

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
February 16, 2017  
3:00PM  
Agenda

- I. Call to Order
- II. Pledge of Allegiance
- III. Members Present
- IV. Correspondence
  - a. February Pirates Post Newsletter
- V. Superintendent Report/Information
  - A. GCOE Building Update
  - B. Plaza Community Club
  - C. Playground
  - D. Local Control and Accountability Plan
    - 1. Student Achievement
    - 2. Staffing
    - 3. Facilities
  - E. Washington DC Class Trip
  - F. County-Wide Training
  - G. School Site Council
    - 1. Health and Wellness Policy
    - 2. School Safety Plan
    - 3. School Accountability Report Card
- 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 January 19, 2017 Regular Board Meeting
      - b. Approve Warrant Registers—1/12/2017 through 2/10/2017
      - c. Approve Budget Transfers— None
    - 2. Approve 2016-17 School Safety Plan
    - 3. Approve 4<sup>th</sup> grade field trip request to 3 Creeks Ranch in Elk Creek on March 24<sup>th</sup>, 2017
    - 4. Approve 6<sup>th</sup> grade field trip request to Shasta Caverns in Redding on May 8<sup>th</sup>, 2017
    - 5. Approve Reduced Workload Program for 2017-18 for 2<sup>nd</sup> Grade Teacher if a Suitable Candidate is Hired to Job Share
    - 6. Approve Hiring a “Temporary” .2 (1 day per week) Certificated TK-8 Teacher for 2017-18 School Year
    - 7. Approve Hiring a “Temporary” 1.0 (5 day per week) Certificated TK-8 Teacher for 2017-18 School Year

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- 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-**
- X. **Adjournment**

# THE PIRATE'S POST

January 31, 2017



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

## Dates to Remember:

<b>Feb 1</b>	Student Government Mtg.	8am
	A boys @ Orland Rec Center	2pm
	A girls @ Orland Rec Center	3pm
	Plaza 4H	6pm
<b>Feb 2</b>	2nd Grade- Sacramento Wildlife Refuge	
<b>Feb 3</b>	7/8 <sup>th</sup> @ Vina	12:30
<b>Feb 8</b>	A boys @ Orland Rec Center	2pm
	B boys @ Orland Rec Center	4pm
<b>Feb 9-10</b>	7/8 <sup>th</sup> Basketball Tournament @ Orland Rec	
<b>Feb 15</b>	8 <sup>th</sup> Grade- Snowshoeing at Mt. Lassen	
<b>Feb 16</b>	8 <sup>th</sup> Grade- W.I.S. Science Assembly	
	Plaza School Board Mtg.	3pm
	Plaza Community Club Mtg.	6pm
	@ Orland Round Table	
<b>Feb 17</b>	7 <sup>th</sup> Grade- Snowshoeing at Mt. Lassen	
<b>Feb 20-24</b>	NO SCHOOL- February Break	
<b>Feb 28</b>	8 <sup>th</sup> Grade- Hamilton High Ag. Awareness Day	

## Box Tops:

Each year students in all grade levels collect box tops to help support Plaza School. The money raised will go towards purchasing books and resources for our library next year. The goal this year is to raise over \$1,000. Please help us achieve this goal by turning in your box tops. In order to be more efficient, put box tops in baggies and label how many you have turned in.

## Friday Spirit Days:

Spirit Fridays are a friendly competition among classrooms. Students and staff will wear Plaza gear or our school colors to earn points. The class with the most spirit will have the pleasure of displaying the Plaza flag on their door for the week. Remember to show your Plaza pride by wearing Plaza gear this Friday!

## HVAC:

During our February break, Greg's Heating and Air Conditioning will be replacing HVAC units on our main building, as well as the two portables. The money used for this project came from our Proposition 39 Plan, an energy efficiency and jobs creation grant Plaza was awarded two years ago.

## Plaza Community Club Needs Your Help!

It's that time of year again when PCC needs your help hosting the annual Plaza School Carnival. This year the event will be held on **Saturday, April 8<sup>th</sup> from 4-8pm**. This is by far the biggest, and most exciting fundraiser of the year. Nearly all of the money raised this year will come from this one great event. The carnival offers delicious food, fun games and rides, a silent auction, and prizes to raffle. Hosting the carnival is a laborious task for Plaza Community Members. Oftentimes a very small group of dedicated people spend the next three months planning, preparing, and putting on this event.

We could really use **help setting up on Friday, April 7<sup>th</sup> from 3-5pm and/or cleaning up and putting things away after the event concludes Saturday**. With enough help, both can be done quickly and easily. Without it, a few people who have already planned, organized, and put on the event will end up being here all night Friday, Saturday, and again on Sunday.

If you would like to learn more about how you can help by donating time, money, or auction items, please ask a PCC officer, or stop by the office and see Mr. Conklin. The carnival will be discussed in our next PCC meeting at 6pm on Thursday, February 16<sup>th</sup> at the Orland Round Table.



## Basketball Word Search



ASSIST  
BASKET  
BLOCKING  
BREAK  
CLEAR OUT  
DEAD BALL  
DOUBLE TEAM  
DRIBBLE

END LINE  
FAKE  
FLOOR  
FRONT COURT  
GUARDS  
INBOUNDS  
KEYHOLE  
LAYUP

OPEN  
PASS  
PIVOT  
POSSESSION  
RELEASE  
ROOKIE  
ROSTER  
SHOOTER

SLAM DUNK  
THROW-IN  
TIMEOUT  
TRAVELING  
TURNOVER  
ZONE DEFENSE

-Submitted by Caden T., 5<sup>th</sup> Grade

Plaza School is now on Facebook. Please find us and "like" our page.



### Yearbook:

The Yearbook Committee is working hard on this year's book. If you have group pictures of students doing school activities, please email them to Mrs. Henning at [khenning@glenncoe.org](mailto:khenning@glenncoe.org). The goal is to get every student in at least one picture other than their portrait. **If you would like to purchase an advertisement for your business or an 8<sup>th</sup> grade congratulation space, please see Mrs. Henning, or stop by the office.**

### Glenn County Office of Education (GCOE)

#### Project:

GCOE has awarded a contract to move a double portable to Plaza School to house the county Regional Special Education program. This project will involve quite a bit of site work, including a septic tank, bus lane, concrete pad, and sidewalks. The building will be placed just north of the parking lot entrance on County Rd. S. Although most of the work will be done during the school day, there should be little disruption to the learning environment.

## Plaza Elementary School Menu: February 2017



Milk - \$.35

Reduced Breakfast \$.30      Reduced Lunch \$.40  
Student Breakfast \$2.00      Student Lunch \$2.75  
Adult Lunch \$4.00

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Breakfast Sandwich, Fruit, Juice, Milk	2 Cinnamon roll, yogurt, fruit choice	3 Breakfast Pizza, Fruit, Juice, Milk
		Chicken Nuggets, Mashed Potatoes, Pears, Milk	PBJ Sandwich, Carrot Sticks, Banana, Milk	Beef Stew, roll, fruit choice, Milk
6 French toast sticks Fruit Choice, Yogurt	7 Muffin, yogurt, fruit choice, Milk	8 Breakfast Sandwich, Fruit, Juice, Milk	9 Cinnamon roll, yogurt, fruit choice, Milk	10 Breakfast Pizza, Fruit, Juice, Milk
Nachos, Salsa, Beans, Fruit, Milk	BBQ Pulled Pork, Bun, Cole slaw, pineapple, Milk	Hotdogs, Potato Salad, Fruit choice, Milk	Chicken Pot Pie, Oranges, Milk	Hearty Vegetable Soup, roll, fruit choice, Milk
13 Pancake stick Banana, Juice Milk	14 Breakfast Burrito, Fresh Fruit, Juice, Milk	15 Bagel, Cream Cheese, Fresh Fruit, Juice, Milk	16 Yogurt Parfait Juice, Fresh Fruit, Milk	17 Breakfast Pizza, Fruit, Juice, Cracker Milk
Burrito, Salsa, Corn, Oranges, Milk	Pizza, Carrots, Fresh Fruit, Milk	Corndog, Tots, Pears, Milk	Chicken & Biscuit, Cole Slaw, Apple Slices, Milk	Ham Sandwich, Fresh Fruit, Carrots, Cracker Milk
20 No School	21 No School	22 No School	23 No School	24 No School
27 Chocolate Muffin Yogurt, Banana, Juice Milk	28 Hot Oatmeal, Fresh Fruit, Juice, Milk			
Chicken Fajitas, Strawberries, rice and beans, Milk	Orange Chicken, Rice, Broccoli, Fresh Fruit, Milk			

- Whole Grain Cereal is offered daily for breakfast.
- Salad Bar is offered Monday - Thursday.
- Milk Choice is offered at every meal.



DANNIS WOLIVER KELLEY

Attorneys at Law

**GLENN COUNTY SCHOOLS  
Governing Board Workshop  
THE BROWN ACT: WHAT EVERY  
BOARD MEMBER SHOULD KNOW  
January 21, 2017**

*Presented by:*

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**Glenn County Schools  
Governing Board Workshop  
January 21, 2017**

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Matt Juhl-Darlington is Of Counsel in DWK's Chico, San Francisco and Novato offices. He is a member of the Students and Special Education; Labor, Employment and Personnel (LEAP); and Litigation Practice Groups. Prior to rejoining the firm, Matt was the founder of Matt Juhl-Darlington & Associates.

As a law student, he externed for the Honorable Judge Susan Illston of the Northern District in San Francisco, interned as a Rubin Fellow in the Juvenile Division in the Defender General's office for the State of Vermont in Montpelier, and was a board member of the Hastings International and Comparative Law Review. Prior to law school Matt taught seventh and eighth grade at-risk youth in a self-contained Opportunity Program for the Paradise Unified School District, and interned with Congressman Don Edwards of San Jose.

### EDUCATION

- University of California, Hastings College of Law (J.D.)
- California State University, Chico (Teaching Credential)
- University of California, Santa Cruz (B.A.)

### ADMISSION

- State Bar of California

### PRACTICE AREAS

- Students and Special Education
- Public Finance
- Litigation
- Community Colleges / Higher Education

### MEDIA/PUBLICATIONS



DANNIS WOLIVER KELLEY

Attorneys at Law

- Countdown to Bond: Are You Planning a 2016 Bond Election?

## **PROFESSIONAL ACTIVITIES**

Planning Commission for the City of Chico

## **A ONE-PAGE SUMMARY OF BOARDSMANSHIP**

How a school board governs is as important as what steps the board takes to govern.

As board members fulfill governance responsibilities in the areas of vision-setting, human resources, policies, curriculum, finance, judicial appeals, collective bargaining and community leadership, the way in which boards perform the board role is critical.

It is as important as what boards do in providing effective public oversight of the public school systems responsible for educating children and preparing them to be productive citizens.

Whether in the boardroom, out in the community or at home, board members are always trustees for the district. The integrity of the school district's educational program is dependent upon responsible and professional manner in which each board member, and the board collectively, fulfills governance roles and responsibilities.

The demeanor of board members sends as important a message to the public as the actual decisions made by board members do about the quality of leadership of the community's schools.

**There are eight axioms which incorporate the boardsmanship principles essential to effective governance. These are:**

- 1. Board members are members of a team.**
- 2. All children must be the priority.**
- 3. Perceptions of demeanor have dramatic consequences and board members must act accordingly.**
- 4. Diversity of perspectives and styles must be respected.**
- 5. Board members must understand the board's roles and responsibilities.**
- 6. Confidential information must be kept confidential.**
- 7. Board members must strive to know district policies and guidelines.**
- 8. Being effective requires a commitment of time and energy.**

## **THE GOVERNANCE TEAM – 7 Key Factors**

There are seven (7) major areas identified in a recent article by the American School Board Journal, for a board and a superintendent to consistently review as they work to provide a strong and viable education for all students:

**1. COMMUNICATION:**

- listening and speaking honestly; showing consideration for others.

**2. TRUST:**

- being willing to discuss concerns with the total group without fear;
- not taking disagreement personally.

**3. DECISION MAKING:**

- discussing items independently and objectively; voting as individuals not as blocks; remember the students for whom you have accepted this responsibility.

**4. SUPPORT:**

- supporting, or at least not subverting board decisions even in the event of a disagreement.

**5. ROLES**

- adhering to the board's role in developing policy; understand that you are each one member of a group that the decision making authority extends only to the board table.

**6. GOALS:**

- undertaking activities and decisions that are consistent with the district's goals.

**7. RESPONSIBILITY:**

- putting in the time and effort required to complete the job.



## **THE GOVERNANCE TEAM – Key Questions**

### **Key Questions:**

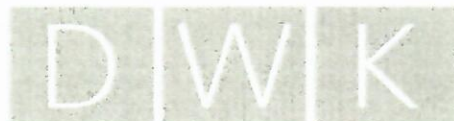
1. Do members of the school board help each other work together as a team? Do we team well with the superintendent? The staff? The community?
2. Do members of the board understand how dependent each board member is on the others?
3. Are governance team members committed to overall district goals as opposed to focusing only on our personal goals?
4. Has the board established goals for itself?
5. Do board members have a positive, supportive attitude? Do we genuinely and publicly acknowledge the contributions of others?
6. Do members of the board exhibit respect for others?
7. Do we respect the superintendent's professional expertise?
8. Does the superintendent respect the board's governance role as elected trustees of the district?
9. Have we established an environment of trust within the board and the district or county office of education?
10. Is the communication among persons on the board honest and free from distrust?
11. Do we make sure we communicate our dedication to students?
12. Do we carry out our responsibilities with a high level of professionalism?
13. Does the board operate with fairness?




## **THE GOVERNANCE TEAM**

### **Agreements of the Board of Education and the Superintendent**

1. Board members will prepare thoroughly before all meetings.
2. Board members and Superintendent will discuss in private any personal issues.
3. Board members and Superintendent will practice honest and open communications on all issues.
4. Board members and Superintendent will discuss and understand their respective roles.
5. Board members will direct all complaints or concerns to the lowest level of the complaint assuring the people involved that their needs will be acted upon.
6. Board members will advise Superintendent of complaints and concerns and expect that they will be handled effectively.
7. Board members and Superintendent agree that having different views and votes is healthy and essential to good decision making.
8. Board members will act in a manner that will allow them to be passionate about an issue while recognizing they represent all students.
9. Board members and Superintendent will keep matters of confidentiality-confidential.
10. Board members recognize that statements made in public by individual board members may be seen as the position of the Board. The Board will decide on issues where a single spokesperson might be in the best interest of the district.
11. Board members and Superintendent will set annual goals and strive to live with the goals without adding major activities during the year.
12. Board members will give the Superintendent prompt and constructive input on policies and curriculum.
13. Board will do an annual self-evaluation.





**What Board Members Should Know  
About The Brown Act**

Glenn County Schools  
January 21, 2017

Presented by:  
Matthew P. Juhl-Darlington  
Danniss Woliver Kelley

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### Agenda

- Role of the Brown Act & Application
- What is a Meeting?
- Agenda Requirements
- Public Rights at Meetings
- Closed Sessions
- Violations of the Brown Act

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### Intent of the Brown Act

The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is good for them not to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

The Ralph M. Brown Act, Gov. Code, § 54950

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## Intent of the Brown Act

- To keep the public informed of the actions, debates and views of locally elected representatives; and
- To provide the procedural framework for local legislators to meet, debate, act and listen collectively to their constituents.

## Board Role & Conduct

- Board members have collective, not individual authority. Authority to make decisions is only granted to the board as a whole. The full board gives direction to the superintendent, most commonly at board meetings. Individual board members do not have the authority to direct the superintendent or staff, unless otherwise agreed to by the board and superintendent.
- No individual Board member has authority other than as conferred by Board majority.
- Board Bylaws – Code of Ethics, Governance
- Protocol for communicating with staff, requests for information

## Applicability

- Act applies to a "member of the legislative body of a local agency" which includes "[a]ny person elected to serve as a member of a legislative body who has not yet assumed the duties of office ..."
- Once elected, officials are expected to know the requirements of the Brown Act, even before taking office (Gov. Code, § 54952.1.)

## Legislative Body

- Includes any:
  - Commission
  - Committee
  - Board

### Whether

- Permanent or temporary
- Decision-making or advisory
- Established by charter, ordinance, resolution, or formal action of the Board.
- Does not include ad hoc committees or committees formed by the Superintendent.

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## What is/is not a Meeting

- A "meeting" is:
  - Any congregation of a majority of members of a legislative body at the same time and place, including teleconference locations, to **hear, discuss, or deliberate** upon any item within the subject matter jurisdiction of the legislative body.
  - There need **not be action** taken or planned, for a "meeting" to occur.

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## Meetings – Location, Logistics

- All meetings must be open and public
  - Teleconference locations must be identified and accessible;
  - At least a quorum must be within District boundaries.
- Meeting place must be accessible to public—nondiscriminatory, accessible to disabled, no payment or purchase required.

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## Meetings – Location, Logistics

- Meeting place must be within District boundaries, with limited exceptions:
  - To comply with court order or attend judicial proceeding;
  - To inspect real or personal property which cannot be brought within bounds of agency;
  - To meet with state or federal elected or appointed officials, when a local meeting impractical; and
  - To participate in meetings of multi-agency significance.

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## What is/is not a Meeting

- Definition of meeting excludes:
  - Appearance of a Board majority at a general conference open to the public involving a discussion of broad issues and attended by a broad spectrum of officials from a variety of governmental agencies;
  - Attendance at open and publicized meetings, organized to address a topic of local concern by a person or organization other than the local agency; and
  - Social or ceremonial occasions.

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## What is/is not a Meeting

- Definition of meeting excludes:
  - Attendance by a Board majority at open and noticed meetings of another body of the same local agency or any other agency; or
  - Attendance by a Board majority at an open and noticed meeting of a standing committee of the Board, if members of the Board that are not members of the committee attend only as observers (Gov. Code, § 54952.2.)

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## What is/is not a Meeting

- **Note:**

- For any exclusion to apply, Board members must not discuss topics within the subject matter of the district "other than as part of the scheduled program."

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## What is/is not a Meeting

- A majority of the members of a Board shall not, outside a noticed meeting, **use a series of communications** of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the board's jurisdiction.
- This includes communications through:
  - Telephone, electronic mail, facsimile, internet
  - Communication through an intermediary

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## What is/is not a Meeting

An employee or official of a district may engage in separate conversations or communications outside of a meeting with other board members in order to answer questions or provide information regarding a matter that is within the district's jurisdiction, if that person does not communicate to board members the comments or position of any other board member.

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## Board Member Protocol

- Staying informed & being well prepared... without a serial meeting
  - May you receive the report before the board meeting?
  - If so, when does the public get it?
  - May you meet with staff before the board meeting?
  - If so, what are the "do's and don'ts"?
  - May you post a request for input from constituents on your blog, even though other board members might see it?

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## What is/is not a Meeting

Common scenarios of which to be aware:

- Attending other public agency meetings
- Conferences (i.e. CSBA)
- Information from staff (Friday memo)

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## Public Statements—Sample Board Protocol

- Responding to emails sent to Trustees from the public:
  - Trustees will refer the request to the board president with a copy to the superintendent (if the superintendent is not already copied).
  - The board president and superintendent will agree on which of them will respond.
  - If the superintendent responds, s/he will copy all trustees.
  - If the board president responds, s/he will copy the superintendent, who will pass it on to all trustees.

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## Permitted Communications

- Communications limited to providing information (i.e. superintendent's weekly report) or procedural or administrative matters do not constitute meetings
  - Receipt of written legal advice is not a meeting!
- Private briefings for less than a quorum of board members on background events concerning agenda items do not violate the Act *unless the comments or position of any other board member is disclosed.*

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## Agenda Requirements

- Publicizing a Meeting
  - Agenda to be posted in a location freely accessible to members of the public
    - 72 hours before regular meeting
    - 24 hours before special meeting
  - Post on the District's website;
  - Mail to persons requesting mailed notice including local news media; and
  - Agendas and backup should be made available when distributed to a majority of the Board.

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## Agenda Requirements

- Content of Agenda
  - Time and location of meeting;
  - How a request for accommodation may be made;
  - List of agenda items in sufficient detail to allow public to determine whether to participate ("brief general description").
    - No required order of items;
    - Closed session items must meet specific description requirements.

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## Emergency Meetings

- Not subject to the 24 hour notice requirement
  - But only for:
    - Work stoppage
    - Crippling activity
    - Activity which severely impairs public health, safety or both
    - Disaster
  - Must still attempt to provide notice

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## Action & Vote Requirements

- "Action"
  - Decision by a majority of the board;
  - A collective commitment or promise by a majority of the board to make a positive or a negative decision;
  - An actual vote by a majority of the board members upon a motion, proposal or resolution.
- Board shall act by majority vote of entire membership

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## Action on Non-Agenda Items – Regular Meetings

- Board may consider items not on agenda in two circumstances
  - Emergency items
    - Majority vote
    - Limited application
  - Need to take immediate action
    - Arose after agenda posted
    - Requires 2/3 vote, unanimous if less than 2/3rds of Board present
- Sometimes better to use Special Meeting if sufficient advance notice

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## Non-Agenda Items

- Board may also:
  - Ask for clarification
  - Make a brief announcement or brief report of activity
  - Request staff to “report back” or place item on future agenda
  - “Briefly respond to statements made or questions posed by persons exercising their public testimony rights”  
(Gov. Code § 54954.2.)

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## Meetings – Public Rights

- Right to comment:
  - Agenda must provide opportunity for public comment
    - Before or during consideration of item
    - Public comment must be allowed on any other matter under the Board's jurisdiction
- Board may place reasonable time limitations on particular topics or speakers
- At special meetings, the public only has the right to address agenda items

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## Meetings – Public Rights

- Public may place items “directly related to school district business” on the agenda  
(EC 35145.5)
- Is Board obligated to speak to each agenda item?
- Check Board Bylaws

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### Board Member Conduct - Scenario

- Union survey shows that teachers have low opinion of and no confidence in board.
- A board member's spouse writes a statement accusing the union president of manipulating the survey to get the desired results. The spouse delivers the statement to another board member and asks him to read it on her behalf during public comment.
- The board member does as requested.
- Was the board member's conduct appropriate? May a board member step out of his role and address the board during public comment?

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### The Board Meeting: A Limited Public Forum/Public Comment (Cont.)

- Public Comment Prior to open/closed session
- At Regular/Special Meeting
- Regulating length & content; derogatory remarks; disruption

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### The Board Meeting: A Limited Public Forum/Public Comment

- Rights of person requesting item to speak at meeting when item heard;
- Number of speakers – provide opportunity for everyone to speak;
- Physical arrangement of room;
- Video / audio recording by member of public.

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## Meetings – Public Rights

- Public meetings are considered a limited public forum
  - The public has broad constitutional rights to comment on any subject relating to the business of the governmental body.
  - Attempt to restrict the content of such speech must be narrowly tailored to effectuate a compelling state interest.
  - Prohibiting members of the public from criticizing school district employees is unconstitutional.
- Board need not permit disruptive conduct in a meeting
  - Penal Code section 403 prohibits acts that disturb or break up a lawful assembly or meeting.
- Any person attending a public meeting may videotape, unless disruptive.

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## Closed Session

- Board may meet in closed session to discuss/take action on items within enumerated "exceptions" to the open meeting requirements;
- Prior to closed session, disclose in an open session the items to be discussed in closed session which may be a reference to items on the Board's agenda (Gov. Code § 54957.7).
- Act provides sample "safe harbor" closed session item descriptions.

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## Closed Session Procedure

- Who may attend?
  - Board
  - Administrators
  - Legal counsel
  - Board's negotiators
  - Parties specifically allowed
- Who may **not** attend?
  - Opposing party?
  - Other consultants?

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## Closed Session Topics

### ▪ Most Common:

- Personnel Actions – Appointment, Employment, Evaluation, Discipline/Dismissal/Release
- Hearing "Complaints or Charges" against employees - requires 24-hour notice of right to open session
- Conference with Labor Negotiator – for unrepresented employees
- Student Matters

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## Closed Session Topics (Cont.)

- Student discipline hearings - require 24-hour notice of right to open session (Ed. Code)
- Real Property Transactions
- Pending and Anticipated Litigation
- Tort Claims

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## Personnel Exception

- Governing boards may meet in closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee

(Gov. Code, § 54957, subd. (b)(1).)

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## Employment Contracts

- All contracts of employment with a superintendent, deputy superintendent, assistant superintendent, associate superintendent... or other similar chief administrative officer or chief executive officer of a local agency **shall be ratified in an open session of the governing body which shall be reflected in the governing body's minutes** (Gov. Code, §53262(a).)

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## Employment Contracts (Cont.)

**NOTE:** The Brown Act prohibits a board from holding a **special meeting** regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a "local agency executive." (Gov. Code § 54956(b).)

- A local agency executive is defined to include a person who is the head of a department.
- This prohibition applies to consideration of superintendent employment agreements (Gov. Code § 3511.1(d).)
- Is CBO subject to this prohibition?

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## Complaints or Charges

- Governing boards may meet in closed session to hear complaints or charges brought against the employee by another person or employee **unless** the employee requests a public session (Gov. Code, § 54957, subd. (b)(2).)

- 24-Hour Notice Requirement:
  - Written notice of right to have complaints or charges heard in an open session
  - Delivered, personally or by mail, to the employee at least 24 hours before the closed session (Gov. Code § 54957(b)(2).)

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## Complaints or Charges (cont.)

- Performance evaluation is not a hearing about specific complaints or charges brought against an individual (*Fischer v. Los Angeles Unified Sch. Dist.* (1999).)
- "Complaint" and "Charge" connote an accusation; something which is brought against an individual (*Bell v. Vista Unified Sch. Dist.* (2000).)
- Decision to initiate or consider moving forward with formal discipline is not a hearing (*Kolter v. Los Angeles Unified Sch. Dist.* (2009).)

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## Labor Negotiations

- May discuss salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and for represented employees, any other matter within the statutorily provided scope of representation.

(Gov. Code, § 54957.6(a))

- Prior to closed session, the Board must identify its negotiator(s) in open session.

**Note:** Compliance with Brown Act not required for discussions regarding negotiations with represented employees (Gov. Code, § 3549.1, Rodda Act).

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## Real Property Transactions

- Limited to meeting with real property negotiators prior to sale or lease of property, to discuss confidential information concerning price or terms of payment during property negotiations.

– General real property issues are not included within this exception.

(Gov. Code, § 54956.8)

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### Pending and Anticipated Litigation

- To confer with, or receive advice from legal counsel regarding pending or threatened litigation when discussion in open session would prejudice the position of the district in the litigation.
  - Includes consideration of tort claims
  - Must counsel be present?

(Gov. Code, § 54956.9)

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### Reporting Out

- Board must publicly report action taken in closed session.
  - "Action taken" is defined in the Act;
  - Must report the vote of every member present;
  - Must provide copies of contracts, agreements or other approved documents to a requester at time session ends (if prior written request on file), otherwise next day.
- Specific requirements for reporting out depending on type of action taken.

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### Reporting Out (Cont.)

- Personnel actions:
  - Must provide title of position;
  - Cannot use name of employee, best practice to provide ID number if more than one employee with the same title;
  - The report of a dismissal or of the nonrenewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

(Gov. Code, § 54957.1, subd. (a)(5).)

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## Confidentiality of Closed Session

- Board member may not disclose confidential information from closed session
- Consequences:
  - Injunctive relief
  - Disciplinary action
  - Referral to grand jury
  - Expose the District to potential liability
- "If a board member violates the legal requirement to keep all closed session discussion confidential, the Board President and Superintendent will take immediate action to rectify the matter."

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## Violations

- Consequences for violation of the Brown Act:
  - Criminal liability exists if there is "intent to deprive public" (Gov. Code, § 54959)
  - Public can sue to stop violation of Act
  - Declaratory relief regarding past violation of the Act
  - Payment of attorneys' fees
  - Voiding of action taken in violation of the Act
  - Court may order taping of closed session

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thank  
you!

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## **BROWN ACT REFRESHER**

**January 21, 2017**

### **DO'S AND DON'TS**

1. **DO** discuss with another Board member district business and/or agree upon positions concerning district business as long as such discussion does not constitute contact among a majority of members of the board. (54952.2 (a))
2. **DO** attend, with other board members, social/ceremonial functions. A majority of members, however, cannot discuss among themselves business of a specific nature that is within their local agency's subject matter jurisdiction. (54952.2 (c)(5))
3. **DO**, as an individual board member, confer with constituents, advocates, consultants, news reporters, local agency staff or a colleague. (54952.2 (c)(1))
4. **DO** attend, with other board members, an open and publicized meeting of a legislative body of another local agency. Again, the majority cannot discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within their local agency's subject matter jurisdiction. (54952.2 (c)(4))
5. **DO** attend, with other board members, an open and noticed meeting of a standing committee of the legislative body provided that the legislative body members who are not members of the standing committee attend only as observers. (54952.2 (c)(6))
6. **DO** attend, with other board members, an open and publicized meeting organized by another organization to address a topic of local community concern. A majority cannot discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within their local agency's subject matter jurisdiction. (54952.2 (c)(3))
7. **DO** attend, with other board members, conferences or similar gatherings open to the public that address issues of general interest to the public or to public agencies of the type represented by the legislative body. A majority cannot discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within their local agency's subject matter jurisdiction. (54952.2 (c)(2))

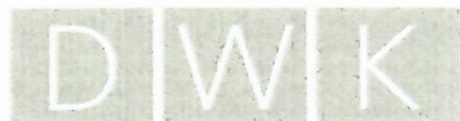


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1. **DO NOT** meet privately with other board members, either in person, by phone or any other electronic means, to discuss any issue, which is within the subject matter jurisdiction of the board, if doing so, would constitute contact among a majority of members of the board. (54952.2 (a))
2. **DO NOT**, with the majority of other board members, meet privately for retreats or workshops. (54952.2 (a))
3. **DO NOT** meet all together with board members or in sub-groups with staff or any other third party in advance of a meeting for a collective briefing. (54952.2 (a))
4. **DO NOT** send an e-mail to other board members, polling or discussing any issue, which is within the subject matter jurisdiction of the board, if doing so, would constitute contact among a majority of members of the board. (54952.2 (b))
5. **DO NOT** forward any e-mail to other board members that discusses any issue, which is within the subject matter jurisdiction of the board, and that requests board members responses to the issue, if doing so, would constitute contact among a majority of members of the board. (54952.2 (b))
6. **DO NOT** carbon copy an e-mail to other board members, which discusses any issue, which is within the subject matter jurisdiction of the board, and that requests board members responses to the issue, if doing so, would constitute contact among a majority of members of the board. (54952.2 (b))
7. **DO NOT** attend a board meeting or retreat outside of district boundaries unless one of the limited exceptions, such as to interview a potential employee from another district or interview the public from another district about the employment of a superintendent applies. (54954(b) and (c))

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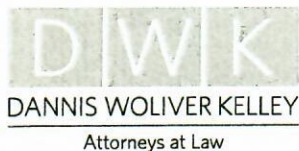
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# **Brown Act Refresher**

January 21, 2017

## ***True or False?***

1. A meeting, as defined in the Brown Act, occurs only when some action is taken.
2. A board meeting may be held by teleconference.
3. A teleconference does not require the agenda to be posted.
4. Members may poll each other by e-mail conference on any issues before the Board.
5. If a majority of the board attends a CSBA dinner, and sit together, this violates the Brown Act.
6. The board may take a vote by secret ballot.
7. Board members may consider any item not on the agenda if a two-thirds vote of the members approve.
8. A member of the public may address the board on his/her impressions of his child's teacher's performance.
9. The board may limit the amount of time members of the public are allowed to speak on matters of public interest.
10. The board may prohibit members of the public from criticizing board decisions.
11. A special meeting of the board may be held at any time and on any topic.
12. The board is not required to report in open session the items to be discussed in closed session.
13. When receiving advice from legal counsel in closed session, the attorney must be present.
14. In general, action taken in closed session must be reported out at the same meeting.
15. The board may not consider the release of temporary employees in closed session.
16. The report of employee appointment or dismissal must include the employee's name.
17. Agendas of meetings and writings distributed to board members in connection with a subject to be discussed or considered at a public meeting must be made available within 48 hours after a request is made.
18. The board is not required to keep minutes of its closed session meetings.
19. The board may not discuss anticipated reductions in personnel or programs in closed session.



## ABOUT THE FIRM

Dannis Woliver Kelley (DWK) is a full service education law firm focused entirely on serving the legal representation needs of California public school districts, county offices of education, community colleges and other educational organizations. Established in 1976, we were the first California law firm to devote its practice to governing boards, public schools and education. With more than 45 attorneys and 7 offices across the state, DWK is one of the largest women-owned law firms in the country.

DWK provides trusted counsel and forward-thinking legal solutions on all education law issues from board ethics to students' rights, collective bargaining to charter oversight, litigation to construction, bond finance to business and technology. Our depth of experience and expertise is unmatched in California and provides an invaluable resource to our clients. As legal counsel to hundreds of districts and county offices throughout the state, we are keenly aware of trends that impact our clients' interests. We recognize issues that others may fail to spot, and work in an innovative, preventive and practical manner with clients to stay ahead of and resolve issues before they become problematic.

We are a diverse firm committed to excellence in the practice of education law. We offer high-quality, creative, cost-effective, and prompt legal services in every aspect of education law. Our practice groups are comprised of experienced attorneys who possess thorough knowledge of the issues and challenges facing public schools.

## PRACTICE AREAS

***Labor, Employment and Personnel*** - DWK was representing public education agencies in our state before the Educational Employment Relations Act was even passed in 1976. We continue to provide unparalleled service and results-oriented advice to employers throughout California in all areas of labor-management relations law. Members of our firm are trained in interest-based bargaining, including CFIER, and are trainers in the CTA/Management Interest-Based Negotiations model. We regularly negotiate on behalf of our clients concerning wages, salaries, working hours, healthcare costs containment, family leave, and numerous other issues. We have helped managers to carry out layoffs, to obtain resignations and to assess grievances in terms of what is in the best interest of the district.

***Students and Special Education*** - The Students and Special Education Issues practice group is dedicated to helping school districts, county offices of education, special education local plan areas, and community colleges improve the lives of the students they serve through quality public education programs. We recognize the importance of understanding the districts' obligations to all students, in addition to understanding particular obligations to students with disabilities, foster youth, homeless youth, and other special populations of students' public schools serve. This understanding and perspective enables us to provide practical, efficient, and result-oriented legal services that promote better outcomes for students and the schools that educate them.

***Board Ethics, Transparency and Accountability*** - Maintaining the public's trust and confidence is of utmost importance to school district and community college boards and officials. It is only through securing and maintaining public trust that schools and colleges are able to focus on the fundamental work of teaching and learning and pursue projects to support the educational objectives.

For more than forty years, we have acted as trusted advisors to school districts and community colleges. We have provided counsel not only within specialized areas but also on overarching issues of governance and accountability. Our dedication to the work of school districts and community colleges and long history of advising boards and officials as trusted general counsel on sensitive governance issues provide us the wisdom and awareness to address every legal challenge.

***Business and Property*** - DWK is uniquely qualified to provide expert advice in the full range of business, finance and facilities matters affecting school and community college districts and other public entities in California. We review and negotiate contracts and agreements that span all areas of school district operations, from purchasing equipment and supplies to

retaining professional consultants and independent contractors to assist in the development of specialized curriculum and software.

We advise clients on all matters related to facilities, real estate, property and finance. We help districts analyze development proposals, work with cities and counties to explore funding options for new schools, and negotiate contracts with developers where possible to obtain mitigation in excess of developer fees. We assist districts in obtaining state approvals and in assessing the applicability of federal, state and local requirements. We also advise clients on obtaining local and state funding for school sites and capital projects and have successfully obtained additional sources of funding for clients. Our firm acts as bond counsel on tax exempt financings and advises clients concerning financing mechanisms available to meet various district needs.

**Public Finance** - DWK is a Red Book Bond Counsel law firm has been advising California K-12 public school districts with respect to the financing of land, facilities and equipment through the issuance of tax-exempt and other forms of debt since 1980. We provide full service bond, disclosure and underwriter's counsel services on the following types of transactions: General Obligation Bonds and Elections; Certificates of Participation (COPs); Lease Financings and Private Placements; Note Financings (BANs, TRANS); Mello-Roos CFDs and Bonds; Equipment Leases; Refinancings; and Clean Renewable Energy Bonds (CREBs).

Unlike traditional Bond Counsel firms, DWK's unique combination of education law and public finance practice enables us to identify potential issues missed by traditional municipal finance firms and to resolve such issues before they become difficult problems. We also can craft solutions to address a district's unique needs if they pertain to real estate, funding or construction. We believe that a delivery of legal services that begins with bond issuance and continues to project implementation or construction eliminates the confusion that can arise when multiple firms must be consulted on legal questions related to bonds, and provides greater cost efficiency.

**Construction** - DWK offers the breadth and depth of resources necessary to advise clients throughout the school construction and modernization process. We work with our clients to set clear objectives and then develop an aggressive strategy to reach those goals as a team.

We arbitrate, mediate and negotiate resolutions of claims by contractors for extra work, design defects, compensable and compensable delay, unforeseen site conditions, and acts of God. We represent many public entity owners in complex construction litigation involving multiple parties. We also resolve stop notice claims and other liens, while focusing on the primary goal of project completion.

**Charter Schools** - Unlike other education law firms, DWK prides itself on representing only charter authorizers, to ensure that its representation remains consistent with its clients' needs and is free from influences created by representing charter schools. As a known leader in this complex field, DWK provides vigorous advocacy of school districts, county offices of education, Special Education Local Plan Areas and other affected agencies in matters involving charter schools. This includes legal compliance in obtaining and operating a charter school and other transparency and accountability issues created by charter schools in the State of California. Whether an authorizer needs help responding to charter school advocacy groups, charter management organizations, a single charter school or petition, or the individual needs or complaints of a charter school student, DWK assists authorizers in holding charter schools accountable for meeting requirements of state and federal law, achieving the educational improvement the law requires, preserving taxpayer funds and promoting the interests of authorizers.

**Litigation** - DWK litigators focus on finding solutions first. If litigation becomes necessary, we go into court fighting—we go in to win. Litigation is never anyone's first choice, but when that time comes, you need a law firm on your side that you feel confident has the experience, resources, and expertise to solve your problems, not perpetuate them. The breadth and depth of DWK's litigation practice sets us apart from other firms. Not only are we adept at all aspects of general civil litigation, but we also possess a unique expertise in education law, as well as in the special claims and defenses afforded public entities and the special procedures that govern them. This concentration enables us to devise sound strategies for resolving disputes expediently and cost-effectively.

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415.543.4111

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916.978.4040

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805.980.7900



**Plaza Community Club (PCC)**  
**Minutes for January 19<sup>th</sup>, 2017**

6:11 pm - Karen called meeting to order

Pledge

Roll Call – All PCC Officers present

November minutes read by Kristina – m/Martha, 2<sup>nd</sup>/ Leila – AA

Treasurer report read by Sara – m/ Leila, 2<sup>nd</sup>/ Tina – AA

**Old Business**

Sharie brought up the “Bouncy Bands” for use in the classrooms. Keeps the kids feet/ legs active while sitting at their desks. Judy agreed to help check out prices for bulk shipments. Amazon carries them for \$13.95 individually.

**New Business**

Postponed the first 4 items, waiting on Mr. C to give us options that are feasible for both the school and PCC

PCC Officers looked into different playground equipment with the money used from our savings account and Coin Dive. Copies of the equipment has been submitted to the Plaza Board and Mr. C for recommendations.

Kate G’s Dinner Ticket won for its awesome design

Amelia’s Carnival Ticket won for its original design

Online Sign Up for Carnival Helpers – Kristina will work on the list of jobs then get them online/ set up. The website link will be distributed to teachers and in turn sent home to their students families. Also would like Mr.C to send it out on the new email communication he has set up.

Carnival help needed....

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

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

Clean Up – NEED HELP

Drive Thru – NEED HELP

Gun Safe – John C

Games will be run off the same ticket system, we will not do bracelets.

We will bring back serving pizza at our monthly meetings!

Karen Baldrige has resigned as President of PCC as of 1/19/17

Meeting adjourned at 6:46 pm



## Plaza Community Club

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

February 16<sup>th</sup>, 2017 – Meeting Agenda

Call meeting to order  
Pledge  
Roll call of all Officers  
Reading of Minutes from November  
Treasurer Report

Oral and/or Written Communications: Members have 5 min to talk about items and we will put on the agenda for the next month.

### Old Business:

- Pizza will again be served!!!!
- Update on the postponed items last meeting (bathroom upgrades, hand dryers, hydration stations/water fountains) will discuss under new business
- Carnival will be run with tickets like last year, no interest in doing a bracelet system. Tickets were chosen last meeting, congrats again to Amelia and Kate
- Dee Dee will run the kitchen
- Room mom's need to call volunteers on teachers sheets
- John C is in charge of the gun safe
- Karen resigned as President

### New Business:

- We have a problem with past taxes from 1998 to present, losing exempt status, do we need to close and reopen under new name to avoid more back taxes? .... Need to discuss options!
- Bathroom: Mr. Conklin has a professional painter coming in this month to paint the walls and put sealant on the floor, which should spruce up the bathrooms, Plaza will buy the materials and he will donate his time for the work. Mirrors: will look into. Unless someone wants to take that on and update us next meeting
- Hydration Station: Sharie
- Playground: We have enough money to purchase a couple small items but we need to take into consideration the cost of bark, weed cloth, and the perimeter border as well. With all those costs we may not have as much money as we thought, so we need to coordinate with Mr. Conklin to see what our options are.
- Did we decide who is going to print our tickets (Vista Print?) and any update on those?
- Kristina: Online set up is complete. Need to email link to teachers to distribute. Also can we put it in the email system Mr. Conklin is using for school?
- Mr Conklin has recruited a couple families and teachers have volunteered to help out more this year, so if we keep the momentum going we should have plenty of help.
- Tom Ball to BBQ again?
- Should we separate tasks per grade for room mom to call parent helpers?
- Bouncy Band update. (Judy Fowler and Sharie)
- Anything anyone would like to add for next meetings agenda?

"Nothing you do for Children is ever wasted" – Garrison Keillor

# PLAZA ELEMENTARY SCHOOL DISTRICT 2017-2018 Certificated Salaries Benefits

[illegible]

## **School Site Council (SSC)**

**January 26<sup>th</sup>, 2017**

**3:00pm**

### **Minutes**

I. Pledge of Allegiance

II. Call meeting to Order

Meeting was called to order at 3:03pm

III. Members Present

Patrick Conklin, Jamie Cinquini, Dee Dee Canalia, Karen Fleming, Anton Van Staaten, Jim Byerly

IV. Approve October 27<sup>th</sup>, 2016 minutes

Motion made by J. Cinquini, 2<sup>nd</sup> by D. Canalia, Unanimous 6-0

V. Discuss Health and Wellness Policy

Discussed goals/guidelines that must be addressed, including changes to state expectation. Group discussed measurable goals.

VI. Approve School Safety Plan

The only changes made were to the profile and demographics. All other areas are complaint. Motion made by K. Fleming, 2<sup>nd</sup> by J. Byerly, Unanimous 6-0.

VII. Discuss School Accountability Report Card (SARC)

Reviewed and discussed the 2015-16 draft SARC. Document will be posted on our website by February 1<sup>st</sup>, per state regulation.

VIII. Discuss Local Control and Accountability Plan (LCAP) Goals

Groups discussed annual update, including the annual update by reviewing identified needs, actions taken or not, and measurable outcome for last years LCAP goals.

IX. Discuss Single Plan for Student Achievement (SPSA) Goals

Discussed how the goals will remain the same as the LCAP goals, as well as the identified need, actions, and measurable outcomes.

X. Discuss Local Education Agency Plan (LEAP) Goals

Discussed how the goals will remain the same as the LCAP goals, as well as the identified need, actions, and measurable outcomes.

XI. Adjournment

Meeting adjourned at 3:50pm. Next meeting is April 13<sup>th</sup> at 3pm.

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
January 19, 2017  
3:00PM  
Minutes

- I. **Call to Order** – The meeting was called to order at 3:05 PM.
- II. **Pledge of Allegiance**
- III. **Members Present** – Connie King, Darin Titus, PJ Davis, Patrick Conklin, Mrs. Titus, Mr. & Mrs. Baldridge, Mrs. Hutson, Mr. Canalia, Martha Bradshaw, Judy Fowler, Jennifer Limberg and Veronica Sanchez.
- IV. **Correspondence**
  - a. **January's Pirates Post Newsletter** – Informational
  - b. **County-Wide Training** – Mr. Conklin informed the board that there is a Brown Act training in Willows on January 21<sup>st</sup> that Connie King, Veronica Sanchez and he are attending.
  - c. **A California Crisis: Great Recession, Millennial Mindset to Blame for Looming Teacher Shortage** – Informational
- V. **Superintendent Report/Information**
  - A. **GCOE Building Update** – Mr. Conklin informed the board that he had sent out the letter with dates for the GCOE Special Education program to vacate. He also informed that Paul Barr would be retiring March 2017.
  - B. **Plaza Community Club** – After a discussion that included members in the public regarding a PCC member's concern, the board's direction was that all PCC matters be brought to the superintendent who will then bring recommendations to the board.
  - C. **Local Control and Accountability Plan**
    1. **Student Achievement** – Mr. Conklin reported that he will inventory the books that were disseminated through the classrooms as well as books donated by the families to set up the school library next year with the help of Tina Noraas.
    2. **Staffing** – Mr. Conklin informed the board that we are looking at two possible future retirements and that we should probably start preparing by possibly job sharing or co-teaching in the next year or two. Also, creating a temporary certificated K-8 position for the 2017-18 school year.
    3. **Facilities** – Mr. Conklin reported that the last water testing came back with no coliform present. He reminded the board that Greg's Heating and Air will be replacing HVAC's during the February break. He also reported that there have been roof leaks and that we need to possibly start looking for quotes to repair or replace the roof.
  - D. **8<sup>th</sup> Grade Class Trip** – Mr. Conklin provided information regarding the possibility of an 8<sup>th</sup> grade field trip to Washington D.C. in the future if feasible.
  - E. **2015-16 Annual Audit as of June 30<sup>th</sup>, 2016** – Mr. Conklin provided a copy of the annual audit and reported there were no findings identified by the auditors.
  - F. **School Site Council**
    1. **Health and Wellness Policy** – Mr. Conklin provided a copy of our Health and Wellness Policy and informed that we may need to modify it due to changing state requirements.

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
January 19, 2017  
3:00PM  
Minutes

2. **School Safety Plan** – Informational
3. **School Accountability Report Card** – Mr. Conklin provided a draft of our School Accountability Report Card.
- G. **2017-18 Lottery** – A lottery was conducted for the 2017-18 kindergarteners, 1<sup>st</sup> through 3<sup>rd</sup> grade and 5<sup>th</sup> grade. Mr. Conklin reminded the board that the Kindergarten Roundup is January 24<sup>th</sup>.
- VI. **Comments: Agenda Items Only—None**
- VII. **Action**
  - A. **Old Business**
    1. **Oath of Office for Board Member Darin Titus, term expires December 7<sup>th</sup>, 2020**
  - B. **New Business**
    1. **Consent Agenda: Routine matters that can be approved with one motion.**
      - a. **Approve Minutes of the December 8<sup>th</sup>, 2016 Regular Board Meeting**
      - b. **Approve Warrant Registers—11/30/2016 through 1/11/2017**
      - c. **Approve Budget Transfers— None**
      - d. **Approve Amendment to Educator Effectiveness Plan**Darin Titus motioned to approve the consent agenda, Connie King seconded and the motion carried 3-0.
    2. **Approve 7<sup>th</sup>/8<sup>th</sup> Grade Field Trip Request to Mt. Lassen National Park: February 15<sup>th</sup>, 2017** – Darin Titus motioned to approve the 7<sup>th</sup>/8<sup>th</sup> grade field trip, Connie King seconded and the motion carried 3-0.
    3. **Approve 2017-18 Calendar** – PJ Davis motioned to approve the 2017-18 calendar, Connie King seconded and the motion carried 3-0.
    4. **Approve and Certification of 1<sup>st</sup> Interim Report as of October 31<sup>st</sup>, 2016** – PJ Davis motioned to approve the 1<sup>st</sup> Interim Report Certification, Connie King seconded and the motion carried 3-0.
    5. **Approve 3% increase to 2016-17 Superintendent/Principal Contract** – Darin Titus motioned to approve a 3% increase to the 2016-17 Superintendent/Principal Contract, PJ Davis seconded and the motion carried 3-0.
- VIII. **Comments: Non Agenda Items – None**
- IX. **Closed Session – None**
- X. **Adjournment** – The meeting was adjourned at 5:30 PM.

Respectfully submitted,

  
Patrick Conklin, Secretary/Board of Trustees

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	Tax ID	Inv Date	Entered	UT	Obj	Paid	Batch	Description
													PV amount	UT		UT-Rate		UT-Amount
000299	000073/00	AMERICAS										1/25/2017	1/25/2017		2/01/2017	46		
		1. 01-0000-0-0000-8100-5540-000-000000										683.31	N					N
		236.0 GAL OF PROPANE																
000312	000073/00	AMERICAS										1/31/2017	1/31/2017		2/08/2017	49		
		1. 01-0000-0-0000-8100-5540-000-000000										428.10	N					N
		165.8 GAL OF PROPANE																
000316	000073/00	AMERICAS										2/07/2017	2/07/2017			50		
		1. 01-0000-0-0000-8100-5540-000-000000										387.19	N					N
		146.3 GAL OF PROPANE																
000285	000474/00	AT&T										1/20/2017	1/20/2017		2/01/2017	44		warrant register
		1. 01-0000-0-0000-8100-5910-000-000000										57.97	N					N
		Phone Service 12/10/16-1/9/17																
000314	000602/00	CHELSEY SGONTZ										1/31/2017	1/31/2017		2/08/2017	49		
		1. 01-0000-0-1110-1000-4300-000-000000										24.00	N					N
		REIMB. CLASSROOM SUPPLIES																
000288	000600/00	CORNELL DISTRIBUTING										1/20/2017	1/20/2017		2/01/2017	44		warrant register
		1. 13-5310-0-0000-3700-4700-000-000000										71.25	N					N
		Inv#201683 Dairy Products																
000289	000600/00	CORNELL DISTRIBUTING										1/20/2017	1/20/2017		2/01/2017	44		warrant register
		1. 13-5310-0-0000-3700-4700-000-000000										217.50	N					N
		Inv#7100151 Dairy Products																
000295	000600/00	CORNELL DISTRIBUTING										1/23/2017	1/23/2017		1/25/2017	45		
		1. 13-5310-0-0000-3700-4700-000-000000										84.00	N					N
		# 7099881 DAIRY- CAFE																N
		2. 13-5310-0-0000-3700-4700-000-000000										59.50	N					N
		# 201690 DAIRY- CAFE																N
		3. 01-9124-0-0000-3700-4700-000-000000										71.25	N					N
		# 201690 DAIRY- SPARK																
		Total amount										214.75	*					0.00 *





Pay Voucher Transactions  
Date: 01/12/2017 - 02/09/2017  
PV#: 000000 - 999999

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	Tax ID	Inv Date	Entered	UT	UT-Obj	Paid	Batch	Description
													PV amount	UT	UT-Obj	UT-Rate	Batch	UT-Amount
000306	000275/00	JACQUI SMITH										1/30/2017	1/30/2017	1/30/2017	2/08/2017	48		
		1. 01-0000-0-1110-1000-4300-000-000000											41.78	N				N
		REIMB. INKJET PRINTER REFILL																
000301	000204/00	JOHN LOVELL										1/26/2017	1/26/2017	1/26/2017	2/01/2017	47		
		1. 01-0000-0-1110-1000-5200-000-000000											64.90	N				N
		REIMB. MILEAGE- BB GAMES																
000282	000579/00	KELLY HENNING										1/20/2017	1/20/2017	1/20/2017	2/01/2017	44		warrant register
		1. 01-0000-0-1110-1000-4300-000-000000											177.00	N				N
		Scholastic Book Orders (PCC)											125.38	N				N
		2. 01-0000-0-1110-1000-4300-000-000000																
		Reimb. Class Supplies (PCC)																
		Total amount										302.38 *				0.00 *		
000283	000047/00	NAPA AUTO PARTS										1/20/2017	1/20/2017	1/20/2017	2/01/2017	44		warrant register
		1. 01-0000-0-0000-8100-4300-000-000000											27.11	N				N
		Filter & Oil																
000293	000049/00	OFFICE DEPOT										1/23/2017	1/23/2017	1/23/2017	1/25/2017	45		
		1. 01-0000-0-1110-1000-4300-000-000000											7.40	N				N
		K-8 SUPPLIES											73.46	N				N
		2. 01-0000-0-1110-1000-4300-000-000000																
		ART SUPPLIES/TRIMMER 15"																
		Total amount										80.86 *				0.00 *		
000300	000049/00	OFFICE DEPOT										1/25/2017	1/25/2017	1/25/2017	2/01/2017	45		
		1. 01-0000-0-1110-1000-4300-000-000000											59.56	N				N
		K-8 CLASSROOM SUPPLIES																
000294	000050/00	ORLAND HARDWARE & IMP. CO.										1/23/2017	1/23/2017	1/23/2017	1/25/2017	45		
		1. 01-0000-0-0000-8100-4300-000-000000											21.69	N				N
		SITE SUPPLIES											14.47	N				N
		2. 01-0000-0-0000-8100-4300-000-000000																
		SITE SUPPLIES																
		Total amount										36.16 *				0.00 *		

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	BGR	DD	Tax ID	Inv Date	Entered	UT	UT-Obj	Paid	Batch	Description
													PV amount	UT	UT-Obj	UT-Rate			UT-Amount
000311	000050/00	ORLAND HARDWARE & IMP. CO.											1/31/2017	2/01/2017		2/08/2017	49		
		1. 01-0000-0-0000-8100-4300-000-000000																	N
		SITE SUPPLIES- FUSES																	N
		2. 01-0000-0-0000-8100-4300-000-000000																	N
		SITE SUPPLIES																	
		Total amount											48.21 *				0.00 *		
000286	000054/00	PACIFIC GAS & ELECTRIC CO.											1/20/2017	1/20/2017		2/01/2017	44	warrant register	
		1. 01-0000-0-0000-8100-5545-000-000-00000																	N
		PG&E Service 12/15/16-1/13/17												14.40	N				
000319	000054/00	PACIFIC GAS & ELECTRIC CO.											2/07/2017	2/07/2017			50		
		1. 01-0000-0-0000-8100-5545-000-000-00000												1,341.85	N				N
		1/3/17-1/31/17 PG&E SERVICE																	
000315	000073/00	PLAZA SCHOOL REVOLVING FUND											2/01/2017	2/07/2017		2/08/2017	49		
		1. 01-0000-0-1110-1000-4300-000-000-00000												28.00	N				N
		AUTHOR VISIT- TWO BOOKS																	
		2. 01-0000-0-1110-1000-5890-000-000-00000												50.00	N				N
		AUTHOR VISIT TRAVEL FEE																	
		3. 01-0000-0-0000-0000-9511-000-000-00000												33.11	N				N
		2016 SALES & USE TAX																	
		4. 13-5310-0-0000-3700-4700-000-000-00000												118.89	N				N
		2016 ADULT MEALS TAX																	
		Total amount											230.00 *				0.00 *		
000287	000175/00	PRO PACIFIC FRESH											1/20/2017	1/20/2017		2/01/2017	44	warrant register	
		1. 13-5310-0-0000-3700-4700-000-000-00000																	N
		Cafeteria Food												372.87	N				
		2. 01-9124-0-0000-3700-4700-000-000-00000												60.01	N				N
		SPARK Food																	
		Total amount											432.88 *				0.00 *		
000297	000175/00	PRO PACIFIC FRESH											1/23/2017	1/23/2017		1/25/2017	45		
		1. 13-5310-0-0000-3700-4700-000-000-00000																	N
		CAFETERIA FOOD												271.53	N				

005 PLAZA SCHOOL DISTRICT  
Warrant Register

Pay Voucher Transactions  
Date: 01/12/2017 - 02/09/2017  
PV#: 000000 - 999999

J43289 PV0100 L.00.00 02/10/17 PAGE

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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	UT-Obj	Paid	Batch	Description
														PV amount	UT	UT-Obj	UT-Rate	Batch	UT-Amount
000309	000175/00	PRO PACIFIC FRESH											1/30/2017	1/30/2017	1/30/2017	2/08/2017	48		
		1. 13-5310-0-0000-3700-4700-000-000000												371.14	N				N
		CAFETERIA FOOD																	
		2. 13-5310-0-0000-3700-4700-000-000000												45.85	N				N
		CAFETERIA FOOD																	
		Total amount											416.99 *				0.00 *		
000322	000175/00	PRO PACIFIC FRESH											2/07/2017	2/07/2017	2/07/2017		50		
		1. 13-5310-0-0000-3700-4700-000-000000												197.04	N				N
		CAFETERIA FOOD																	
000320	000539/00	SCHOOLWORKS INC										300008582	2/07/2017	2/07/2017	2/07/2017		50		
		1. 01-0000-0-0000-7600-5890-000-000000												1,000.00	N				N
		PREP- LEVEL 1 DEVELOPER FEE ST																	
000307	000195/00	STATE OF CALIFORNIA											1/30/2017	1/30/2017	1/30/2017	2/08/2017	48		
		1. 13-5310-0-0000-3700-4700-000-000000												127.40	N				N
		CAFETERIA FOOD																	
000305	000490/00	TCG ADMINISTRATORS/CALSTRS											1/30/2017	1/30/2017	1/30/2017	2/08/2017	48		
		1. 01-0000-0-0000-2700-5890-000-000000												4.00	N				N
		403 (b) MONTHY ADMIN FEE																	
000298	000080/00	TRI-COUNTY SCHOOLS INS GROUP											1/25/2017	1/25/2017	1/25/2017	2/01/2017	46		
		1. 01-0000-0-0000-0000-9572-000-000000												3,500.16	N				N
		JAN 2017 EMPLOYEE PAID INS																	
		2. 01-0000-0-0000-0000-9571-000-000000												14,884.48	N				N
		JAN 2017 DISTRICT PAID INS																	
		3. 01-0000-0-0000-0000-9573-000-000000												1,699.28	N				N
		JAN 2017 RETIREE PAID INS																	
		4. 01-0000-0-0000-2700-3702-000-000000												1,392.72	N				N
		JAN 2017 RETIREE DIST PD INS																	
		Total amount											21,476.64 *				0.00 *		

Pay Voucher Transactions  
Date: 01/12/2017 - 02/09/2017  
PV#: 00000 - 999999

005 PLAZA SCHOOL DISTRICT  
Warrant Register

pv NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	BdR	Tax ID	Inv Date	Entered	paid	Batch	Description
												PV amount	UT	UT-Obj	UT-Rate	UT-Amount
000303	000583/00	US BANK										1/26/2017	1/26/2017	2/01/2017	47	
		1. 01-0000-0-1110-1000-4300-000-00000											89.53	N		N
		P.E. SUPPLIES														
		2. 01-9124-0-1110-1000-4300-000-00000											9.45	N		N
		SPARK GAME														
		3. 01-0000-0-0000-2700-5890-000-00000											4.50	N		N
		LATE CHARGE														
		Total amount										103.48 *			0.00 *	
000313	000034/00	WASTE MANAGEMENT										1/31/2017	1/31/2017	2/08/2017	49	
		1. 01-0000-0-0000-8100-5520-000-00000											191.66	N		N
		JAN 2017 GARBAGE SERVICE														
		Grand total										32,455.96	*****			0.00 *****

# FIELD TRIP REQUEST FORM

☒ Major Field Trip (over 20 miles)

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

Teacher Sgontz

Destination (Place) /Activity 3 Creeks Ranch

City Elk Creek

Distance in miles, one way 43 mi

Purpose to learn about the different materials  
that animals provide for, science activities which  
include project-based learning, and plant & animal life

Date of proposed trip March 24th And FREE tri-tip lunch!!!

Method of Transportation Parent drivers

## Minor Field Trip Approval

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

## Major Field Trip Approval

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

# FIELD TRIP REQUEST FORM

☒ Major Field Trip (over 20 miles)

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

Teacher Lonee

Destination (Place) /Activity Shasta Caverns

City Redding

Distance in miles, one way 85

Purpose Tour the caverns and view  
the limestone formations (stalagmites & stalactites).

Date of proposed trip May 8

Departure Time: 8 Return Time: 2:30

Method of Transportation Parent Drivers

## Minor Field Trip Approval

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

## Major Field Trip Approval

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

Dear School Board Members,

I am requesting the opportunity to participate in the Reduced Workload Program beginning in the 2017-2018 school year. This program is designed to allow a teacher to work part-time, while not having retirement affected. The teacher and district are obligated to contribute to the teacher's STRS account as if they worked full-time. The district saves a significant amount of money by not having to pay the teacher's full salary and insurance.

My goal is to work four days a week, Monday through Thursday, so that I can teach the core curriculum. Another credentialed teacher would be hired to teach on Fridays. I believe this is beneficial to not only me, but to the district as well, in the transition of hiring a new teacher.

I would like to meet with all of you in closed session to answer any questions and to address any concerns.

Sincerely,

Judy Fowler

# Reduced Workload Program Eligibility Certification -Instructions

---

Read these instructions before completing this form. Print or type in dark ink. Initial all corrections.

Use this *Reduced Workload Program Eligibility Certification* form to verify the member's eligibility for the Reduced Workload Program, per Education Code section 22713, 44922, and 87483. This form must be submitted to CalSTRS prior to the member's first day of performing service in the Reduced Workload Program.

## SECTION 1—MEMBER INFORMATION

Enter member's full name, Client ID or Social Security Number, County code and name, and District Code and name.

## SECTION 2—REDUCED WORKLOAD PROGRAM ELIGIBILITY REQUIREMENTS

Per Education Code section 22713, 44922, and 87483, specific requirements must be met for any member to participate in the Reduced Workload Program. Review each part 1 through 4, and check the corresponding "YES" or "NO" box that is applicable to the member meeting each requirement. If the response to any of the requirements is "NO", the member may not be eligible to participate in the Reduced Workload Program. Please contact CalSTRS immediately for final determination.

**Agreement Effective Date** is the date in which the agreement between the employer and member is established for the member to participate in the Reduced Workload Program. The agreement effective date must be before the academic year begin date.

**Academic Year** is interpreted to mean the period of time beginning the first day, and ending the last day, creditable service is required to be performed. The academic year begin date is the first day of the academic year.

**Effective Date of Workload Reduction** is the first day of instruction in which the member has reduced his or her workload. The RWP effective date must either be on or after the academic year begin date.

**Full-Time Salary** is the annual pay rate the member participating in the Reduced Workload Program would have earned if he or she were to be employed on a full-time basis.

**Percentage of Full-Time Contract** means the percentage of time the member will be reducing his or her full-time contract to. The member must work at least 50% of a full-time contract.

## SECTION 3—EMPLOYER CERTIFICATION AND SIGNATURE

Sign and date this form before submitting it to CalSTRS. This form will not be accepted without a signature and date.

### SUBMIT

**This form must be submitted to CalSTRS prior to the member's first day of performing service in the Reduced Workload Program.**

Mail form:  
CalSTRS  
P.O. Box 15275, MS 17  
Sacramento, CA 95851-0275

Fax form:  
(916) 414 - 5476

Transmit form via secure messaging by means of the Secure Employer Website (SEW)

### QUESTIONS

For information regarding the Reduced Workload Program or this form, please contact your CalSTRS Employer Services representative.

# Reduced Workload Program Eligibility Certification

ES 1161 (REV 04/16)

# CALSTRS

California State Teachers' Retirement System  
P.O. Box 15275, MS 17  
Sacramento, CA 95851-0275  
800-228-5453  
CalSTRS.com

Please thoroughly read the attached instructions before completing this form. Please type or print legibly in dark ink. This form must be submitted to CalSTRS prior to the member's first day of performing service in the Reduced Workload Program.

## SECTION 1: MEMBER INFORMATION

MEMBER NAME (LAST, FIRST, INITIAL)

CLIENT ID OR SOCIAL SECURITY NUMBER

COUNTY CODE/NAME

DISTRICT CODE/NAME

## SECTION 2: REDUCED WORKLOAD PROGRAM ELIGIBILITY REQUIREMENTS

YES

NO

1. The governing board of the employer or a county superintendent of schools established regulations which allow employees who are members of the DB program to participate in the Reduced Workload Program.

2. Member has:

- Attained age 55 prior to the Effective Date of Workload Reduction.
- At least 10 years of service credit prior to the Effective Date of Workload Reduction.
- Been employed in a full-time position without a break in service for each of the five years immediately preceding the Reduced Workload Program effective date.
- Salary not greater than that of School principal (K-12), pursuant to Education Code section 44922. Community colleges have no limit.

3. Agreement:

- Exists between employer and member.
- Is in effect prior to the beginning of the academic year.
- Requires member to work at least 50 percent of full time position.

4. Reduction in workload is not more than 10 years.

Note: If the response to any of the above items is "NO," the member may not be eligible to participate in the Reduced Workload Program. Please contact CalSTRS immediately for final determination.

AGREEMENT EFFECTIVE DATE	ACADEMIC YEAR BEGIN DATE	EFFECTIVE DATE of WORKLOAD REDUCTION	FULL-TIME SALARY	PERCENTAGE OF FULL- TIME CONTRACT
			\$	%

## SECTION 3: EMPLOYER CERTIFICATION AND SIGNATURE

I hereby certify by submitting this form that the member mentioned above is eligible to participate in the Reduced Workload Program as described in Education Code sections 22713, 44922 (K-12), and 87483 (community college). **I understand that this certification must be completed and approved by CalSTRS before the member begins working a reduced schedule.** I understand it is a crime to fail to disclose a material factor to make any knowingly false material statements for the purpose of altering a benefit administered by CalSTRS and it may result in penalties, including restitution, up to one year in jail and a fine up to \$5,000 (Education Code section 22010).

OFFICIAL'S NAME & TITLE	OFFICIAL'S SIGNATURE	DATE

CALSTRS USE ONLY	CALSTRS SIGNATURE	APPROVAL DATE



ES1161

**PRERETIREMENT PART-TIME EMPLOYMENT**

On a case-by-case basis, the Superintendent/Principal or designee may allow a certificated employee who is a member of the defined benefit program of the California State Teachers' Retirement System (STRS) to reduce his/her workload from full time to part time when doing so does not disrupt the educational program and is in the best interests of the district.

Any such certificated employee who reduces his/her workload to part time may maintain the retirement and health and welfare benefits that he/she would have received if employed on a full-time basis under the following conditions: (Education Code 22713, 44922)

*(cf. 4154-4254-4354 - Health and Welfare Benefits)*

1. The option to reduce the employee's workload shall be exercised at the request of the employee and the agreement to reduce the workload shall be in effect at the beginning of the school year.
2. Prior to the reduction in workload, the employee shall have a minimum of 10 years of credited service, of which the immediately preceding five years were full-time employment.
3. The employee shall not have had a break in service during the five years immediately preceding the reduction in workload. Sabbaticals, other approved leaves of absence, and unpaid absences for personal reasons from full-time employment shall not constitute a break in service. However, the period of time during which an employee is retired shall constitute a break in service and an employee who reinstates from retirement shall be required to be employed to perform creditable service on a full-time basis for at least five school years preceding the workload reduction.

*(cf. 4161.1-4361.1 - Personal Illness/Injury Leave)*

4. The employee shall have reached the age of 55 years prior to the workload reduction.
5. The employee shall not hold a position with a salary above that of a school principal.
6. The reduced workload shall be equal to at least one-half of the time the district requires for full-time employment, in accordance with Education Code 22138.5, pursuant to the employee's contract of employment during his/her last year of full-time employment.
7. The employee shall be paid compensation that is the pro rata share of the creditable compensation he/she would have earned had he/she not reduced his/her workload.
8. The agreement may be revoked only by mutual consent of the employee and the Superintendent/Principal or designee.

## PRERETIREMENT PART-TIME EMPLOYMENT (continued)

However, an employee who has entered into a formalized agreement with the district to have his/her contribution into the defined benefit program picked up by the district may not terminate the agreement to reduce his/her workload except by one of the following:

- a. Terminating his/her service
- b. Retiring from service under the defined benefit program
- c. Continuing to perform creditable service under a new reduced workload arrangement for at least one-half of the time the district requires for full-time employment in accordance with Education Code 22138.5
- d. Returning to full-time employment

9. The period of the reduced workload shall not exceed 10 years.

Prior to the reduction of an employee's workload, the Superintendent/Principal or designee shall verify the employee's eligibility in conjunction with the administrative staff of STRS and/or the Public Employees' Retirement System. (Education Code 22713)

The Superintendent/Principal or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Education Code 22713)

### *Legal Reference:*

#### EDUCATION CODE

22119.5 Creditable service, definition

22138.5 Full-time, definition

22713 Part-time employment; reduction of workload from full-time; credit

22903 Payment of contributions by employer for tax deferred purposes

44922 Regulations; reduction to part-time employment

#### GOVERNMENT CODE

21110-21120 Reduced workload, partial service retirement under PERS

53201 Health and welfare benefits: election by officers and employees

### *Management Resources:*

#### WEB SITES

California Public Employees' Retirement System: <http://www.calpers.ca.gov>

California State Teachers' Retirement System: <http://www.calstrs.com>

Regulation approved: APR 18 2012

PLAZA ELEMENTARY SCHOOL DISTRICT  
Orland, California