHONE	02/01/23				39.63	39.6
	AT&T	EX23-00635	MONTHLY CHARGES 12/10/22 -	02/22/23				25.69	65.3
			Account Total	03/08/23	.00	.00	.00	65.32	
(000708)	ELIAS VARGAS	EX23-00500	UNRESTRICTED GE,OTHER OPE	01/25/23				350.00	350.0
	MACQUARIE EQUIPME	EX23-00506	MILEAGE REIMBURSEMENT - 5k	01/25/23				423.64	773.6
	DNA	EX23-00536	LEASE PAYMENT - DOCUMENT/	02/01/23				50.00	823.6
	MACQUARIE EQUIPME	EX23-00576	WEBSITE HOSTING FEBRUARY	02/08/23				338.91	1,162.5
	NORTH VALLEY VOICE	EX23-00579	LEASE PAYMENT	02/08/23				3,375.00	4,537.5
	US BANK	EX23-00616	MUSIC SERVICES AUG 2022 - D	02/13/23				8,500.00	13,037.5
	US BANK	EX23-00617	PLAZA TECH SERVICES	02/15/23				3.85	13,041.4
	US BANK	EX23-00618	RENAISSANCE ADDITIONAL CA	02/15/23				3.85	13,045.2
	ADVANCED DOCUMENT	EX23-00634	RENAISSANCE ADDITIONAL CA	02/15/23				3.85	13,049.1
	DNA	EX23-00653	USAGE CHARGE 01/01/2023 - 01	02/22/23				211.11	13,260.2
	MACQUARIE EQUIPME	EX23-00662	WEBSITE HOSTING MARCH 202	03/08/23				50.00	13,310.2
	NORTH VALLEY VOICE	EX23-00664	LEASE PAYMENT	03/08/23				338.91	13,649.1
	ZINGY LEARNING	EX23-00687	MUSIC SERVICES JANUARY AN	03/08/23				1,350.00	14,999.1
			2ND - 8TH GRADE ONLINE ACCI	03/08/23				477.00	15,476.1
			Account Total	03/08/23	.00	.00	.00	15,476.12	

Selection

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## Fiscal20a

## Account Transaction Detail-Activity Change

Activity for Dates 01/14/2023 to 03/08/2023

Fiscal Year 2022/

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
Object 5000 - MAA LEC FEES (U (continued))									
(000186)	01-0801-0-0000-2100-5802-000-000-00000	LOCAL MAA,MAA LEC FEES (U							
	CT23-00381	LOCAL MAA 20/21 Q2		01/28/23				15.06	15.06
(001160)	01-6053-0-1110-1000-5890-000-000-00000	UPK PLANNING,OTHER OPERAT							
	US BANK	EX23-00527	PASSPORT PARKING	01/25/23				14.15	14.15
(001183)	01-6762-0-1110-1000-5200-000-000-00000	ART & MUSIC BG, TRAVEL & C							
	BR23-00009	Set Up		01/31/23		3,000.00			3,000.00
	US BANK	EX23-00619	RESORT RESERVATION - MR. L	02/15/23				314.73	2,685.27
	US BANK	EX23-00620	RESORT RESERVATION - MRS.	02/15/23				314.73	2,370.54
	US BANK	EX23-00621	CSRP AWARDS CEREMONY 202	02/15/23				820.00	1,550.54
	John Lovell	EX23-00659	CA DISTINGUISHED SCHOOL C	03/08/23				159.52	1,391.06
	KELLY HENNING	EX23-00660	CA DISTINGUISHED SCHOOL C	03/08/23				455.14	935.90
			Account Total	03/08/23	.00	3,000.00	.00	2,064.12	
(001127)	01-7029-0-0000-8100-5890-000-000-00000	KIT FOOD TRAIN,OTHER OPER							
	JOEY SOON	EX23-00658	CONSULTING SERVICES FOR C	03/08/23				2,375.00	2,375.00
(000626)	13-5310-0-0000-3700-5890-000-000-00000	CHILD NUTRITION,OTHER OPE							
	US BANK	EX23-00524	FOOD SAFETY TRAINING	01/25/23				199.00	199.00
(000935)	35-7714-0-0000-8500-5815-000-000-00000	SFP-PLAZA ELEM,LEGAL SERV							
	FAGEN FRIEDMAN FUI	EX23-00501	PROFESSIONAL SERVICES REN	01/25/23				305.00	305.00
	FAGEN FRIEDMAN FUI	EX23-00502	PROFESSIONAL SERVICES REN	01/25/23				4,293.00	4,598.00
	FAGEN FRIEDMAN FUI	EX23-00503	PROFESSIONAL SERVICES REN	01/25/23				91.50	4,689.50
	FAGEN FRIEDMAN FUI	EX23-00594	PROFESSIONAL SERVICES - GE	02/15/23				908.00	5,597.50
	FAGEN FRIEDMAN FUI	EX23-00595	PROFESSIONAL SERVICES REN	02/15/23				3,444.50	9,042.00
	FAGEN FRIEDMAN FUI	EX23-00596	PROFESSIONAL SERVICES REN	02/15/23				1,128.50	10,170.50
	MID PACIFIC ENGINEE	EX23-00642	GEOTECHNICAL ENGINEERING	02/22/23				8,000.00	18,170.50
			Account Total	03/08/23	.00	.00	.00	18,170.50	
			Total for Object 5000, and Expense accounts		.00	3,000.00	.00	45,871.76	42,871.76
Object 6000 - BUILDINGS & IMP									
(000122)	01-0000-0-0000-8500-6200-000-000-00000	UNRESTRICTED GE,BUILDINGS							
	HMC ARCHITECTS C/C	EX23-00539	PROFESSIONAL SERVICES 12/C	02/01/23				45,900.00	45,900.00
			Total for Object 6000, and Expense accounts		.00	.00	.00	45,900.00	45,900.00
Object 7000 - SDC TUITION									
(000126)	01-0000-0-0000-9200-7145-000-000-00000	UNRESTRICTED GE,SDC TUITI							
	CT23-00418	PLAZA SDC TUITION JAN		01/27/23				608.00	608.00
(000697)	51-0000-0-0000-9100-7438-000-000-00000	UNRESTRICTED GE,DEBT SERV							
	CT23-00425	PLAZA ELEM SD GO BOND SER		02/01/23				3,707.65	3,707.65
Selection Filtered by User Permissions, (Org = 5, Online/Offline = N, Fiscal Year = 2023, Start Date = 1/14/2023, End Date = 3/8/2023, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Object = 4-7, Obj Digits = 1, Page Break Lvl = )									
005 - Plaza Elementary School District									Page 7 of 7

Activity for Dates 01/14/2023 to 03/08/2023

Fiscal Year 2022

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
Total for Object 7000, and Expense accounts					.00	.00	.00	4,315.65	4,315.
Total for Org 005-Plaza Elementary School District					.00	3,000.00	.00	150,084.01	147,084.

# **Plaza School District Transportation Plan 2022-23**

## **Transportation Services:**

1. Enter description of transportation services offered to pupils, and how the LEA will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 6 inclusive and pupils who are low income. The Plan may provide for the LEA to partner with municipally owned transit system to provide services to middle and high school students. An LEA may provide no-cost transit passes to students.

The school offers transportation services to its pupils who live in district via a bus, which are equipped with necessary safety features and staffed with trained drivers. There are only 9 students who live in district requesting transportation, therefore service is available for all K-8 students. The district does not have high school students. To ensure that the transportation services are planned effectively, the school may consider factors such as route optimization, cost-effectiveness, and the safety of the pupils

2. Enter description of LEA's transportation services that would be accessible to pupils with disabilities, and homeless children and youth.

The district may provide transportation services to pupils who reside in district, including those with disabilities, homeless children, and youth to ensure that they have equal access to education. For pupils with disabilities, the school may offer special needs transportation with appropriately equipped vehicles, such as buses with lifts or ramps via an agreement with Glenn County Office of Education. The vehicles may be staffed with trained personnel to assist the students with getting on and off the bus and securing any necessary equipment. If a parent or a student with disabilities chooses to drive, mileage reimbursement is offered. For homeless children and youth, the school may provide transportation to ensure that they can attend school regularly, even if they don't have a permanent residence. This can include services to and from temporary shelters, or arranging for public transportation. In both cases, the school must comply with the Americans with Disabilities Act (ADA) and the McKinney-Vento Homeless Assistance Act to ensure that transportation services are accessible and equal for all pupils, regardless of their disabilities or housing status.

3. Enter description of how unduplicated pupils would be able to access available home-to-school transportation at no-cost to the pupils.

Unduplicated pupils, who reside in district and are defined as children and youth who are considered to be at-risk, including those who are low-income, homeless, in foster care, or migrants, may access available home-to-school transportation services at no cost to the pupils through various programs and initiatives. One example is the McKinney-Vento Homeless Assistance Act, which requires that homeless children and youth be provided with transportation to and from school. This transportation may include bus, or arrangements for public transportation, and must be provided at no cost to the pupils or their families. Another example is the Title I program, which provides financial assistance to schools with high percentages of low-income students to help them provide transportation to and from school. This transportation is also available at no cost to the pupils. School districts may also partner with local organizations, such as community-based organizations, to provide transportation services to unduplicated pupils at no cost to the pupils. In all cases, schools must ensure that transportation services are accessible and equal for all pupils, regardless of their income or housing status.

2021-22 Actuals

**Revenue Calculation**

Total 2021-22 Transportation Expenses (Function 3600)	34,278.97
Less Capital Outlay (object 6XXX, Function 3600)	0
Less Nonagency Expenditures (Goal 7110,7150, Function 3600)	0
Estimated 60% Reimbursement	\$20,567.38
Less 2021-22 Transportation add-on (from LCFF Calculator)	26,602

2022-23 Budget (Function 3600)

<b>Total Revenue (Object 8590, Resource 0000)</b>	(\$6,034.62)
<b>Expenditures and Other Financing Uses</b>	
1000-2999 - Certificated Salaries	0
2000-2999 - Classified Salaries	17,299
3000-3999 - Employee Benefits	11,098
4000-4999 - Books and Supplies	2,000
5000-5999 - Services and other Operating Expenditures	6,850
6000-6999 - Capital Outlay	0
7000-7999 - Other Outgo	0
<b>Total Expenditures</b>	\$37,247.00

2023-24 Budget (Function 3600)

<b>Total Revenue (Object 8590, Resource 0000)</b>	0
<b>Expenditures and Other Financing Uses</b>	
1000-2999 - Certificated Salaries	0
2000-2999 - Classified Salaries	17,299
3000-3999 - Employee Benefits	11,098
4000-4999 - Books and Supplies	2,000
5000-5999 - Services and other Operating Expenditures	6,850
6000-6999 - Capital Outlay	0
7000-7999 - Other Outgo	0
<b>Total Expenditures</b>	\$37,247.00
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>	

**Board Approval Date:** March 16th, 2023

The Transportation plan and revenue calculations were developed in accordance with Education Code Sections 39800.1 and 41850.1.

**PLAZA ELEMENTARY SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE**

**2023-24**

Board Draft March 16th, 2023

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7-9	Step 10-12	Step 13-15	Step 16-18	Step 19-21	Step 22-24	Step 25-27	Step 28-30	Position
1	14.12	14.69	15.27	15.88	16.52	17.18	17.69	18.23	18.77	19.34	19.92	20.51	21.13	21.76	Teacher Aide I/Cafeteria Aide
2	14.83	15.42	16.04	16.68	17.34	18.04	18.58	19.14	19.71	20.30	20.91	21.54	22.18	22.85	Custodian I
3	15.57	16.19	16.84	17.51	18.21	18.94	19.51	20.09	20.70	21.32	21.96	22.62	23.29	23.99	Bus Driver, Afterschool Program Aide
4	16.35	17.00	17.68	18.39	19.12	19.89	20.48	21.10	21.73	22.38	23.05	23.75	24.46	25.19	Custodian II
5	17.16	17.85	18.56	19.30	20.08	20.88	21.51	22.15	22.82	23.50	24.20	24.93	25.68	26.45	Teacher Aide II (Credit), Extended Learning Opportunity Program/ASES Coordinator
6	18.02	18.74	19.49	20.27	21.08	21.93	22.58	23.26	23.96	24.68	25.42	26.18	26.97	27.77	School/Library Clerk
7	18.92	19.68	20.47	21.28	22.14	23.02	23.71	24.42	25.16	25.91	26.69	27.49	28.31	29.16	Cafeteria Manager/Office Manager
8	19.87	20.66	21.49	22.35	23.24	24.17	24.90	25.64	26.41	27.21	28.02	28.86	29.73	30.62	
9	20.86	21.69	22.56	23.46	24.40	25.38	26.14	26.92	27.73	28.56	29.42	30.30	31.21	32.15	Bus Driver/Custodian
10	21.90	22.78	23.69	24.64	25.62	26.65	27.45	28.27	29.12	29.99	30.89	31.82	32.78	33.76	
11	23.00	23.92	24.88	25.87	26.91	27.98	28.82	29.69	30.58	31.49	32.44	33.41	34.41	35.45	
12	24.15	25.11	26.12	27.16	28.25	29.38	30.26	31.17	32.11	33.07	34.06	35.08	36.13	37.22	
13	25.36	26.37	27.42	28.52	29.66	30.85	31.77	32.73	33.71	34.72	35.76	36.83	37.94	39.08	
14	26.62	27.69	28.80	29.95	31.15	32.39	33.36	34.37	35.40	36.46	37.55	38.68	39.84	41.03	Business Manager* Confidential
15	27.95	29.07	30.24	31.44	32.70	34.01	35.03	36.08	37.16	38.28	39.43	40.61	41.83	43.08	

**PLAZA ELEMENTARY SCHOOL DISTRICT  
JOB DESCRIPTION**

**EXTENDED LEARNING OPPORTUNITY PROGRAM / AFTER  
SCHOOL PROGRAM - COORDINATOR**

**BASIC FUNCTION:**

Under the direct supervision of administration, assists in the development, coordination, and implementation of the Extended Learning Opportunity Program and the after school program for students, including, but not limited to, academic enrichment; sports and recreation; visual and performing arts; health/nutrition; technology; environmental/outdoor education; etc. Other additional duties include: scheduling and supervision of staff; coordination and implementation of school-site activities; assisting administration in project meetings (Governance Boards, Evaluation); evaluation and data collection assistance; and participation with project administration in fiscal management and required local and federal reports.

These programs serve school districts and provide services to students and community members in rural school-based community learning centers. Activities include: integrated academic assistance and enrichment; English language assistance; technology applications; integrated drug, alcohol, tobacco prevention; recreation and sports; applied nutrition and health education; school readiness; career preparation; and fine and folk arts. Intended outcomes are to: improve academic achievement in reading and math; increase school attendance; decrease use of alcohol, drugs and/or tobacco; increase use of computer technology; decrease juvenile crime; and plan for project sustainability.

**REPRESENTATIVE DUTIES:**

1. Assist in planning and successful implementation of Extended Learning Opportunity Program and the after school programs.
2. Recruit and enroll students into the program.
3. Provide academic assistance and support to all students during designated times.
4. Promote participation of students, school staff, volunteers, and parents.
5. Plan and implement a variety of extra-curricular activities for after school.
6. Gather and maintain student data for evaluation efforts.
7. Maintain student attendance records.
8. Communicate and coordinate activities with school and community representatives.
9. Work and communicate well with parents and community.
10. Implement student discipline in coordination with site administration.
11. Other related duties as assigned by District program administrator.



**KNOWLEDGE AND ABILITIES:**

1. Hold student and community success as a primary goal.
2. Practice principles of collaboration.
3. Participate as an integral member of the SPARK Team.
4. Work productively with independent initiative.
5. Organize and implement a variety of extra-curricular activities for students and community members of all ages.
6. Encourage active involvement and investment of students, schools, volunteers, and community.
7. Communicate effectively in oral and written expression.
8. Prepare, maintain, and submit accurate and timely reports.
9. Use technology to maintain student records.
10. Preferred background knowledge of California content standards.
11. How to de-escalate student behavior.

**EDUCATION, EXPERIENCE/TRAINING:**

1. Two years' college level courses (48 units) work in recreation, psychology, health, or other related fields or passage of CODESP test.
2. Two years' experience in youth programs such as academic enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, etc. Strategies for language arts and mathematics instruction.
3. Basic computer and technology skills.
4. Demonstrated experience working with diverse cultures and populations.

Board Approved: March 16th, 2023

# **PLAZA ELEMENTARY SCHOOL**

## **DISTRICT**

2<sup>nd</sup> Interim Report 2022-23

### **Background**

- Represents District financial condition through January 31<sup>st</sup>, 2023
- Reviewed by the Governing Board, County Superintendent, Superintendent of Public Instruction and State Controller
- Purpose is to ensure awareness regarding current and future financial obligations

# Comparison

## 1<sup>st</sup> Interim

## 2<sup>nd</sup> Interim

Summary		Unrest./Restrict.	Summary		Unrest./Restrict.
Beginning Fd. Bal.		<b>2,594,271</b>	Beginning Fd. Bal.		<b>2,594,271</b>
LCFF		2,101,922	LCFF		2,097,787
Federal		67,287	Federal		69,955
State		548,779	State		548,779
Local		201,729	Local		226,729
Total Revenues		2,919,717	Total Revenues		2,943,250
Expenditures		(2,616,581)	Expenditures		(2,573,554)
Tf In Fund 20	6,223		Tf In Fund 20	6,223	
Tf Out Fund 40	(5,556)		Tf Out Fund 40	(5,556)	
+/- Rev./Exp.		<b>303,803</b>	+/- Rev./Exp.		<b>370,363</b>
Ending Fd. Balance		2,898,074	Ending Fd. Balance		2,964,634

# Multiyear Projections

	2 <sup>nd</sup> Interim 2022/2023	Projections 2023/2024	Projections 2024/2025
Beginning Fd. Bal.	<b>2,594,271</b>	2,964,634	2,576,799
LCFF	2,097,787	2,178,845	2,262,362
Federal	69,955	41,834	41,834
State	548,779	228,921	228,921
Local	226,729	176,729	176,729
Total Revenues	2,943,250	2,626,329	2,709,846
Expenditures	(2,573,554)	(3,022,608)	(2,785,974)
Tf In Fund 20	6,223	14,000	8,400
Tf Out Fund 40	(5,556)	(5,556)	(5,556)
+/- Rev./Exp.	<b>370,363</b>	<b>(387,835)</b>	<b>(73,284)</b>
Ending Fd. Balance	2,964,634	2,576,799	2,503,515

# Other District Funds

<u>Fund</u>	<u>Name</u>	<u>Balance</u>
20	Post Employment Benefits	\$322,951
35	School Facilities	\$113,610
40	Capital Projects	\$1,688
73	Mr. K Scholarship	\$2,489