

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
December 8<sup>th</sup>, 2016  
3:00PM  
Agenda

**Public Hearing: Revision of Educator Effectiveness Spending Plan**

**Public Hearing: Level I Developer Fee Justification Study, October 2016**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Members Present**
- IV. Correspondence**
  - a. November and December's Pirates Post Newsletter
  - b. PESD Initial Proposal to the PTA
  - c. PTA Response to PESD Initial Proposal
  - d. SchoolWorks November Newsletter
  - e. Public Water System Citation
- V. Superintendent Report/Information**
  - A. GCOE Building Update
  - B. Plaza Community Club
  - C. Williams Quarterly Report October, 2016—NO Complaints Filed
  - D. After School Basketball
  - E. 5<sup>th</sup> and 7<sup>th</sup> Grade 2015-16 Physical Fitness Test
  - F. Proposition 51 Modernization and New Construction
  - G. Local Control and Accountability Plan
    - 1. Student Achievement
    - 2. Staffing
    - 3. Facilities
  - H. Administrative Regulation 6115 Ceremonies and Observances
  - I. 2<sup>nd</sup> Read BP 4154 Health and Welfare Benefits
  - J. Remind 101 and Simply Circle
  - K. 2017-18 Kindergarten Lottery
- VI. 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.**
- VII. Action**
  - A. Old Business
  - B. New Business
    - 1. Consent Agenda: Routine matters that can be approved with one motion.
      - a. Approve Minutes of the October 20<sup>th</sup>, 2016 Regular Board Meeting
      - b. Approve Warrant Registers— 10/11/2016 through 11/29/2016
      - c. Approve Budget Transfers— None
      - d. Approve Mrs. Limberg's 3<sup>rd</sup> Grade Field Trip Request to Gold Nugget Museum, Paradise, CA on March 31<sup>st</sup>, 2017

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- e. Certification of 35160.5 Policies (Evaluation Competency, Probationary Teacher, and Complaint Procedures)
- f. Certification of 2015-16 Pupil Attendance Rate—96.85%
- g. Amend BP 4154 Health and Welfare Benefits
- h. Level I Developer Fee Justification Study, October 2016
- 2. Oath of Office for Board Member Darin Titus, term expires December 7<sup>th</sup>, 2020
- 3. Reorganization of Board of Trustees
- 4. Approve Proposal for HVAC Replacement Using Proposition 39 Grant Money
- 5. Approve 5% increase to Classified Salary Schedule
- 6. Approve PTA Agreement, including 5% raise to Certificated Salary Schedule and \$500 increase to Certificated Health and Welfare Cap
- VIII. 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.
- IX. Closed Session-
  - a. Contract Negotiations-- Pursuant to California Education Code
- X. Adjournment

## **PLAZA ELEMENTARY SCHOOL DISTRICT**

### **2015-16 CALIFORNIA EDUCATOR EFFECTIVENESS PROGRAM EXPENDITURE PLAN**

#### **Background**

Educator Effectiveness funds are intended to support the professional development of certificated teachers, administrators, and paraprofessional educators.

Allocations are currently estimated at \$1,450 per certificated FTE, based upon CalPads count for 2014-15. The California Department of Education plans to distribute 80% of funds in December of 2015 and 20% in March of 2016. Plaza Elementary School District will receive approximately \$12,319.

#### **Implementation Requirements:**

School Districts must develop a local expenditure plan for the Educator Effectiveness funds. The plan must be explained in a public meeting of the governing board before its adoption at a subsequent public meeting. School Districts have until June 30, 2018 to spend 100% of the funding. As a condition of receiving funds, each local educational agency (LEA) is required to report detailed expenditure information to the CDE in July 2018. Any unexpended funds must be returned to CDE.

#### **Allowable use of funds (to be coordinated with Title II revenue):**

- Beginning teacher and administrator support and mentoring, including programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing;
- Professional Development, coaching, and support services for teachers who have been identified as needing improvement or additional support;
- Professional development for teachers and administrators that is aligned to state-adopted content standards; and
- To promote educator quality and effectiveness that may include training or mentoring and coaching certificated staff to support effective teaching and learning.

#### **District Expenditure Plan:**

It is the District's intent to spend the Educator Effectiveness funds on beginning teacher training and mentoring (BTSA) for our new teachers as well as professional development for all of our educators to promote educator quality and to support effective teaching and learning.

#### **Technology and Materials**

\$10,000

#### **Professional Development /BTSA**

\$2,319

#### **Total**

\$12,319



**NOTICE OF HEARING REGARDING PROPOSED ADOPTION OF A  
DEVELOPER FEE STUDY AND THE INCREASE OF THE STATUTORY  
SCHOOL FEE**

NOTICE IS HEREBY GIVEN that the Governing Board of the Plaza Elementary School District will hold a hearing and consider input from the public on the proposed adoption of a Developer Fee Justification Study for the District and an increase in the statutory school facility fee ("Level I Fee") on new residential and commercial/industrial developments as approved by the State Allocation Board on February 24, 2016. The adoption of the Study and the increase of the Level I Fee are necessary to fund the construction of needed school facilities to accommodate students due to development.

Members of the public are invited to comment in writing, on or before Thursday, December 8<sup>th</sup>, 2016, or appear in person at the hearing at 3:00pm on Thursday, December 8<sup>th</sup>, 2016, at the following location:

Plaza Elementary School  
7322 County Rd. 24 Orland, CA 95963

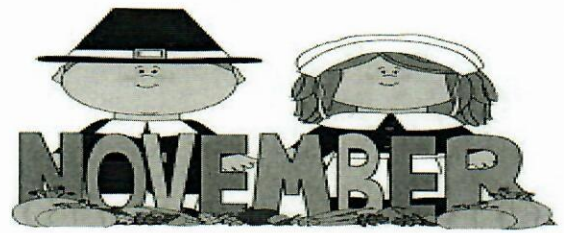
Materials regarding the Study and the Level I Fee are on file and are available for public review at the District Office Dated:

Monday, December 05, 2016



# THE PIRATE'S POST

October 28, 2016



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

## Dates to Remember:

Nov 2	Student Government Mtg.	8am
Nov 10	End of 1 <sup>st</sup> Trimester	
Nov 11	NO SCHOOL- Veterans Day	
Nov 12	Pancake Breakfast	7-11am
Nov 17	PCC Mtg. @ Orland Round Table	6pm
Nov 18	Jog-a-Thon	
Nov 18-22	Minimum Day Dismissal- Parent Teacher Conferences	
Nov 22	End of Trimester Award Ceremony	8:45am
Nov 23-25	NO SCHOOL- Thanksgiving Break	
Nov 30	Minimum Day Dismissal- Teacher Professional Development	

## Pancake Breakfast:



The annual Pancake Breakfast that supports the 8<sup>th</sup> grade class trip, 8<sup>th</sup> grade graduation, and student government activities will be held on Saturday, November 12<sup>th</sup> in the school cafeteria. Available students and their parents in 7<sup>th</sup>-8<sup>th</sup> grade who can volunteer for the event either by helping prepare food after school on **Thursday, November 10<sup>th</sup>** or by signing up for a shift on the day of the breakfast, please contact Mr. Conklin. If you are interested in making a monetary donation to help offset the cost of the breakfast, see Mr. Conklin.

## Yearbooks:

If you would like to purchase a business advertisement or an 8<sup>th</sup> grade congratulations for the 2016-17 yearbook, please contact Mr. Conklin. Also, we are selling leftover yearbooks from 2014-15 (\$5.00) and 2015-16 (\$25).

The yearbook committee is collecting pictures for this year's book. If you have group pictures of students during different school events, including sports, field trips, class activities, etc., please email them to [pconklin@glennco.e.org](mailto:pconklin@glennco.e.org). The yearbook committee meets every Monday from 2:45-3:45.

## Plaza Community Club (PCC):

PCC would like to thank everyone who turned in a survey. Your input is very helpful for us when determining how to use your donations to improve the school experience for our students. Already this year PCC sponsored an awesome whole school assembly and had the mural painted on the K-3 building.

PCC would also like to thank Rolling Hills Casino for waiving their fees for counting the coins we collected from our coin drive last week. Our students collected \$1,768.18 from K-8<sup>th</sup> grades. Kindergarten (\$319.62), 4<sup>th</sup> Grade (\$319.40), and 3<sup>rd</sup> Grade (\$262.53) were the top three classes, and were each rewarded with donuts.

The jog-a-thon will be the morning of Friday, November 18<sup>th</sup>. Soon students will be coming home with forms to collect flat rate or per lap donations. If you are interested in helping with the event, please see one of the PCC officers or Mr. Conklin. All proceeds will go towards one or more of the items on the survey, such as upgrading water fountains and/or a bathroom facelift.

If you are interested in finding out how you can be a part of this great organization, please come to one of the PCC's monthly meetings held the third Thursday of each month at 6:00pm at the Round Table in Orland. Or, feel free to contact Mr. Conklin through the school office. Families are welcome to attend, however pizza will **NO LONGER** be provided by PCC.

Below are upcoming events that need community support:

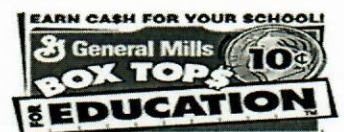
- Jog-a-thon: **November 18<sup>th</sup>**
- PCC Meeting @ Orland Round Table @ 6pm **November 17<sup>th</sup>**

## Parent-Teacher Conferences:

If you have not yet scheduled a time to meet with your child's teacher Friday, Nov. 18<sup>th</sup>, Monday, Nov. 21<sup>st</sup>, or Tuesday, Nov. 22<sup>nd</sup>, please do so as soon as possible. Although our teachers do a great job communicating student progress with parents throughout the trimester, it's important to attend scheduled conferences to formally discuss student achievement, as well as any areas of concern.

## Box Tops:

Each year students in all grade levels collect box tops to help support the school. **The money raised will go towards supporting our school library.** Please help us achieve this goal by turning in your box tops. In order to be more efficient, please put box tops in baggies and label how many you have turned in.





### Principal's Award:

## 8th Grade

Michael  
Blake

## 7th Grade

Carlos  
Carson  
Isaiah  
Babaldeep

Luke

Tyler

Naomi  
**6<sup>th</sup> Grade**

Alex  
Allisen  
Brock  
Jaiden G.  
Julian  
Justin  
Kalista  
Melissa  
Niya  
Toby  
Yuridia

### 5<sup>th</sup> Grade

Christopher  
Jessie  
Haley  
Angelina  
Olivia

### 4<sup>th</sup> Grade

Amanda  
Erik  
Gabby  
Geovani  
Gracie  
Helen  
Jackson  
Julia  
Marlayna  
Michael  
River  
Xiomara

### Honor Roll:

### 8<sup>th</sup> Grade

Bailee  
Kate  
Matt  
Emily  
Finn

## 7<sup>th</sup> Grade

Thea  
Mallory  
Luis  
George  
Cyrena  
Elizabeth

## 6<sup>th</sup> Grade

Ciara  
Dillon  
Tristen

## 5<sup>th</sup> Grade

Brayden  
Alexander

## 4th Grade

Lochlin  
Meghan

## Lost & Found

Please check lost and found before Thursday, December 22<sup>nd</sup>. After that date, all items will be donated. It is helpful to put your child's name on their clothing and belongings and check the lost and found periodically. Thank you.

### Dates to Remember:

<b>Nov 23-25 No School- Thanksgiving Break</b>		
<b>Nov 30</b>	<b>Minimum Day Dismissal-</b>	<b>12:45</b>
	Teacher Professional Development	
<b>Dec 2</b>	7/8 <sup>th</sup> Basketball @ Orland Rec Center	12:30
	6-8 <sup>th</sup> Grade Dance	6:00-9:00pm
<b>Dec 7</b>	Student Government Meeting	8am
<b>Dec 9</b>	7/8 <sup>th</sup> Basketball @ Orland Rec Center	12:30
<b>Dec 13</b>	Orland Pantry Pickup	
<b>Dec 16</b>	7/8 <sup>th</sup> Basketball @ Vina	12:30
<b>Dec 21</b>	K-2 Sing Along	7pm
<b>Dec 22</b>	<b>Minimum Day Dismissal</b>	<b>12:45</b>
<b>Dec 23-Jan 6 No School- Winter Break</b>		

### Pancake Breakfast:

Thank you to everyone who came out to support student government's annual pancake breakfast. Mrs. Henning and her students did a great job serving families, friends, and community members a delicious pancake breakfast. A special thanks to Nick Henning for cooking lots of pancakes, and all the parents who helped prepare, cook, and serve. The money raised will go towards the 8<sup>th</sup> grade graduation and class trip, as well as help support student government activities.



### Remind 101 & Simply Circle:

In order to better reach our community in a more convenient way, Plaza School now has a district Remind101 to communicate important school information from the superintendent/principal. Additionally, we are also going to try a new school wide communication tool called Simply Circle, which will send messages to you via your email address. The goal is to utilize these forms of communication rather than always relying on the all call system we have been using the last two years.

To sign up for **Remind 101** using your cellphone, please follow these simple directions:

1. Using your cellphone's text messaging, enter **81010** as the number to text.
2. Type **@cc6ge8** into the text message and send.

To sign up for Remind 101 using your email address, please follow these simple directions:

1. Using your email, enter [cc6ge8@mail.remind.com](mailto:cc6ge8@mail.remind.com) in the To section and hit send.
2. You do not need to include a subject or message.

To sign up for **Simply Circle**, please list your name and email address on the form provided by your teacher during parent teacher conferences or call the school office.







**2017-18**

### **Kindergarten Enrollment:**

Notices went home to families who have at least one child currently attending Plaza and another child who will turn five before September 1<sup>st</sup>, 2017, therefore will be enrolling into kindergarten next year. If there are more students requesting enrollment than seats available, Plaza School board policy outlines who gets priority, as well as the process for conducting a random unbiased lottery. Families who live within Plaza School district boundaries are enrolled without a lottery process. As of now, we are aware of at least 19 siblings eligible for enrollment for 2017-18, along with several families who reside in district.

Although it is unlikely any siblings will be denied enrollment due to lack of open seats, we will be conducting a lottery for siblings at our December 8<sup>th</sup> board meeting in case there are additional families we are unaware of at this time or that move into district before the school year begins. If you have questions or concerns, please see Mr. Conklin.

### **Plaza Community Club (PCC):**



PCC would like to thank everyone who sponsored students for the jog-a-thon. The money raised will go towards improving school facilities. Although it was a success, PCC and Plaza School recognize that we have had multiple fundraisers to benefit PCC, student government, and the 6<sup>th</sup>/7<sup>th</sup> grade environmental camp in the last two months.

This year PCC held the coin drive and jog-a-thon in lieu of the Believe Kids merchandise sold in the past. The purpose for the change was to give families a break from purchasing the same merchandise every year. The good news is, there are no other fundraisers planned until the carnival on Saturday, April 8<sup>th</sup>. If you are interested in providing a monetary donation and/or item for the auction, or would like to help prepare for or work during the event, please join us at our next scheduled PCC meeting on Thursday, January 19<sup>th</sup> at 6:00pm at the Orland Round Table. You can also see Mr. Conklin for information.

### **Orland Rotary:**



Every year Orland Rotary gives dictionaries to every third grader in Glenn County. Last week two representatives delivered a class set to our students. The Orland Rotary Club has been around since 1947 and includes businesspeople who are committed to improving the Orland Community. You can visit their Facebook page to learn more about this great organization.

Orland Rotary is also collecting wrapped toys for their annual **Toys for Kids** drive. If you would like to donate anything, please drop them off in the barrel located inside the school cafeteria.

### **Orland Pantry:**

If you would like to donate food for the Orland Pantry's Christmas Basket program, please drop off items before December 13<sup>th</sup>. The Christmas Basket program is an annual tradition which began in 2002. Boxes are prepared for needy families that sign up in advance around the end of November. Boxes include a turkey or ham, potatoes, oranges and canned and packaged food that can be used to prepare a holiday meal. For each child aged 12 or under in the family, the Orland Rotary includes an age appropriate toy and the Friends of the Orland Free Library includes an age appropriate book with a personalized book marker.

### **Chromes:**

Recently we received another 90 Chromebooks. With the ones we purchased last year, we now have one per student in 2<sup>nd</sup>-8<sup>th</sup> grade. Every student in those grades were issued a specific device that they will use every year until they either graduate or the device becomes outdated. 2<sup>nd</sup>-8<sup>th</sup> grade classes are all actively using the Google Apps for Educators, including Google Classrooms. These devices allow teachers to incorporate this technology daily instead of sharing among two or more grade levels. Students are not permitted to take them home and can only use them when directed by their teacher.

### **Glenn County 4-H Coats for Kids:**



Glenn County 4-H will continue their coat drive. If you would like to donate a used coat please place them in the barrel inside the school cafeteria. The focus is coats for KIDS but they will accept adult sizes as well. For any further information contact the Glenn County Cooperative Extension Office at 821 E, South Street Orland. Their phone number is 865-1107. Thanks for supporting your local youth!



**PLAZA ELEMENTARY SCHOOL DISTRICT**

**Initial Proposal**

**to the**

**PLAZA TEACHERS ASSOCIATION**

**2016-2017 Reopeners**

November 20, 2016

The Plaza Elementary School District ("District") and the Plaza Teachers Association ("Association") are parties to a collective bargaining agreement with a term of July 1, 2016 to June 30, 2017.

The collective bargaining agreement sets forth limited reopeners for 2016/2017.

The District makes the following initial proposal to the Association:

**Salary Schedule**

Although our current agreement sets COLA as the terms for negotiation, the District recognizes that this year's COLA of 0% is not appropriate at this time. Therefore, the District proposes the attached salary schedule which includes a 5% raise to the schedule.

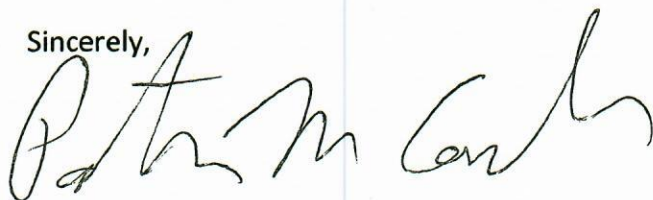
**Health and Welfare:**

The District will offer \$500 to be added to current Health and Welfare, bringing total benefit to \$14,500 per eligible member.

**Plaza Teachers Association Agreement**

The District requests that the superintendent and PTA representatives collaborate to update the agreement to ensure the current the document accurately reflects recent agreements, as well as complies with current Education Code.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Conklin', written over a horizontal line.

Patrick Conklin

Superintendent/Principal



# PLAZA ELEMENTARY SCHOOL DISTRICT

Certificated Salary Schedule

## 2016-17 Proposed Negotiations

Board Approved: TBD

Step	BA+30	BA+45	BA+60
1	40,383	41,595	42,842
2	41,594	42,843	44,127
3	42,842	44,128	45,451
4	44,128	45,452	46,815
5	45,451	46,816	48,219
6	46,815	48,220	49,666
7			51,156
8			52,690
9			54,271
10			55,899
11			57,576
12			59,303
13			61,082
14			62,915
15			64,802
16			66,746
18			68,072
20			69,398
22			70,724
24			72,050
26			73,376
28			74,702
30			76,028
32			77,354

Teacher in Charge Stipend - \$1,000

Master of Arts/Science Stipend - \$750

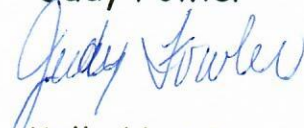
After Step 16 employees will advance in two year increments with an increase of **\$1,326.00** per step until the maximum of 32 steps.

In order to advance to Step 28 unit members will be required to have either (A) completed 75 units above a BA or (B) possess a MS or MA Degree.

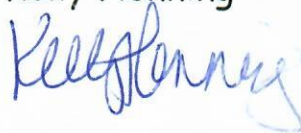
Any unit member hired by the district after 7/1/13 shall be required to possess a MA or MS to advance to Step 32.

The Plaza Teachers' Association accepts the attached initial proposal offered by the Plaza District dated November 20, 2016.

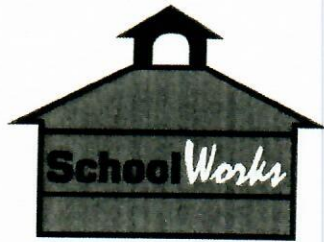
Judy Fowler

A handwritten signature in blue ink that reads "Judy Fowler". The signature is written in a cursive style with a large initial "J".

Kelly Henning

A handwritten signature in blue ink that reads "Kelly Henning". The signature is written in a cursive style with a large initial "K".





Facility Problem Solvers

November  
2016



# November Newsletter

## State and Local Bonds Pass

I hope everyone will enjoy a wonderful Thanksgiving and is looking forward to the Christmas season. It feels a bit like Christmas already with the successful election results for schools in California. The biggest impact is the successful passage of Prop 51, which provides \$9 billion for schools and community colleges. \$3 billion will be used for new construction projects, \$3 billion for modernization projects, \$2 billion for community colleges, \$500 million for charter schools and \$500 million for CTE facilities. The measure passed with a 54% yes vote even though there was concern that it would not pass since it was put on the ballot through the initiative process by gathering signatures instead of the normal process through legislative action. I had believed this measure would pass even without the support of our Governor, since there were many local school districts with bonds on the ballot and it had been ten years since the voters were asked to approve a statewide bond for schools.

The next big issue will be to see the reaction from OPSC and the SAB. As of this time, there is no mention of the new bond on the OPSC website. I would think this would be breaking news for them to post. The next SAB meeting is on Monday December 5th. That will give us an opportunity to see the direction given by the SAB in regards to the bond passage. OPSC will need to staff up in order to process the backlog of applications that have been sitting around for up to four years now.

The backlog of funding applications submitted to OPSC is now \$1.4 billion for new construction and \$750 million for modernization projects. This leaves plenty of opportunities for those not in line yet. I know there are many districts that were waiting for projects to become eligible, or for local funding to become available in order to develop plans before they could submit projects to OPSC. Now with the 2017 year just around the corner, buildings built in 1992 or portables built in 1997 now qualify for modernization funding. Be sure to take advantage of the opportunities you have for State matching funds for your building program.

At this time, we are busy completing many demographic studies and eligibility updates using the 2016 school year data. The trends continue to show a slow increase in development activity but, overall, the mobility rates have been lower than anticipated. We will need to continue to monitor the economic conditions as both the interest rates and jobs have a significant impact on the housing markets.

CONTINUE ON PG 2

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Wishing you and yours a Happy Thanksgiving, a Merry Christmas and a prosperous New Year!

### Highlights

- Prop 51 passed, which provides \$9 billion for schools and community colleges. \$3 billion will be used for new construction projects, \$3 billion for modernization projects, \$2 billion for community colleges, \$500 million for charter schools and \$500 million for CTE facilities.





## State and local Bonds Pass Cont.

Congratulations to all the school districts that successfully passed their local bonds in November. There were around 180 local bonds on this election which has likely set a record. We assisted several districts with Facilities Master Plans to help prepare for the bond campaign. Many were successful in their efforts, while others are still working towards bonds in future years. Be sure to contact us about the services we offer if a local bond attempt is in your future.

SchoolWorks will be attending the CSBA conference in San Francisco from November 30 to December 2. Please stop by to visit us if you plan to be there.

## 2016 CBEDS/ CalPads

For anyone who hasn't sent us the CBEDS or CALPADS data for 2016, be sure to get us your data so we can see what opportunities you have for facility funds from Prop 51. For our demographic clients, we are now able to gather the student data needed for our analysis through the Aeries API. This allows us to connect through the internet and query the data we need without any time impacts on the district staff. Thanks to all those districts who have participated in this new process.

## Financial Hardship Districts

Several of our clients do not have enough bonding capacity to raise local funds in order to proceed with State funding projects. Anyone with a bonding capacity of less than \$5 million or districts that have reached a debt level of 60% of their bonding capacity, the financial hardship status allows them to still participate in the State Building Program. One of the requirements for this program includes collecting the maximum allowable developer fee rate. With the increase that was approved in 2016, an update will be required to claim financial hardship status. If you are in line for funding, please make sure your Level 1 developer fee study is up to date. OPSC will be requesting verification of your hardship status once they are ready to

## Final Notes

In planning for your future facility needs, the main items to be aware of include the demographics and enrollment projections, the age and condition of your facilities, additional facilities required to enhance the educational programs, and of course the available funds to address the facility needs.

In the many Master Plans we have been working on, the typical facility needs fall into four main categories: new buildings, building upgrades/modernization, portable replacement, and fixing deficiencies. We can analyze your facility needs versus the State funding eligibility opportunities to determine the local amount of funds needed to accomplish your goals. One of the key goals for many district's has been to reduce the number of portables which is typically done by building new buildings then removing the portables. These types of projects can many times be funded through new construction or modernization applications. Contact us to find out more information.

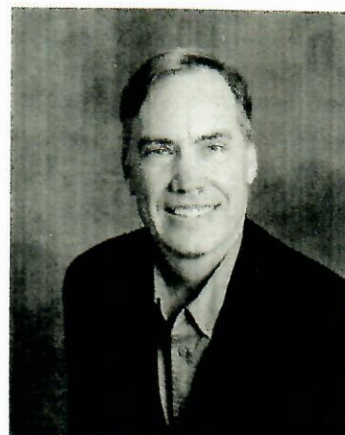
Now with the passage of Prop 51, the State will be able to resume funding for new construction projects. This will eliminate the need for Level 3 developer fees. However,

Level 2 fees are still viable and provide additional funds for your facility program if you qualify.

As soon as any new information on the school facility funding timeline is available, we will provide an update. The State funding is likely to take at least a year before the first allocations are made, but it could be longer or shorter depending on the decisions made at OPSC.

*Have a Merry Christmas and a Happy New Year from*

Ken Reynolds & the SchoolWorks Team!





## State Water Resources Control Board

Division of Drinking Water

November 23, 2016  
Certified Mail/Return  
7012 3460 0003 1112 7604

Plaza Elementary School  
7322 County Rd. 24  
Orland, CA 95963

Attention: Patrick Conklin, Superintendent

**RE: Plaza Elementary School, Public Water System No. 1100448 – Citation No. 21-16C-026 for Exceedance of the Bacteriological Maximum Contaminant Level in November of 2016.**

Enclosed is a citation issued to the Plaza Elementary School (Water System). The citation is being issued because the Water System failed to achieve the drinking water standard for total coliform bacteria during November of 2016. Please read this citation carefully and complete all directives. Public notification is required to inform consumers that the standard was not achieved during this time period.

Because your water system had two or more total coliform-positive samples in a month, the U.S. EPA's Revised Total Coliform Rule requires your water system to conduct a Level 1 Assessment. We are advising you to comply with the new rule and conduct the assessment as specified in the directives of this citation.

Note that Section 116577 of the California Safe Drinking Water Act provides for the Division to be reimbursed by the Water System for costs incurred for preparing and issuing a citation. In accordance with Section 116577, the Water System will be billed for the preparation and issuance of this citation.

If you have any questions regarding this matter, please call Paul Rowe at (530) 224-4866 or me at (530) 224-4861.

Sincerely,



Reese B. Crenshaw, P.E.  
Valley District Engineer  
Drinking Water Field Operations Branch

Enclosure

## IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Este informe contiene información muy importante sobre su agua potable.  
Tradúzcalo o hable con alguien que lo entienda bien.

### **The Plaza Elementary School water system did not meet Bacteriological Drinking Water Standards in November of 2016**

Our water system violated the bacteriological drinking water standard for November of 2016. As our consumers, you have a right to know what you should do, what happened, and what we are doing to correct this situation.

We routinely monitor for the presence of drinking water contaminants. We took five (5) samples to test for the presence of coliform bacteria during November of 2016. All five samples showed the presence of total coliform. The standard is that no more than one (1) sample per month may have total coliform.

#### **What should I do?**

- **You do not need to boil your water or take other corrective actions.** This is not an emergency; if it had been, you would have been notified immediately.
- Usually, coliforms are a sign that there could be a problem with the treatment or distribution system (pipes). Whenever we test for total coliform bacteria in any sample, we also test to see if other bacteria of greater concern, such as fecal coliform or *E. coli*, are present. **We did not find E. Coli bacteria in our testing.**
- People with severely compromised immune systems, infants, and some elderly may be at increased risk. These people should seek advice about drinking water from their health care providers. General guidelines on ways to lessen the risk of infection by microbes are available from U.S. EPA's Safe Drinking Water Hotline at 1(800) 426-4791.
- If you have other health issues concerning the consumption of this water, you may wish to consult your doctor.

#### **What happened? What is being done?**

In November of 2016, five water samples had tested positive for total coliform organisms. We are currently assessing the cause of these results and will recollect water samples for analysis during the week of \_\_\_\_\_, 2016.

For more information, please contact Patrick Conklin @ 530-865-1250 (ext. 33)

State Water System ID#: 1100448



# *Plaza Elementary School District*

***Board of Trustees:***

***Connie King***

***Darin Titus***

***P. J. Davis***

**7322 County Road 24**

**Orland, CA 95963**

**Phone (530) 865-1250 Fax (530) 865-1252**

***Patrick Conklin***

***Superintendent/Principal***

December 8<sup>th</sup>, 2016

To: Tracey Quarne, Glenn County Superintendent of Schools,  
Vicki Shadd, Glenn County Office of Education (GCOE) Assistant Superintendent,

From: Patrick Conklin, PESD Superintendent/Principal

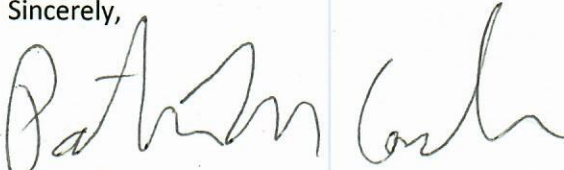
Dear Mr. Quarne and Mrs. Shadd,

PESD took possession of the modular building on June 20, 2016 per the Lease-to-Own agreement we have with GCOE. During our negotiations, PESD verbally agreed to house the mild to moderate Regional SPED Program in the building free of charge until January, 2016 while GCOE found appropriate housing following notification by another district that they would not permit the program to be placed on one of their campuses.

Although we recognize GCOE will not be able to house this program in January like agreed, PES Board of Trustees has directed me to respectfully request that the program vacate the building no later than one week after project completion or by Friday, June 9<sup>th</sup>, 2017, whichever occurs first.

If you have any questions or concerns, please feel free to contact me.

Sincerely,



Patrick Conklin

Superintendent/Principal



## Plaza Project

Paul Barr

**Sent:** Tuesday, November 29, 2016 3:29 PM

**To:** Patrick Conklin; Mort Geivett (mgeivett@willowsunified.org); Geisick, Ken (KGeisick@orlandusd.net); Vicki Shadd; Jacqueline Campos

**Cc:** Randy Jones; Cody Walker; Diana Baca; Ronnie Stenquist

Hello All,

I just received an e-mail from Dave Kelley from N,M & R our architect that he has an appointment scheduled with DSA for Backcheck on December, 12<sup>th</sup>.

By the end of that appointment we will have signed, stamped and approved plans!

So we should be able to go out to bid that week. This will be 4 week notice to bid with a mandatory site visit at both locations (Princeton, Plaza).

Thanks,

Paul

**Plaza Community Club (PCC)**  
**Minutes for October 20, 2016**

6:08 pm - Karen called meeting to order

September minutes read by Kristina – m/Dianna, 2<sup>nd</sup>/ Jen – AA

Treasurer report read by Sara – m/ Jen, 2<sup>nd</sup>/ Kristen – AA

**Old Business**

BMX Assembly – Everyone loved it!

Pirate Gear – All handed out. There was a family who did not receive their items, they will reorder online.

**New Business**

Coin Drive – Complete, will count Friday at the Casino. Will announce the winners Tuesday and reward with donuts.

Jog a Thon – Discussion on the best way to have the kids run and location. Possibly use the buddy system (2 grades at a time). Run in large field or parking lot or do a target type run w/ cones and have 2-3 circles, have the older kids cheering on the younger. Didn't decide on how it will run exactly.

Money from Jog a Thon will go towards updating bathrooms and water fountains – m/ Brooke, 2<sup>nd</sup>/ Jen – AA

7<sup>th</sup> and 8<sup>th</sup> new teacher money will go into the Playground fund. Plaza School will take on their balances and provide them with the items they need instead of PCC. We will start researching playground and shade structures to get something put in this year. We need help researching for grants to help with the cost of these items.

Read the top items that the Parent Survey revealed – 1<sup>st</sup> Update Bathrooms, 2<sup>nd</sup> Shade Structures and 3<sup>rd</sup> More Trees.

Carnival Tickets – Design will be done by students during art class. Students will vote on top drawing.

We will do tri-tip and chicken this year – m/ Jen, 2<sup>nd</sup>/ Dianna – AA

Looking for ideas to find “matching funds organizations” to help us with costs.

Meeting adjourned at 6:58 pm



**Plaza Community Club (PCC)**  
**Minutes for November 17<sup>th</sup>, 2016**

6:05 pm - Karen called meeting to order

Pledge led by DeeDee

Roll Call – All PCC Officers present

September minutes read by Sharie (Kristina's was present, just couldn't read) – m/Dianna, 2<sup>nd</sup>/ Diane – AA

Treasurer report read by Sara – m/ Dianne, 2<sup>nd</sup>/ DeeDee – AA

**Old Business**

PCC Officers looking into different playground equipment with the money used from our savings account and Coin Dive. Will supply pictures and pricing once it's narrowed down.

**New Business**

Donation Letters will be prepared before January 1<sup>st</sup> to distribute and mail out. If anyone has suggestions of a business or person/ family to add to our distribution we are open to it! Just give us an address.

Jog A Thon – Ready to roll tomorrow (Friday). Money will be used to update bathrooms and drinking fountains. Per DeeDee Ben Carrow will donate labor during our upgrade projects.

Tetherball – Lots of discussion. Parents are pushing for it to return. Mr. C will discuss with Anthony, said this is a school issue due to problems with students and use before, not PCC's concern. Will revisit later or welcome to speak to Mr. C in his office with wishes or concerns.

Carnival rundown so far....

Games – Kristen Cushman Chairing but will need help

Food – Dee Dee will run the kitchen, Tom Ball will cook. Need rice/ salad/ rolls donated or bought.

Map for Set-Up – Sharie Boehm

Set-Up Volunteers – Need Room Mom's to call the volunteers who signed up on their Teacher sheets

Clean Up – NEED HELP

Raffle – Sara started shopping already!

Silent Auction – Rachelle Millar will handle

Letter for Water – Tina Norass will deliver letter, someone else needs to pick up the water from Distribution

No gun for auction, motion to do a gun safe again – m/ DeeDee, 2<sup>nd</sup> / Dianne – AA

Garbage – Sara has called Waste Management

Ice Cream Truck/ Bounce House/ Balloon Man – Sara working on all 3 items getting them scheduled

Drive Thru – Karen's parents will run again

Tickets – Mr. C working avidly with Art Teacher and PCC Officers to get specs and details. Karen would like design before the end of the year

Chrome Book for Plaza Kids Raffle, yes we will do that again

Raffle will have bigger (high priced) items with cans in front of them to collect tickets instead

John C will ask about helicopter flyer over again

Discussed Teachers and PCC Officers getting together at the end of the school year to discuss following school year fundraiser dates. Will distribute a school wide mutual fundraiser calendar the beginning of the school year and not alter from it so we don't frustrate parents.

Meeting adjourned at 6:46 pm

**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: ☒ October 2016  
(check one) ☐ January 2017  
☐ April 2017  
☐ July 2017

Date for information to be reported publicly at governing board meeting: December 8<sup>th</sup>, 2016

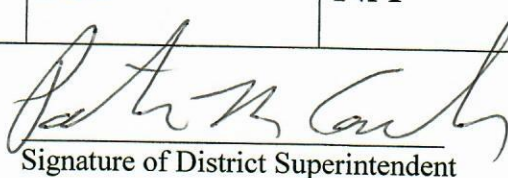
Please check the box that applies:

- ☒ 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
<b>TOTALS</b>	0	NA	NA

Patrick M. Conklin

Print Name of District Superintendent

  
Signature of District Superintendent

12-8-16  
Date





California Department of  
**EDUCATION**



CDE Home » DataQuest » Report Results

## Physical Fitness Test

Report: --- Select another report here ---

California Department of Education  
Statewide Assessment Division  
Prepared: 10/21/2016 11:34:42 AM

State: California  
County: Glenn  
District: Plaza Elementary  
School: -- Select One --

### 2015-16 California Physical Fitness Report Overall - Summary of Results Plaza Elementary District

Additional information can be found at the California Department of Education [Physical Fitness Test Web page](#).

Physical Fitness Area	Total Tested <sup>1</sup> in Grade 5	Number Grade 5 Students in HFZ <sup>2</sup>	% Grade 5 Students in HFZ	% Grade 5 Students in Needs Improvement	% Grade 5 Students in Needs Improvement - Health Risk	Total Tested <sup>1</sup> in Grade 7	Number Grade 7 Students in HFZ <sup>2</sup>	% Grade 7 Students in HFZ	% Grade 7 Students in Needs Improvement	% Grade 7 Students in Needs Improvement - Health Risk	Total Tested <sup>1</sup> in Grade 9	Number Grade 9 Students in HFZ <sup>2</sup>	% Grade 9 Students in HFZ	% Grade 9 Students in Needs Improvement	% Grade 9 Students in Needs Improvement - Health Risk
Aerobic Capacity	24	14	58.3	20.8	20.9	16	10	62.5	25.0	12.5	0	0	0.0	0.0	0.0
Body Composition	24	9	37.5	25.0	37.5	16	9	56.2	6.2	37.6	0	0	0.0	0.0	0.0
Abdominal Strength	24	21	87.5	12.5	N/A	16	14	87.5	12.5	N/A	0	0	0.0	0.0	N/A
Trunk Extension Strength	24	24	100.0	0.0	N/A	16	16	100.0	0.0	N/A	0	0	0.0	0.0	N/A
Upper Body Strength	24	14	58.3	41.7	N/A	16	8	50.0	50.0	N/A	0	0	0.0	0.0	N/A
Flexibility	24	15	62.5	37.5	N/A	16	12	75.0	25.0	N/A	0	0	0.0	0.0	N/A

<sup>1</sup> Includes partially tested students

<sup>2</sup> HFZ is an acronym for Healthy Fitness Zone a registered trademark of The Cooper Institute

\*\* To protect confidentiality scores are not shown when the number of students tested is 10 or less

N/A Not applicable

The PFT is based on the FITNESSGRAM/ACTIVITYGRAM software, owned by the Cooper Institute, Dallas, TX, and published by Human Kinetics, Champaign, IL. The PFT is created and copyrighted by the California Department of Education (CDE) under a license agreement with Human Kinetics. The FITNESSGRAM is a registered trademark of The Cooper Institute.

The PFT performance standards are available on the [CDE FITNESSGRAM: Healthy Fitness Zone Charts Web page](#). Information about the FITNESSGRAM is available on the [Human Kinetics Web site](#) (Outside Source).

Questions: High School and Physical Fitness Assessment Office | [pft@cde.ca.gov](mailto:pft@cde.ca.gov) | 916-445-9449

California Department of Education  
1430 N Street  
Sacramento, CA 95814

Web Policy



## Physical Fitness Test

Report: --- Select another report here ---

California Department of Education  
Statewide Assessment Division  
Prepared: 10/21/2016 11:34:08 AM

State: CaliforniaCounty: Glenn

District: -- Select One --

### 2015-16 California Physical Fitness Report Overall - Summary of Results Glenn County

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Aerobic Capacity	444	261	58.8	33.6	7.6	392	259	66.1	23.2	10.7	395	255	64.6	24.3	11.1
Body Composition	444	218	49.1	20.0	30.9	392	213	54.3	20.7	25.0	395	219	55.4	22.3	22.3
Abdominal Strength	444	333	75.0	25.0	N/A	392	333	84.9	15.1	N/A	395	342	86.6	13.4	N/A
Trunk Extension Strength	444	295	66.4	33.6	N/A	392	356	90.8	9.2	N/A	395	376	95.2	4.8	N/A
Upper Body Strength	444	229	51.6	48.4	N/A	392	214	54.6	45.4	N/A	395	271	68.6	31.4	N/A
Flexibility	444	295	66.4	33.6	N/A	392	291	74.2	25.8	N/A	395	338	85.6	14.4	N/A

<sup>1</sup> Includes partially tested students<sup>2</sup> HFZ is an acronym for Healthy Fitness Zone a registered trademark of The Cooper Institute

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California Department of Education  
1430 N Street  
Sacramento, CA 95814

[Web Policy](#)



**Instruction**

AR 6115(a)

**CEREMONIES AND OBSERVANCES****Holidays**

District schools shall be closed on the following holidays: (Education Code 37220)

New Year's Day	January 1
Dr. Martin Luther King Jr. Day	Third Monday in January or the Monday or Friday of the week in which January 15 occurs
Lincoln Day	The Monday or Friday of the week in which February 12 occurs
Washington Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	The Thursday in November designated by the President
Christmas Day	December 25

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

In addition, the district has reached agreement with the district employee organizations pursuant to Government Code 3540-3549.3 to close the district school in observance of the following holidays:

Cesar Chavez Day	March 31
Native American Day	Fourth Friday in September

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday. If any of the above holidays occurs under federal law on a date different from that indicated above, the Board may close the school on the date recognized by federal law instead of on the date above. (Education Code 37220)

*(cf. 6111 - School Calendar)*

**CEREMONIES AND OBSERVANCES (continued)****Commemorative Exercises**

The district school shall hold exercises in accordance with law to commemorate the following special days: (Education Code 37220, 37221, 45460)

U.S. Constitution and Citizenship Day	On or near September 17
Dr. Martin Luther King, Jr. Day	The Friday before the day district school is closed for this holiday
Abraham Lincoln's Birthday	The school day before the day district school is closed for this holiday
Susan B. Anthony Day	February 15
George Washington's Birthday	The Friday preceding the third Monday in February
Black American Day	March 5
Conservation, Bird, and Arbor Day	March 7
Classified Employee Week	Third week in May

Commemorative exercises shall be integrated into the regular educational program to the extent feasible.

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6142.3 - Civic Education)

**Patriotic Exercises**

The district school shall conduct patriotic exercises daily. These patriotic exercises shall consist of the reciting of the Pledge of Allegiance and may also include instruction that promotes understanding of the concepts of "pledge," "allegiance," "republic," and "indivisible" and understanding of the importance of the pledge as an expression of patriotism, love of country, and pride in the United States. (Education Code 52720, 52730)

Such exercises shall be conducted at the beginning of each school day. (Education Code 52720)



**CEREMONIES AND OBSERVANCES (continued)**

Individuals may choose not to participate in the flag salute for personal reasons.

**Display of Flag**

The flag of the United States and the flag of California shall be displayed during business hours at the entrance or on the grounds of the district school and on or near the district office. At all times, the national flag shall be placed in the position of first honor. (Government Code 431, 436; 4 USC 6)

When displayed on a building or on a flagstaff in the open, the national flag shall be displayed only from sunrise to sunset unless properly illuminated during the hours of darkness. The flag should not be displayed during inclement weather unless an all-weather flag is used. (4 USC 6)

The national flag shall fly at half-staff on the following occasions: (4 USC 7)

1. For 30 days from the death of the President or a former President
2. For 10 days from the death of the Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives
3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, former Vice President, or the Governor of a state
4. On the day of death and the following day for a Member of Congress
5. On Memorial Day, until noon only
6. On Peace Officers Memorial Day (May 15), unless it falls on Armed Forces Day
7. Upon a proclamation from the Governor in the event of the death of a present or former official of the state government or a member of the Armed Forces from the state who has died while serving on active duty
8. On other occasions by order of the President and in accordance with presidential instructions or orders

**HEALTH AND WELFARE BENEFITS**

The district shall provide health and welfare benefits for certificated and classified employees in accordance with state and federal law.

*(cf. 4140/4240 - Bargaining Units)*

*(cf. 4141/4241 - Collective Bargaining Agreement)*

Employees shall receive health and welfare benefits as specified in Board policy and administrative regulation.

For purposes of granting benefits pursuant to state law, a registered domestic partner and his/her child shall have the same rights, protections, and benefits as a spouse and spouse's child. (Family Code 297.5)

The Superintendent/Principal or designee shall not use or disclose any medical information the district possesses pertaining to an employee without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

*(cf. 4112.6/4212.6/4312.6 - Personnel Records)*

**Eligible Employees**

1. All full-time active employees are entitled to receive a district contribution for health and welfare benefits equal to the current district annual cap.
  - a. A full-time (1.0 FTE) active certificated employee is defined as one who works in a full-time teacher assignment.
  - b. A full-time (1.0 FTE) active classified employee is one whose assignment is a 12 month, 8 hours per day, 5 days per week.
  - c. A part-time active classified employee is one whose assignment is less than 12 months.
2. All part-time active certificated employees who are at least 0.5 FTE shall be entitled to receive a pro-rated district contribution.
3. All part-time active classified employees who are at least 0.75 FTE shall be entitled to receive a pro-rated district contribution.

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



## SECOND READ DRAFT

BP 4154(b)  
4254  
4354

### HEALTH AND WELFARE BENEFITS (continued)

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

#### Continuation of Coverage

Retired certificated employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the district's group health and welfare benefits in accordance with state and federal law.

The district contribution toward continuation health coverage for covered employees and their qualified beneficiaries shall be the same as for current employees participating in the group health plan.

#### Legal Reference:

##### EDUCATION CODE

7000-7008 Health and welfare benefits, retired certificated employees

17566 Self-insurance fund

35208 Liability insurance

35214 Liability insurance (self-insurance)

44041-44042 Payroll deductions for collection of premiums

44986 Leave of absence, state disability benefits

45136 Benefits for classified employees

##### CIVIL CODE

56.10-56.16 Disclosure of information by medical providers

56.20-56.245 Use and disclosure of medical information by employers

##### FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

##### GOVERNMENT CODE

22750-22944 Public Employees' Medical and Hospital Care Act

53200-53210 Group insurance

##### HEALTH AND SAFETY CODE

1366.20-1366.29 Cal-COBRA program, health insurance

1367.08 Disclosure of fees and commissions paid related to health care service plan

1373 Health services plan, coverage for dependent children over 18 who are full-time students

1373.621 Continuation coverage, age 60 or older after five years with district

1374.58 Coverage for registered domestic partners, health service plans and health insurers

##### INSURANCE CODE

10116.5 Continuation coverage, age 60 or older after five years with district

10128.50-10128.59 Cal-COBRA program, disability insurance

10277-10278 Group and individual health insurance, coverage for dependent children

10604.5 Annual disclosure of fees and commissions paid

12670-12692.5 Conversion coverage

Legal Reference continued: (see next page)

## HEALTH AND WELFARE BENEFITS (continued)

*Legal Reference: (continued)*

LABOR CODE

2800.2 Notification of conversion and continuation coverage

4856 Health benefits for spouse of peace officer killed in performance of duties

UNEMPLOYMENT INSURANCE CODE

2613 Education program; notice of rights and benefits

UNITED STATES CODE, TITLE 1

7 Definition of marriage, spouse

UNITED STATES CODE, TITLE 26

139C COBRA premium assistance, elimination of subsidy for high-income individuals

4980B COBRA continuation coverage

6432 COBRA premium assistance

6720C COBRA premium assistance, failure to notify health plan of cessation of eligibility

UNITED STATES CODE, TITLE 29

1161-1168 COBRA continuation coverage

UNITED STATES CODE, TITLE 42

1395-1395g Medicare benefits

CODE OF FEDERAL REGULATIONS, TITLE 26

54.4980B-1-54.4980B-10 COBRA continuation coverage

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

*Management Resources:*

INTERNAL REVENUE SERVICE GUIDANCE

Premium Assistance for COBRA Benefits, Notice 2009-27

WEB SITES

CSBA: <http://www.csba.org>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Employment Development Department: <http://www.edd.ca.gov>

Internal Revenue Service: <http://www.irs.gov>

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services:  
<http://www.cms.hhs.gov>

U.S. Department of Labor: <http://www.dol.gov>



**All Personnel**

BP 4154(a)  
4254  
4354

**HEALTH AND WELFARE BENEFITS**

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*(cf. 4140/4240 - Bargaining Units)*

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*(cf. 4112.6/4212.6/4312.6 - Personnel Records)*

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53200-53210 Group insurance

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UNEMPLOYMENT INSURANCE CODE

2613 Education program; notice of rights and benefits

*Legal Reference continued: (see next page)*



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### *Legal Reference: (continued)*

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CSBA: <http://www.csba.org>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Employment Development Department: <http://www.edd.ca.gov>

Internal Revenue Service: <http://www.irs.gov>

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services:  
<http://www.cms.hhs.gov>

U.S. Department of Labor: <http://www.dol.gov>

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
October 20<sup>th</sup>, 2016  
3:00PM  
Minutes

- I. **Call to Order** – The meeting was called to order at 3:04 PM.
- II. **Pledge of Allegiance**
- III. **Members Present** – PJ Davis, Connie King, Pat Conklin, Judy Fowler, Mary Sexton and Veronica Sanchez
- IV. **Correspondence**
  - a. **October's Pirates Post Newsletter** – Mr. Conklin reminded the board that the Plaza Pancake Breakfast would be on November 12<sup>th</sup> from 7-11:00 AM.
  - b. **Official Voter Information Guide for Proposition 51** - Informational
  - c. **Level 1- Developer Fee Justification Study DRAFT- October, 2016** – Mr. Conklin informed the board that the Developer Fee Study has to be done every two years to stay compliant.
- V. **Superintendent Report/Information**
  - A. **GCOE Building Update** – Mr. Conklin reported that the Special Ed program would not be moved by January.
  - B. **Plaza Community Club** – Mr. Conklin informed the board that he had notified PCC that the district would absorb the estimated \$4,000 budget they had earmarked for teachers.
  - C. **2017-18 School Calendar** - Informational
  - D. **November/December Board Meeting** – Mr. Conklin reminded the board that there would be no meeting in November. The December board meeting is scheduled for the 8<sup>th</sup>.
  - E. **Proposition 39 HVAC Quote** – Mr. Conklin requested direction to advertise for HVAC bids. Verbal approval was given by board members present.
  - F. **Educator Effectiveness Grant** – Mr. Conklin requested to revise the Educator Effectiveness plan to allocate \$10,000 towards technology in the classrooms and \$2,319 for professional development. Direction was given by board members present.
  - G. **First Read to Amend Board Policy 4154 Health and Welfare Benefits** – Mr. Conklin presented the changes to amend the Health and Welfare Benefits Policy to specify the employees that qualify for insurance benefits.
  - H. **Local Control and Accountability Plan**
    1. **Enrollment/ 2017-18 Kinder Waitlist and Lottery** - Current enrollment is 200 students. Mr. Conklin informed the board that he would be doing a lottery in the December meeting.
    2. **Staffing** – Mr. Conklin informed the board that Mrs. Smith would be back November 1<sup>st</sup> and possibly taking Wednesdays off for some time.
    3. **Facilities** – Mr. Conklin reported that the pump had been serviced by Silva's Water Works and that he was looking into quotes for water fountains.
- VI. **Comments: Agenda Items Only**—None
- VII. **Action**



Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
October 20<sup>th</sup>, 2016  
3:00PM  
Minutes

A. Old Business - None

B. New Business

1. **Consent Agenda: Routine matters that can be approved with one motion.**

- a. **Approve Minutes of the September 15th, 2016 Regular Board Meeting**
- b. **Approve Warrant Registers—**
- c. **Approve Budget Transfers—**

PJ Davis motioned to approve the consent agenda, Connie King seconded and the motion carried 2-0.

2. **Approve purchasing new devices** – Connie King motioned to approved purchasing new devices, PJ Davis seconded and the motion carried 2-0.

3. **Approval of Resolution 16-02 for Adopting the Gann Limit** – PJ Davis motioned to approve the Gann Limit, Connie King seconded and the motion carried 2-0.

4. **Certification of 2015-16 Unaudited Actuals** - PJ Davis motioned to approve the 2015-16 Unaudited Actuals, Connie King seconded and the motion carried 2-0.

VIII. **Comments: Non Agenda Items—None**

IX. **Closed Session-** The Board of Trustees and Mr. Conklin went into closed session at 4:15 PM and returned to open session at 4:58 PM. The board gave Mr. Conklin parameters to negotiate.

a. **Contract Negotiations-- Pursuant to California Education Code**

X. **Adjournment** – The meeting was adjourned at 4:59 PM.

005 PLAZA SCHOOL DISTRICT  
Warrant Register

Pay Voucher Transactions  
Date: 10/11/2016 - 11/29/2016  
PV#: 000000 - 999999

J39574 PV0100 L.00.00 11/29/16 PAGE 1

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	Tax ID	Inv Date	Entered	UT	Obj	Paid	Batch	Description
														amount	UT		UT-Rate		UT-Amount
000175	000016/00	ACCULARM SECURITY SYSTEMS										555586858	11/07/2016	11/07/2016			11/16/2016	29	
		1. 01-0000-0-0000-8100-5630-000-000000												627.00	N				Y
		11/16-10/31/17 MONITORING																	
000200	000073/00	AMERICAS											11/15/2016	11/15/2016				32	
		1. 01-0000-0-0000-8100-5540-000-000000												1,319.11	N				N
		277.9 GAL OF PROPANE																	
000218	000073/00	AMERICAS											11/29/2016	11/29/2016				34	
		1. 01-0000-0-0000-8100-5540-000-000000												385.08	N				N
		111.6 GAL OF PROPANE																	
000167	000474/00	AT&T											10/26/2016	10/26/2016			11/02/2016	27	
		1. 01-0000-0-0000-8100-5910-000-000000												163.76	N				N
		9/10/16-10/9/16 PHONE SERVICE																	
000215	000474/00	AT&T											11/22/2016	11/22/2016				33	
		1. 01-0000-0-0000-8100-5910-000-000000												55.25	N				N
		10/10/16-11/9/16 AT&T SERVICE																	
000160	000491/00	BASIC LABORATORY INC											10/17/2016	10/17/2016			10/26/2016	25	
		1. 01-0000-0-0000-8100-5560-000-000000												57.00	N				N
		WATER TESTING																	
000214	000491/00	BASIC LABORATORY INC											11/22/2016	11/22/2016				33	
		1. 01-0000-0-0000-8100-5560-000-000000												57.00	N				N
		WATER TESTING																	
000219	000491/00	BASIC LABORATORY INC											11/29/2016	11/29/2016				34	
		1. 01-0000-0-0000-8100-5560-000-000000												165.00	N				N
		WATER RE-TEST																	
000176	000455/00	CDW GOVERNMENT INC											11/07/2016	11/14/2016			11/16/2016	29	





005 PLAZA SCHOOL DISTRICT  
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Pay Voucher Transactions  
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PV#: 000000 - 999999

J39574 PV0100 L.00.00 11/29/16 PAGE 3

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	BGR	Tax ID	Inv Date	Entered	UT	UT-Obj	Batch	Description
													PV amount	UT	UT-Rate	UT-Amount	1099
000147	000336/00	DANIELSEN CO										10/11/2016	10/11/2016	10/19/2016	23		
		1. 13-5310-0-0000-3700-4700-000-000000											396.42	N			N
		CAFETERIA FOOD															
		2. 13-5310-0-0000-3700-4300-000-000000											93.44	N			N
		CAFETERIA SUPPLIES															
		Total amount										489.86 *				0.00 *	
000154	000336/00	DANIELSEN CO										10/13/2016	10/13/2016	10/19/2016	24		
		1. 13-5310-0-0000-3700-4300-000-000000											32.34	N			N
		CAFETERIA SUPPLIES															
000163	000336/00	DANIELSEN CO										10/21/2016	10/21/2016	11/02/2016	26		
		1. 13-5310-0-0000-3700-4700-000-000000											679.39	N			N
		CAFETERIA FOOD															
		2. 13-5310-0-0000-3700-4300-000-000000											95.28	N			N
		CAFETERIA SUPPLIES															
		3. 13-5310-0-0000-3700-4300-000-000000											71.70-	N			N
		RETURN CAFETERIA SUPPLIES															
		Total amount										702.97 *				0.00 *	
000169	000336/00	DANIELSEN CO										10/26/2016	10/26/2016	11/02/2016	27		
		1. 13-5310-0-0000-3700-4700-000-000000											251.06	N			N
		CAFETERIA FOOD															
		2. 13-5310-0-0000-3700-4300-000-000000											83.73	N			N
		CAFETERIA SUPPLIES															
		3. 01-9124-0-0000-3700-4700-000-000000											63.26	N			N
		AFTERSCHOOL PROGRAM FOOD															
		Total amount										398.05 *				0.00 *	
000183	000336/00	DANIELSEN CO										11/07/2016	11/07/2016	11/16/2016	29		
		1. 13-5310-0-0000-3700-4700-000-000000											408.84	N			N
		CAFETERIA FOOD															
		2. 13-5310-0-0000-3700-4300-000-000000											69.11	N			N
		CAFETERIA SUPPLIES															
		3. 01-9124-0-0000-3700-4700-000-000000											63.57	N			N
		AFTERSCHOOL PROGRAM FOOD															
		4. 01-9124-0-0000-3700-4300-000-000000											10.87	N			N
		AFTERSCHOOL PROGRAM SUPPLIES															
		Total amount										552.39 *				0.00 *	



005 PLAZA SCHOOL DISTRICT  
Warrant Register

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PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	Tax ID	Inv Date	Entered	UT	Obj	UT-Obj	Batch	UT-Amount	Description
000188	000336/00	DANIELSEN CO										11/08/2016	11/08/2016			11/16/2016	30		
		1. 13-5310-0-0000-3700-4700-000-000000											774.56	N					N
		CAFETERIA FOOD																	
		2. 01-9124-0-0000-3700-4700-000-000000											241.65	N					N
		AFTERSCHOOL PROGRAM FOOD																	
		Total amount										1,016.21 *					0.00 *		
000211	000336/00	DANIELSEN CO										11/21/2016	11/21/2016				33		
		1. 13-5310-0-0000-3700-4700-000-000000											281.06	N					N
		CAFETERIA FOOD																	
		2. 13-5310-0-0000-3700-4300-000-000000											87.73	N					N
		CAFETERIA SUPPLIES																	
		3. 01-9124-0-0000-3700-4700-000-000000											325.37	N					N
		AFTERSCHOOL PROGRAM FOOD																	
		4. 01-9124-0-0000-3700-4300-000-000000											10.87	N					N
		AFTERSCHOOL PROGRAM SUPPLIES																	
		5. 13-5310-0-0000-3700-4700-000-000000											6.42	N					N
		CAFETERIA FOOD CREDIT																	
		Total amount										698.61 *					0.00 *		
000198	000094/00	DEMCO										11/15/2016	11/15/2016				32		
		1. 01-0000-0-1110-1000-4300-000-000000											39.76	N					N
		K-8 SUPPLIES/BOOK POCKETS																	
000152	000404/00	DNA										10/13/2016	10/13/2016			10/19/2016	24		
		1. 01-0000-0-1110-1000-5890-000-000000											50.00	N					N
		OCT 2016 WEBSITE HOSTING																	
000210	000404/00	DNA										11/21/2016	11/21/2016				33		
		1. 01-0000-0-1110-1000-5890-000-000000											50.00	N					N
		NOV 2016 WEBSITE HOSTING																	
000191	000577/00	Dick Blick Art Materials										11/08/2016	11/08/2016			11/16/2016	30		
		1. 01-0000-0-1110-1000-4300-000-000000											109.28	N					N
		ART SUPPLY-CRAYOLA OIL PASTELS																	
000153	000187/00	GAGER DISTRIBUTING INC										10/13/2016	10/13/2016			10/19/2016	24		







005 PLAZA SCHOOL DISTRICT  
Warrant Register

Pay Voucher Transactions  
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PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	Tax ID	Inv Date	Entered	UT	Obj	Batch	UT-Amount	Description
000195	000050/00	ORLAND HARDWARE & IMP. CO.											11/14/2016	11/14/2016			31		
		1. 01-0000-0-0000-8100-4300-000-000000												14.68	N				N
		SITE SUPPLIES																	
		2. 01-0000-0-0000-8100-4300-000-000000												12.43	N				N
		SITE SUPPLIES																	
		Total amount											27.11 *				0.00 *		
000208	000050/00	ORLAND HARDWARE & IMP. CO.											11/21/2016	11/21/2016			33		
		1. 01-0000-0-0000-8100-4300-000-000000												20.29	N				N
		SITE SUPPLIES																	
		2. 01-0000-0-0000-8100-4300-000-000000												13.20	N				N
		SITE SUPPLIES																	
		Total amount											33.49 *				0.00 *		
000217	000050/00	ORLAND HARDWARE & IMP. CO.											11/28/2016	11/28/2016			34		
		1. 01-0000-0-0000-8100-4300-000-000000												16.04	N				N
		SITE SUPPLIES																	
000223	000052/00	ORLAND UNIT WATER USERS' ASSN.											11/29/2016	11/29/2016			34		
		1. 01-0000-0-0000-8100-5560-000-000000												494.49	N				N
		2017 IRRIGATION WATER																	
000149	000054/00	PACIFIC GAS & ELECTRIC CO.											10/11/2016	10/11/2016			23		
		1. 01-0000-0-0000-8100-5545-000-000000												3,380.87	N				N
		9/1/16-10/2/16 PG&E SERVICE																	
000162	000054/00	PACIFIC GAS & ELECTRIC CO.											10/21/2016	10/21/2016			26		
		1. 01-0000-0-0000-8100-5545-000-000000												14.40	N				N
		9/16/16-10/14/16 PG&E																	
000180	000054/00	PACIFIC GAS & ELECTRIC CO.											11/07/2016	11/07/2016			29		
		1. 01-0000-0-0000-8100-5545-000-000000												2,264.60	N				N
		10/3/16-10/31/16 PG&E SERVICE																	
000209	000054/00	PACIFIC GAS & ELECTRIC CO.											11/21/2016	11/21/2016			33		



005 PLAZA SCHOOL DISTRICT  
Warrant Register

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Pay Voucher Transactions  
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PV#: 000000 - 999999

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	Tax ID	Inv Date	Entered	UT	UT-Obj	Batch	UT-Rate	Description
-----																			
000209	(CONTINUED)																		
		1. 01-0000-0-0000-8100-5545-000-000-000000												14.45	N				N
		10/15/16-11/15/16 PG&E SERVICE																	
000213	000556/00	PATRICK CONKLIN											11/22/2016	11/22/2016			33		
		1. 01-0000-0-1110-1000-4300-000-000-000000												57.30	N				N
		REIMB. WATER K-8																	
000186	000573/00	PLAZA SCHOOL REVOLVING FUND											11/08/2016	11/08/2016			11/16/2016	30	
		1. 01-0000-0-1110-1000-4300-000-000-000000												37.50	N				N
		KF-REIMB. REWARDS FOR BOX TOPS																	
		2. 01-0000-0-0000-8100-5990-000-000-000000												17.15	N				N
		KF-REIMB. POSTAGE FOR BOX TOPS																	
		Total amount											54.65 *				0.00 *		
000212	000573/00	PLAZA SCHOOL REVOLVING FUND											11/22/2016	11/22/2016			33		
		1. 01-9124-0-1110-1000-5890-000-000-000000												90.00	N				N
		REIMB. 2ND SEM. SPARK (MARCOS)																	
000146	000175/00	PRO PACIFIC FRESH											10/11/2016	10/11/2016			10/19/2016	23	
		1. 13-5310-0-0000-3700-4700-000-000-000000												563.77	N				N
		CAFETERIA FOOD																	
000158	000175/00	PRO PACIFIC FRESH											10/17/2016	10/17/2016			10/26/2016	25	
		1. 13-5310-0-0000-3700-4700-000-000-000000												707.53	N				N
		CAFETERIA FOOD																	
000165	000175/00	PRO PACIFIC FRESH											10/24/2016	10/24/2016			11/02/2016	26	
		1. 13-5310-0-0000-3700-4700-000-000-000000												598.62	N				N
		CAFETERIA FOOD																	
		2. 01-9124-0-0000-3700-4700-000-000-000000												139.32	N				N
		AFTERSCHOOL PROGRAM FOOD																	
		Total amount											737.94 *				0.00 *		







005 PLAZA SCHOOL DISTRICT  
Warrant Register

Pay Voucher Transactions  
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PV#: 000000 - 999999

J39574 PV0100 L.00.00 11/29/16 PAGE 11

PV NO	Vendor/Addr	Name	LN	Fd	Res	Y	Goal	Func	Obj	Sit	BdR	DD	Tax ID	Inv Date	Entered	UT	UT-Obj	Paid	Batch	Description
															PV amount	UT	UT-Obj	UT-Rate	UT-Amount	1099
000190	000257/00	TEHAMA COUNTY DEPT OF ED												11/08/2016	11/08/2016	11/16/2016	30			
		1. 01-4035-0-1110-1000-5200-000-0000-000000												3,200.00	N					N
		L.OSBURN- INDUCTION ENROLLMENT																		
000171	000080/00	TRI-COUNTY SCHOOLS INS GROUP												10/31/2016	10/31/2016	11/09/2016	28			
		1. 01-0000-0-0000-0000-9571-000-000-000000												14,884.48	N					N
		OCT 2016 DISTRICT PAID INS												3,500.16	N					N
		2. 01-0000-0-0000-0000-9572-000-000-000000												1,699.28	N					N
		OCT 2016 EMPLOYEE PAID INS												1,392.72	N					N
		3. 01-0000-0-0000-0000-9573-000-000-000000												21,476.64 *				0.00 *		
		OCT 2016 RETIREE PAID INS																		
		4. 01-0000-0-0000-2700-3702-000-000-000000																		
		OCT 2016 RETIREE DIST PD INS																		
		Total amount																		
000181	000080/00	TRI-COUNTY SCHOOLS INS GROUP												11/07/2016	11/07/2016	11/16/2016	29			
		1. 01-0000-0-0000-7600-5890-000-000-000000												1,251.79	N					N
		PCORI & TRF FEES DUE TO ACA																		
000203	000080/00	TRI-COUNTY SCHOOLS INS GROUP												11/15/2016	11/15/2016		32			
		1. 01-0000-0-0000-0000-9571-000-000-000000												14,884.48	N					N
		NOV 2016 DISTRICT PAID INS												3,500.16	N					N
		2. 01-0000-0-0000-0000-9572-000-000-000000												1,699.28	N					N
		NOV 2016 EMPLOYEE PAID INS												1,392.72	N					N
		3. 01-0000-0-0000-0000-9573-000-000-000000																		
		NOV 2016 RETIREE PAID INS																		
		4. 01-0000-0-0000-2700-3702-000-000-000000																		
		NOV 2016 RETIREE DIST PD INS																		
		Total amount																		
														21,476.64 *				0.00 *		
000168	000583/00	US BANK												10/26/2016	10/26/2016	11/02/2016	27			
		1. 01-0000-0-0000-8100-5990-000-000-000000												3.77	N					N
		CERTIFIED MAIL												58.85	N					N
		2. 13-5310-0-0000-3700-4300-000-000-000000												8.57	N					N
		CAFETERIA SUPPLIES												14.32	N					N
		3. 13-5310-0-0000-3700-4700-000-000-000000												16.80	N					N
		CAFETERIA FOOD																		
		4. 13-5310-0-0000-3700-4300-000-000-000000																		
		CAFETERIA SUPPLIES																		
		5. 13-5310-0-0000-3700-4700-000-000-000000																		
		CAFETERIA FOOD																		
		Total amount												102.31 *				0.00 *		



005 PLAZA SCHOOL DISTRICT  
Warrant Register

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PV NO	Vendor/Addr	Name	LN	Pd	Res	Y	Goal	Func	Obj	Slt	Bdr	Tax	ID	Inv	Date	Entered	UT	UT-Obj	Paid	Batch	Description
																PV amount	UT	UT-Obj	UT-Rate	UT-Amount	1099
000222	000583/00	US BANK													11/29/2016	11/29/2016				34	
		1. 01-0000-0-1110-1000-5200-000-000000														101.33	N				N
		SPELLING BEE PARTICIPANT LUNCH																			
		2. 13-5310-0-0000-3700-4700-000-000000														129.73	N				N
		CAFETERIA FOOD																			
		3. 13-5310-0-0000-3700-4700-000-000000														85.86	N				N
		CAFETERIA FOOD																			
		4. 01-0000-0-1110-1000-4300-000-000000														103.77	N				N
		4TH GRD- CALCULATORS																			
		5. 01-0000-0-1110-1000-4300-000-000000														81.55	N				N
		HEALTH FILE FOLDERS																			
		6. 01-0000-0-1110-1000-4300-000-000000														345.00	N				N
		4TH GRD- READING BOOKS																			
		Total amount													847.24 *				0.00 *		
000151	000530/00	US BANK EQUIPMENT FINANCE													10/13/2016	10/13/2016		10/19/2016		24	
		1. 01-0000-0-1110-1000-5890-000-000000														201.38	N				N
		OCT 2016 COPIER CHARGES																			
000201	000530/00	US BANK EQUIPMENT FINANCE													11/15/2016	11/15/2016				32	
		1. 01-0000-0-1110-1000-5890-000-000000														201.38	N				N
		NOV 2016 COPIER CHARGE																			
000148	000034/00	WASTE MANAGEMENT													10/11/2016	10/11/2016		10/19/2016		23	
		1. 01-0000-0-0000-8100-5520-000-000000														191.66	N				N
		SEPT 2016 GARBAGE SERVICE																			
000182	000034/00	WASTE MANAGEMENT													11/07/2016	11/07/2016		11/16/2016		29	
		1. 01-0000-0-0000-8100-5520-000-000000														191.66	N				N
		OCT 2016 GARBAGE SERVICE																			
Grand total																93,624.42 *****				0.00 *****	

## FIELD TRIP REQUEST FORM

☒ Major Field Trip (over 20 miles)

☐ Minor Field Trip (Local /20 miles or less)

Teacher Limberg/Sgontz

Destination (Place) /Activity Gold Nugget Museum

City Paradise

Distance in miles, one way 32

Purpose Living History for pioneer  
time period - Community / CA history

Date of proposed trip 3/31/17

Departure Time: 8:00 Return Time: 2:45

Method of Transportation Parent Drivers

### Minor Field Trip Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

### Major Field Trip Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Clerk, Board of Trustees



**UNIFORM COMPLAINT PROCEDURES**

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 3553 - Free and Reduced Price Meals)*  
*(cf. 4031 - Complaints Concerning Discrimination in Employment)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*  
*(cf. 5148 - Child Care and Development)*  
*(cf. 6159 - Individualized Education Program)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 6174 - Education for English Language Learners)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6178 - Career Technical Education)*  
*(cf. 6200 - Adult Education)*

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

**UNIFORM COMPLAINT PROCEDURES** (continued)

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent/Principal or designee, on a case-by-case basis.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5125 - Student Records)*

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent/Principal or designee shall initiate that process. The Superintendent/Principal or designee shall ensure that the results are consistent with state and federal laws and regulations.

*Legal Reference: (see next page)*



## UNIFORM COMPLAINT PROCEDURES (continued)

BP 1312.3(c)

### *Legal Reference:*

#### EDUCATION CODE

- 200-262.4 Prohibition of discrimination
  - 8200-8498 Child care and development programs
  - 8500-8538 Adult basic education
  - 18100-18203 School libraries
  - 32289 School safety plan, uniform complaint procedure
  - 35186 Williams uniform complaint procedure
  - 41500-41513 Categorical education block grants
  - 48985 Notices in language other than English
  - 49060-49079 Student records
  - 49490-49590 Child nutrition programs
  - 52160-52178 Bilingual education programs
  - 52300-52490 Career-technical education
  - 52500-52616.24 Adult schools
  - 52800-52870 School-based coordinated programs
  - 54000-54028 Economic impact aid programs
  - 54100-54145 Miller-Unruh Basic Reading Act
  - 54400-54425 Compensatory education programs
  - 54440-54445 Migrant education
  - 54460-54529 Compensatory education programs
  - 56000-56867 Special education programs
  - 59000-59300 Special schools and centers
  - 64000-64001 Consolidated application process
- #### PENAL CODE
- 422.6 Interference with constitutional right or privilege
- #### CODE OF REGULATIONS, TITLE 5
- 3080 Application of section
  - 4600-4687 Uniform complaint procedures
  - 4900-4965 Nondiscrimination in elementary and secondary education programs
- #### UNITED STATES CODE, TITLE 20
- 6301-6577 Title I basic programs
  - 6601-6777 Title II preparing and recruiting high quality teachers and principals
  - 6801-6871 Title III language instruction for limited English proficient and immigrant students
  - 7101-7184 Safe and Drug-Free Schools and Communities Act
  - 7201-7283g Title V promoting informed parental choice and innovative programs
  - 7301-7372 Title V rural and low-income school programs

### *Management Resources:*

#### WEB SITES

- CSBA: <http://www.csba.org>
- California Department of Education: <http://www.cde.ca.gov>
- U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>

Policy  
adopted:

**PLAZA ELEMENTARY SCHOOL DISTRICT**  
Orland, California

## **Certificated Personnel**

BP 4115(a)

### **EVALUATION/SUPERVISION**

The Governing Board believes that regular and comprehensive evaluations can help instructional staff improve their teaching skills and raise students' levels of achievement. Evaluations also serve to hold staff accountable for their performance. The Superintendent/Principal or designee shall evaluate the performance of certificated staff members in accordance with law, and Board-adopted evaluation standards.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

Objective standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession shall be reviewed and may be incorporated in district evaluation standards.

*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*

*(cf. 4140/4240 - Bargaining Units)*

*(cf. 4315.1 - Staff Evaluating Teachers)*

Evaluation procedures may include observation of teacher performance in the classroom.

The Superintendent/Principal or designee shall ensure that evaluation ratings have uniform meaning throughout the district.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance. The Superintendent/Principal or designee shall assist employees in improving their performance and may require participation in appropriate programs. Staff members are encouraged to take initiative to request assistance as necessary to promote effective teaching.

*(cf. 4131 - Staff Development)*

*(cf. 4139 - Peer Assistance and Review)*

*Legal Reference: (see next page)*



**EVALUATION/SUPERVISION (continued)**

*Legal Reference:*

EDUCATION CODE

33039 *State guidelines for teacher evaluation procedures*

35171 *Availability of rules and regulations for evaluation of performance*

44500-44508 *Peer assistance and review program for teachers*

44660-44665 *Evaluation and assessment of performance of certificated employees (the Stull Act)*

GOVERNMENT CODE

3543.2 *Scope of representation*

UNITED STATES CODE, TITLE 20

6319 *Highly qualified teachers*

7801 *Definition of highly qualified teacher*

*Management Resources:*

CTC PUBLICATIONS

*Standards for the Quality and Effectiveness for Beginning Teacher Support and Assessment Programs, 1997*

*California Standards for the Teaching Profession, 1997*

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

## **Certificated Personnel**

AR 4115(a)

### **EVALUATION/SUPERVISION**

The Superintendent/Principal or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

*(cf. 4100 - Certificated Personnel)*

*(cf. 4141/4241 - Collective Bargaining Agreement)*

Certificated staff shall receive information regarding the district's evaluation criteria and procedures upon employment with the district and whenever the criteria are revised.

*(cf. 4112.21 - Interns)*

*(cf. 4131.1 - Beginning Teacher Support/Induction)*

*(cf. 4315.1 - Staff Evaluating Teachers)*

### **Frequency of Evaluations**

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664)

*(cf. 4116 - Probationary/Permanent Status)*

In addition, probationary teachers shall be formally observed and given constructive feedback at least once each semester and more often when necessary, as part of the evaluation process. Within ten school days of each formal observation, a conference shall be held between the evaluator and the probationary teacher.

The performance of each certificated employee with over two years service to Plaza district shall be evaluated and assessed on a continuing basis as follows: (Education Code 44664)

1. At least every other year
2. At least every five years if all of the following conditions are met:
  - a. The employee has been employed by the district at least 10 years.
  - b. The employee meets the qualifications of a highly qualified teacher as defined in 20 USC 7801 of the federal No Child Left Behind Act, if 20 USC 6319 requires that his/her position be filled by a highly qualified teacher.
  - c. The employee's previous evaluation rated him/her as meeting or exceeding standards.

*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*



**EVALUATION/SUPERVISION (continued)**

3. Annually, if the permanent employee has received an unsatisfactory evaluation until he/she receives a satisfactory evaluation or is separated from the district

*(cf. 4117.4 - Dismissal)*

**Evaluation Criteria**

The Superintendent/Principal or designee shall assess the performance of certificated instructional staff as it reasonably relates to the district's evaluation criteria for certificated personnel: (Education Code 44662)

1. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities
2. Professional Conduct

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

**Evaluation Results**

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to

**EVALUATION/SUPERVISION** (continued)

teaching standards approved by the Governing Board pursuant to Education Code 44662, the Superintendent/Principal or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The Superintendent/Principal or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

Any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the district's peer assistance and review program. (Education Code 44662, 44664)

*(cf. 4139 - Peer Assistance and Review)*

The Superintendent/Principal or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

*(cf. 4131 - Staff Development)*

*(cf. 4138 - Mentor Teachers)*



## PROBATIONARY/PERMANENT STATUS

### Probationary Status

Probationary employees shall receive training, assistance and evaluations consistent with their needs as new teachers. Such training and assistance may consist of inservice training and/or meetings with the employee's evaluator to discuss areas of strength and areas requiring improvement. Inservice training may be provided during school hours as part of a comprehensive staff development program.

The performance of each probationary employee shall be evaluated and assessed at least once every school year.

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4131 - Staff Development)*

#### *Legal Reference:*

##### EDUCATION CODE

- 44466 Status of university interns*
- 44850.1 No tenure in administrative or supervisory position*
- 44885.5 Status of district interns*
- 44908 Complete year for probationary employees*
- 44911-44913 Service not computed in eligibility for permanent status*
- 44915 Classification of probationary employees*
- 44917-44921 Status of substitute or temporary employees*
- 44929.20 Continuing contracts (not to exceed four years - ADA under 250)*
- 44929.21 Districts of 250 ADA or more*
- 44929.23 Districts with less than 250 ADA*
- 44929.28 Employment by another district*
- 44930-44988 Resignations, dismissals and leaves of absence, especially:*
- 44948.2 Election to use provisions of Section 44948.3*
- 44948.3 Dismissal of probationary employees*

## **Certificated Personnel**

AR 4116(a)

### **PROBATIONARY/PERMANENT STATUS**

#### **Permanent Status (Districts of 250 ADA or More)**

A probationary teacher who has been employed by the district in a position or positions requiring certification for two complete consecutive school years and is then rehired for the next succeeding school year shall become a permanent employee at the beginning of the third year. (Education Code 44929.21)

#### **Permanent Status (Districts with Less than 250 ADA)**

Permanent status shall not be granted to certificated district employees. (Education Code 44929.23)

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4117.4 - Dismissal)*

*(cf. 4117.6 - Decision Not to Rehire)*

*(cf. 4121 - Temporary/Substitute Personnel)*

#### **Permanency Achieved in Other Districts**

A person who has achieved permanent status as a certificated employee in another school district may be employed by the Board as a permanent certificated employee. (Education Code 44929.28)

#### **Interns**

A person employed as a district or university intern shall be classified as a probationary employee. Following completion of the internship, if he/she is reelected by the district to serve in a position requiring certification qualifications for the next succeeding school year, he/she shall continue to be classified as a probationary employee during that year. (Education Code 44466, 44885.5)

*(cf. 4112.21 - Interns)*



**PROBATIONARY/PERMANENT STATUS** (continued)

A person who has completed an internship and at least one complete school year in a position requiring certification qualifications within the district shall be granted permanent status when he/she is reelected for the next succeeding school year to a position requiring certification qualifications. (Education Code 44466, 44885.5)

Regulation  
approved:

**PLAZA ELEMENTARY SCHOOL DISTRICT**  
Orland, California

**STAFF DEVELOPMENT**

**Cautionary Notice:** As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Plaza Elementary School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The Superintendent/Principal or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

*(cf. 6111 - School Calendar)*

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of discipline-based knowledge, including academic content in the core curriculum and academic standards

*(cf. 6011 - Academic Standards)*  
*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*  
*(cf. 6142.3 - Civic Education)*  
*(cf. 6142.5 - Environmental Education)*  
*(cf. 6142.6 - Visual and Performing Arts Education)*  
*(cf. 6142.7 - Physical Education)*  
*(cf. 6142.8 - Comprehensive Health Education)*  
*(cf. 6142.91 - Reading/Language Arts Instruction)*  
*(cf. 6142.92 - Mathematics Instruction)*  
*(cf. 6142.93 - Science Instruction)*

2. Use of effective, subject-specific teaching methods, strategies, and skills
3. Use of technologies to enhance instruction

*(cf. 0440 - District Technology Plan)*

4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities, English language learners, economically disadvantaged students, gifted and talented students, and at-risk students



**STAFF DEVELOPMENT (continued)**

*(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)*  
*(cf. 4112.23 - Special Education Staff)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 5149 - At-Risk Students)*  
*(cf. 6141.5 - Advanced Placement)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 6172 - Gifted and Talented Student Program)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6174 - Education for English Language Learners)*  
*(cf. 6175 - Migrant Education Program)*

5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning

*(cf. 6178 - Career Technical Education)*

6. Knowledge of strategies that enable parents/guardians to participate fully and effectively in their children's education

*(cf. 1240 - Volunteer Assistance)*  
*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 6020 - Parent Involvement)*

7. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, and discipline, including conflict resolution and intolerance and hatred prevention

*(cf. 5137 - Positive School Climate)*  
*(cf. 5138 - Conflict Resolution/Peer Mediation)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*

8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

9. Ability to interpret and use data and assessment results to guide instruction

*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 6162.5 - Student Assessment)*

10. Knowledge of topics related to student health, safety, and welfare

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 3515.5 - Sex Offender Notification)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.63 - Steroids)*

## **STAFF DEVELOPMENT (continued)**

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*  
*(cf. 5141.52 - Suicide Prevention)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

### **11. Knowledge of topics related to employee health, safety, and security**

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*  
*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*  
*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*  
*(cf. 4157/4257/4357 - Employee Safety)*  
*(cf. 4158/4258/4358 - Employee Security)*

The Superintendent/Principal or designee may, in conjunction with individual teachers and interns, develop an individualized program of professional growth which contributes to competence, performance, and effectiveness in teaching and classroom assignments and, as necessary, assists them in meeting state or federal requirements to be fully qualified for their positions.

*(cf. 4112.2 - Certification)*  
*(cf. 4112.21 - Interns)*  
*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*  
*(cf. 4131.1 - Beginning Teacher Support/Induction)*  
*(cf. 4138 - Mentor Teachers)*

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

*(cf. 4115 - Evaluation/Supervision)*  
*(cf. 4139 - Peer Assistance and Review)*

The Superintendent/Principal or designee shall involve teachers, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district priorities for student achievement, school improvement objectives, and school plans.

*(cf. 0000 - Vision)*  
*(cf. 0200 - Goals for the School District)*  
*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 0420.1 - School-Based Program Coordination)*  
*(cf. 0520.1 - High Priority Schools Grant Program)*  
*(cf. 0520.2 - Title I Program Improvement Schools)*  
*(cf. 0520.3 - Title I Program Improvement Districts)*  
*(cf. 0520.4 - Quality Education Investment Schools)*



**STAFF DEVELOPMENT** (continued)

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

*(cf. 3100 - Budget)*

*(cf. 3350 - Travel Expenses)*

The Superintendent/Principal or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's/Principal's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement.

*(cf. 0500 - Accountability)*

*Legal Reference: (see next page)*

**STAFF DEVELOPMENT (continued)**

*Legal Reference:*

EDUCATION CODE

41520-41522 Teacher Credentialing Block Grant, including beginning teacher support  
41530-41533 Professional Development Block Grant  
44032 Travel expense payment  
44259.5 Standards for teacher preparation  
44277 Professional growth programs for individual teachers  
44279.1-44279.7 Beginning Teacher Support and Assessment Program  
44325-44328 District interns  
44450-44468 University internship program  
44560-44562 Certificated Staff Mentoring Program  
44570-44578 Inservice training, secondary education  
44580-44591 Inservice training, elementary teachers  
44630-44643 Professional Development and Program Improvement Act of 1968  
44700-44705 Classroom teacher instructional improvement program  
44735 Teaching as a Priority Block Grant; teacher recruitment and retention in high-priority schools  
45028 Salary schedule and exceptions  
48980 Notification of parents/guardians: schedule of minimum days  
52055.600-52055.662 High Priority Schools Grant Program  
56240-56245 Staff development; service to persons with disabilities  
99200-99206 Subject matter projects  
99220-99227 California Professional Development Institutes  
99230-99242 Mathematics and Reading Professional Development Program  
REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS  
44579-44579.6 Instructional Time and Staff Development Reform Program

GOVERNMENT CODE

3543.2 Scope of representation of employee organization

CODE OF REGULATIONS, TITLE 5

11980-11985.6 Mathematics and Reading Professional Development Program  
13025-13044 Professional development and program improvement

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers  
6601-6702 Preparing, Training and Recruiting High Quality Teachers and Principals

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

State Board of Education Guidelines and Criteria for Approval of Training Providers, March 2008

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 1997

WEB SITES

Beginning Teacher Support and Assessment: <http://www.btsa.ca.gov>  
California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>  
California Department of Education, Professional Development: <http://www.cde.ca.gov/pd>  
California Subject Matter Projects: <http://csmpp.ucop.edu>

Policy  
adopted:

**PLAZA ELEMENTARY SCHOOL DISTRICT**  
Orland, California



## Plaza Elementary

7322 County Road 24  
Orland, CA 95963-977  
(530) 865-1250

Days Taught: 180  
All Students

### School Attendance Averages For Superintendents

MONTH1 - Beginning: 08/17/2015, MONTH11 - Ending: 06/17/2016

#### Plaza Elementary

Section	Teacher	Grade	Days Attended	Days Enrolled	Percentage of Attendance
Grade0K1	Bradshaw	00K	4,032	4,121	97.84
			<b>4,032</b>	<b>4,121</b>	<b>Average For Grade 00K: 97.84</b>
Grade1A	Smith	01	3,912	4,049	96.61
			<b>3,912</b>	<b>4,049</b>	<b>Average For Grade 01: 96.62</b>
Grade2A	Fowler	02	3,992	4,130	96.65
			<b>3,992</b>	<b>4,130</b>	<b>Average For Grade 02: 96.66</b>
Grade3A	Limberg	03	2,870	2,955	97.12
			<b>2,870</b>	<b>2,955</b>	<b>Average For Grade 03: 97.12</b>
Grade4A	Miller	04	4,058	4,154	97.68
			<b>4,058</b>	<b>4,154</b>	<b>Average For Grade 04: 97.69</b>
Grade5A	Esquivel	05	4,158	4,286	97.01
			<b>4,158</b>	<b>4,286</b>	<b>Average For Grade 05: 97.01</b>
Grade6A	Lovell	06	3,633	3,774	96.26
			<b>3,633</b>	<b>3,774</b>	<b>Average For Grade 06: 96.26</b>
Grade7A	Cinquini	07	3,009	3,147	95.61
			<b>3,009</b>	<b>3,147</b>	<b>Average For Grade 07: 95.61</b>
Grade8A	Henning	08	3,250	3,368	96.49
			<b>3,250</b>	<b>3,368</b>	<b>Average For Grade 08: 96.50</b>
<b>Average For Plaza Elementary: 96.85</b>					

**CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION OF GOVERNING BOARD MEMBER**

THIS CERTIFIES that the undersigned, being the remaining members of the governing board of  
PLAZA SCHOOL DISTRICT of Glenn County, California, have appointed

**DARIN ROBERT TITUS**

to the office of MEMBER OF THE GOVERNING BOARD, of the above named district  
to hold the office for the completion of the term expiring **December 4, 2020.**

Dated \_\_\_\_\_

ISSUE THIS CERTIFICATE TO PERSON APPOINTED

**CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION OF GOVERNING BOARD MEMBER**

THIS CERTIFIES that the undersigned, being the remaining members of the governing board of  
PLAZA SCHOOL DISTRICT of Glenn County, California, have appointed

**DARIN ROBERT TITUS**

to the office of MEMBER OF THE GOVERNING BOARD, of the above named district  
to hold the office for the completion of the term expiring **December 4, 2020.**

Dated \_\_\_\_\_

**OATH OF OFFICE**

STATE OF CALIFORNIA  
County of Glenn

} ss.

I, **DARIN ROBERT TITUS**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

GOVERNING BOARD MEMBER  
PLAZA SCHOOL DISTRICT

(SIGNATURE)

(ADDRESS)

Subscribed and sworn to (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_

(SIGNATURE AND TITLE OF PERSON ADMINISTERING OATH)

Before taking office, each member must take and subscribe this Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk.

FILE ORIGINAL CERTIFICATE AND OATH WITH COUNTY CLERK - BOARD RETAINS COPIES



# PROPOSAL/CONTRACT

**GREG'S HEATING & A/C**

740 East Walker St., Orland, Ca. 95963

530-865-9677 Fax 530-865-8261

License #716260

**Name:** Plaza School

**Address:**

**Phone:** 865-1250

**Date:** November 9, 2016

**Job Location:** Same

We hereby submit specifications and estimates for:

## HVAC replacement

Five York 4 ton package gas/electric units, 75,000 BTU's, 14 SEER, 12 EER with economizers

Two York 5 ton package gas/electric units, 125,000 BTU's, 14 SEER, 11.8 EER with economizers

Two Eubank 3 1/2 ton wall hung Heat Pumps, with 10 kw heat strips, 9 EER with barometric dampers

One Modine MAU (make up air)

Venstar commercial WiFi thermostats (changing all thermostats in all rooms)

TOTAL \$ 87,632.00

Includes disposal of existing equipment, crane, HERS test, prevailing wage for labor and taxes.

Excludes painting, patching, framing, electrical.

We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of: \_\_\_\_\_ dollars \$ \_\_\_\_\_

Payment to be made as follows: Payment due upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

**NOTE:** This proposal may be withdrawn by us if not accepted within \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to work as specified. Payment will be made as outlined above. Acceptance of this Proposal constitutes a Contract.

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**From:** Greg Lorenzo [g.lorenzo@sbcglobal.net]  
**Sent:** Thursday, December 01, 2016 11:11 AM  
**To:** Patrick Conklin  
**Subject:** Re: Plaza HVAC replacement revised

Morning Patrick

The 13 SEER units are not being manufactured any longer do to new regulations coming out.

I can probably get a hold of them, it would only save \$650.00 of the total cost.

These units are 14 SEER, 3 phase units (3 phase unit is more efficient than single phase unit, less power consumption)

The higher the number the more efficient the unit is.

I do not have a 15 SEER, 3 phase unit to offer  
Anything else let me know

Thank you

Reg

On Thursday, December 1, 2016 9:18 AM, Patrick Conklin <pconklin@glenncoe.org> wrote:

Good morning. As I discussed with Reggie this week, I'll be asking the board to approve one of the proposals in our meeting next week. Before I present them, I want to make sure the scope of work for each proposal is the same, or at least as close as possible.

What would the cost be if the units were 13 SEER instead of 14? Also, what about 15 SEER units? Does the higher the SEER mean the units are more efficient?

Thanks,

Patrick Conklin  
Superintendent/Principal, Plaza Elementary School District  
7322 County Road 24 Orland, CA 95963

Phone (530)-865-1250 Fax (530) 865-1252  
[pconklin@glenncoe.org](mailto:pconklin@glenncoe.org)





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FAX (530) 891-5137

September 28, 2016

Plaza Elementary School  
7322 County Road 24  
Orland, CA 95963

Attn: Patrick Conklin  
Re: Prop 39 HVAC

Patrick,

Thank you for contacting McClelland Air Conditioning regarding Proposition 39 Energy Efficiency Measures. We have put together installed costs for replacement of various HVAC units per the outline prepared by Richard Heath and Associates (RHA). RHA submitted a document that identifies each Energy Efficiency Measure with a corresponding number (ECM#). Below is an outline of each ECM.

These projects are exempt from DSA Review since the units are similar size and weight. All work by McClelland Air Conditioning will be performed under a permit with Glenn County. This scope of work includes all Electrical, Piping, Crane Service and removal of existing equipment. All work will be performed when the school is not occupied.

- ECM 11 Replace old packaged HVAC unit with high efficiency units  
The document prepared by RHA calls for the replacement of (10) existing roof top units with 13 SEER Units. Patrick and I identified (5) existing 4 ton units and (2) 5 ton units for replacement. The proposed replacement units will be Trane YSC units with with roof curb adapters to match the existing roof curbs. Each unit will have an economizer and a propane conversion kit.
- ECM 12 Replace old heat pump with high efficiency heat pump.  
The intent is to replace (2) existing Wall Mounted Heat Pumps with new Bard Wall Mounted Heat Pumps.
- ECM 16 Replace manual thermostat with programmable/smart thermostat.  
The intent is to replace (15) existing thermostats with Honeywell TH8320U1008 programmable thermostats.

Attached is a summary of installed costs. Please call with any questions.

Don Fowler



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Plaza Elementary  
Prop 39 HVAC

Item	Installed Cost	Quantity	Total Cost
Thermostat	\$ 421	15	\$ 6,300
Bard Heat Pump	\$ 8,528	2	\$ 17,056
4 ton Roof Top Unit 13 SEER	\$ 10,459	5	\$ 52,295
5 ton Roof Top Unit 13 SEER	\$ 10,894	2	\$ 21,788
			\$ 97,439

Potential HVAC Upgrade

Item	Upgrade Cost	Quantity	Total Cost
Upgrade 4 ton Units to 15 SEER	\$ 726	5	\$ 3,630
Upgrade 5 ton Units to 15 SEER	\$ 864	2	\$ 1,728
			\$ 5,358



**Re: Plaza HVAC**

Don Fowler [don@mcclellandair.com]

**Sent:** Thursday, December 01, 2016 1:32 PM

**To:** Patrick Conklin

Patrick

I am out of town this week

I will be back to work on Monday.

I know that I did not include replacing

Modine unit in our proposal.

I will review the efficiency question on Monday

Thanks

Don

Sent from my iPhone

On Dec 1, 2016, at 12:15 PM, Patrick Conklin <[pconklin@glennco.org](mailto:pconklin@glennco.org)> wrote:

Good morning Don. On our board agenda for next weeks meeting I will ask members to approve one of the HVAC proposals we have received. Before I present the proposals I would like to make sure the scope of work for each is the same or as close as possible.

In our Prop 39 plan we have 10 units to be replaced, one of which is the Modine MAU over the cafeteria. In your proposal under ECM 11 you reference 10 units being replaced. However, I do not see the Modine unit listed in your proposal's cost. Is this unit included in your \$97,439 quote? Also, your proposal has an option for upgraded to 15 SEER for an additional \$5,358. What is the cost for 14 SEER units? Lastly, does a higher SEER, mean the unit is more efficient?

Thanks,

Patrick Conklin

Superintendent/Principal, Plaza Elementary School District  
7322 County Road 24 Orland, CA 95963

Phone (530)-865-1250 Fax (530) 865-1252

[pconklin@glennco.org](mailto:pconklin@glennco.org)



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FAX (530) 891-5137

December 6, 2016

Plaza Elementary School  
7322 County Road 24  
Orland, CA 95963

Attn: Patrick Conklin  
Re: Prop 39 HVAC

Patrick,

Thank you for contacting McClelland Air Conditioning regarding Proposition 39 Energy Efficiency Measures. We have put together installed costs for replacement of various HVAC units per the outline prepared by Richard Heath and Associates (RHA). RHA submitted a document that identifies each Energy Efficiency Measure with a corresponding number (ECM#). Below is an outline of each ECM.

These projects are exempt from DSA Review since the units are similar size and weight. All work by McClelland Air Conditioning will be performed under a permit with Glenn County. This scope of work includes all Electrical, Piping, Crane Service and removal of existing equipment. All work will be performed when the school is not occupied.

ECM 11 Replace old packaged HVAC unit with high efficiency units

The document prepared by RHA calls for the replacement of (10) existing roof top units with 14 SEER Units. Patrick and I identified (5) existing 4 ton units and (2) 5 ton units for replacement. The proposed replacement units will be Trane YSC units with with roof curb adapters to match the existing roof curbs. Each unit will have an economizer and a propane conversion kit.

ECM 12 Replace old heat pump with high efficiency heat pump.

The intent is to replace (2) existing Wall Mounted Heat Pumps with new Bard Wall Mounted Heat Pumps.

ECM 16 Replace manual thermostat with programmable/smart thermostat.

The intent is to replace (15) existing thermostats with Honeywell TH8320U1008 programmable thermostats.

Attached is a summary of installed costs. Please call with any questions.

Don Fowler





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Plaza Elementary  
Prop 39 HVAC

Item	Installed Cost	Quantity	Total Cost
Thermostat	\$ 421	15	\$ 6,300
Bard Heat Pump	\$ 8,528	2	\$ 17,056
4 ton Roof Top Unit 14 SEER	\$ 10,967	5	\$ 54,835
5 ton Roof Top Unit 14 SEER	\$ 11,421	2	\$ 22,842
Kitchen Make Up Air Unit	\$ 22,245	1	\$ 22,245
			\$ 123,278

Potential HVAC Upgrade

Item	Upgrade Cost	Quantity	Total Cost
Upgrade 4 ton Units to 15 SEER	\$ 726	5	\$ 3,630
Upgrade 5 ton Units to 15 SEER	\$ 864	2	\$ 1,728
			\$ 5,358

**PLAZA ELEMENTARY SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE**

**2016-2017**

**Proposed Changes 12/08/16**

Range	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	10.61	11.14	11.70	12.28	12.90	13.54	13.95	14.37	14.80	15.24	15.70	16.17	16.65	17.15	
2	11.14	11.70	12.28	12.90	13.54	14.22	14.65	15.09	15.54	16.00	16.48	16.98	17.49	18.01	Teacher Aide I/Cafeteria Aide
3	11.70	12.28	12.90	13.54	14.22	14.93	15.38	15.84	16.31	16.80	17.31	17.83	18.36	18.91	Custodian I
4	12.28	12.90	13.54	14.22	14.93	15.68	16.15	16.63	17.13	17.64	18.17	18.72	19.28	19.86	Bus Driver, Afterschool Program Aide
5	12.90	13.54	14.22	14.93	15.68	16.46	16.96	17.46	17.99	18.53	19.08	19.66	20.25	20.85	Custodian II
6	13.54	14.22	14.93	15.68	16.46	17.28	17.80	18.34	18.89	19.45	20.04	20.64	21.26	21.90	Teacher Aide II (Cred.)
7	14.22	14.93	15.68	16.46	17.28	18.15	18.69	19.25	19.83	20.43	21.04	21.67	22.32	22.99	School Clerk
8	14.93	15.68	16.46	17.28	18.15	19.06	19.63	20.22	20.82	21.45	22.09	22.75	23.44	24.14	Cafeteria Manager
9	15.68	16.46	17.28	18.15	19.06	20.01	20.61	21.23	21.86	22.52	23.20	23.89	24.61	25.35	
10	16.46	17.28	18.15	19.06	20.01	21.01	21.64	22.29	22.96	23.65	24.35	25.09	25.84	26.61	Computer/Office Aide, Bus Driver/Custodian
11	17.28	18.15	19.06	20.01	21.01	22.06	22.72	23.40	24.10	24.83	25.57	26.34	27.13	27.94	
12	18.15	19.06	20.01	21.01	22.06	23.16	23.86	24.57	25.31	26.07	26.85	27.66	28.49	29.34	
13	19.06	20.01	21.01	22.06	23.16	24.32	25.05	25.80	26.57	27.37	28.19	29.04	29.91	30.81	
14	20.01	21.01	22.06	23.16	24.32	25.54	26.30	27.09	27.90	28.74	29.60	30.49	31.41	32.35	
15	21.01	22.06	23.16	24.32	25.54	26.81	27.62	28.44	29.30	30.18	31.08	32.01	32.97	33.96	Business Manager/Adm. Asst* Confidential

Classified Substitute Pay Rate is Step 1 of Position Range