

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

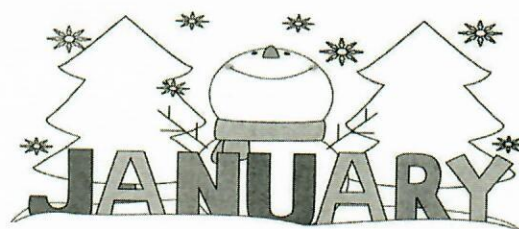
- I. Call to Order
- II. Pledge of Allegiance
- III. Members Present
- IV. Correspondence
 - a. January's Pirates Post Newsletter
 - b. County-Wide Training
 - c. A California Crisis: Great Recession, Millennial Mindset to Blame for Looming Teacher Shortage
- V. Superintendent Report/Information
 - A. GCOE Building Update
 - B. Plaza Community Club
 - C. Local Control and Accountability Plan
 - 1. Student Achievement
 - 2. Staffing
 - 3. Facilities
 - D. 8th Grade Class Trip
 - E. 2015-16 Annual Audit as of June 30th, 2016
 - F. School Site Council
 - 1. Health and Wellness Policy
 - 2. School Safety Plan
 - 3. School Accountability Report Card
 - G. 2017-18 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
 - 1. Oath of Office for Board Member Darin Titus, term expires December 7th, 2020
 - B. New Business
 - 1. Consent Agenda: Routine matters that can be approved with one motion.
 - a. Approve Minutes of the December 8th, 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
 - 2. Approve 7th/8th Grade Field Trip Request to Mt. Lassen National Park: February 15th, 2017
 - 3. Approve 2017-18 Calendar
 - 4. Approve and Certification of 1st Interim Report as of October 31st, 2016
 - 5. Approve 3% increase to 2016-17 Superintendent/Principal Contract

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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

December 21, 2016



Check out our website at www.Plazaschool.org for Information, Events and Dates!

Dates to Remember:

Dec 23-Jan 6	No School- Winter Break	
Jan 9	School is in Session	
Jan 11	Student Government	8am
Jan 13	Plaza v Capay @ Orland Rec Center	12:30
Jan 16	No School: Martin Luther King Jr. Day	
Jan 19	Plaza School Board Meeting	3pm
	Plaza Community Club Meeting @ Orland Round Table	6pm
Jan 20	Plaza v Lake @ Orland Rec Center	12:30
Jan 24	Kindergarten Round Up	
Jan 25	Minimum Day Dismissal	12:45
Jan 26	School Site Council Meeting	3pm
Jan 31	8 th Grade Exploratory 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.

Lost and Found:

Please make sure you check the lost and found rack in the K-3 building, as well as the lost and found area in the cafeteria.



Student Pickup and Drop Off:



It is unsafe to drop off or pick up students at the front of the school on Road 24, especially during peak times before and after school. Please do not park in the spots off of Road 24 because they are reserved for staff. The handicap space is for handicap ONLY! This pertains to dropping off or picking up students as well. The safest place to pick up or drop off students is in the parking lot on Road S.

Remind 101 and 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** 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 give your name and email address to either your child's classroom teacher or the school office.

Library Donation:

Recently we received another \$500 donation from Dr. Syn D.D.S. from Orland. This money will be used to purchase books for our new library.

A big THANK YOU! to Dr. Syn from the Plaza Elementary students.

Thank You!

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



Plaza Elementary School Menu for: January 2017




Reduced Breakfast \$.30
Student Breakfast \$2.00

Milk - \$.35

Adult Lunch \$4.00

Reduced Lunch \$.40
Student Lunch \$2.75



Monday	Tuesday	Wednesday	Thursday	Friday
9 French Toast Sticks, fruit, juice, milk	10 Yogurt Parfait, Juice, milk	11 Cinnamon Roll, Fruit, Juice, Milk	12 Sausage Bagel, fruit, milk	13 Breakfast Pizza, fruit, juice, milk
Pocket Taco, Corn Oranges, Milk	Chicken Nuggets, Mashed Potatoes, fruit, Milk	Spaghetti W/Meat Sauce, Mixed Veg, Fruit, Milk	Corndog, Fries, Fruit Choice, Milk	Chicken Noodle Soup, Roll, Fruit, Milk
16 No School 	17 Muffin, fruit, juice, milk	18 Pancake Stick, juice, fruit, milk	19 Breakfast Sandwich Fruit, juice, milk	20 Breakfast Pizza, fruit, juice, milk
	Mac & Cheese, Green Beans, Fruit, Milk	Orange Chicken, Rice, Broccoli, Pineapple, Milk	Meatball Sub, Mixed Veg, Fruit Choice, Milk	Chili Cornbread, Fruit, Milk
23 Hot Oatmeal Bar Fruit, juice, milk	24 Yogurt Parfait, Juice, milk	25 French Toast Stix Fruit, Juice, Milk	26 Breakfast Bar, juice, fruit, milk	27 Breakfast Pizza Fruit, Juice, Milk
Tostada, Pinto Beans, Pears, Milk	Pizza, carrot sticks, Mixed Fruit, Milk	Chicken Parmesan, roll, green beans, Fruit, Milk	Burrito, Salsa, corn, fruit choice, Milk	Hearty Vegetable Soup Roll, Fruit, Milk
30 French Toast Sticks, fruit, juice, milk	31 Muffin, fruit, juice, milk			
Chicken Quesadilla, beans, fruit choice, milk	Hamburger Pattie, mashed Potato, gravy fruit, milk			

County-Wide Training



*Hosted by Hamilton Unified
in cooperation with
Glenn County Office Of Education*

- When:** Saturday, January 21, 2017
- Where:** Glenn County Office of Education -311 S. Villa Avenue, Willows,
- What:** School Board Brown Act basics, Budgeting, and LCAP overview
- Who:** District board members, Business Officers, school site principals, and office managers.

SCHEDULE

- 8:00—8:30 Breakfast—provided by Golden Apple Ins. and Financial Services**
- 8:30—8:40 Golden Apple Insurance & Financial Services Presentation**
- 8:45-11:30 Brown Act Presentation by Matt Juhl-Darlington (10 min. break)**
- 11:30-12:00 Lunch—Provided by Hamilton Unified**
- 12:00-1:00 CBO's Presentation**
- 1:00-2:30 LCAP—Presented by Shirley Diaz and Randy Jones, GCOE**
Attendees are encouraged to bring their LCAP's and share with the group.

Please RSVP to Oscar Ayala, at 934-6575 by January 13.

**For questions, please call Chuck Tracy at 826-3261 or
Tracey Quarne—934-6575 ext. 3060 or 520-9496**



**GLENN COUNTY
OFFICE of EDUCATION**

A California crisis: Great Recession, millennial mindset to blame for looming teacher shortage

Sunday

Posted Jan 8, 2017 at 10:30 AM Updated Jan 8, 2017 at 10:41 AM

Share

By Charity Lindsey

Staff Writer

The Great Recession, the millennial mindset and a national slacking appreciation for educators are all named contributors in what's quickly become a California crisis - teacher shortage.

Although the problem isn't limited to California - according to statistics from the U.S. Department of Education, more than 75 percent of states report shortages of math, science and special education teachers - the Golden State evidently has gotten the brunt of it.

A total of 116,000 open teaching jobs exist in America, according to Teachers of Tomorrow, a leading alternative teaching certification program. California has the most at 14,521, the next in line being Texas at 8,005.

Perhaps the greatest cause of California's shortage is the degree to which young people have stopped choosing the profession. The rate of teaching majors has dropped by 70 percent in five years, Teachers of Tomorrow Chief Development Officer Dave Saba said. And while there's no single reason for the decline, there are contributing factors which Saba, as well as local educators, point to.

"The Great Recession was probably the biggest culprit as the education industry lost thousands of jobs and the teaching profession that was once secure was ripe for layoffs and for salary cuts that suddenly made it a lot less attractive of a field to enter," Helendale School District Superintendent Ross Swearingen said.

"Now there are less college students who are in the field because it was so uncertain of a profession such a short time ago."

Saba said a significant reason for this uncertainty is that teachers themselves are not encouraging students to go into the profession, instead repelling them by speaking about long hours and scant pay.

"If you don't make it sound good, why would kids go into it?" Saba said.

According to Saba, there's also a societal climate that contributes to the issue, and it relates to the millennial mindset.

"The education major is too limited. millennials are not thinking about a 30-year career. They want options," Saba said. "The natural tendency of people today is to not stay in any one job for long."

According to the U.S. Bureau of Labor Statistics, the average person born in the latter years of the baby boom (1957-1964) held nearly 12 jobs from age 18 to 48.

The bureau has yet to release similar data on Generation X or millennials, but if the retention of young educators is any indicator, the number of jobs held among them could be much greater.

Changing America's attitude toward teaching could start by simply saying "thank you," Saba believes. Data shows that every teacher has a reach of about 3,000 children in their career, and he said this should cause us to appreciate the major impact educators have on our nation.

"I was in the military back in 1979, and the military was not thought of very well back then, but today everyone who serves feels incredibly appreciated," Saba said. "We need to thank our teachers like that."

Of course, most recognize words only go so far. A majority of registered California voters show enthusiasm toward rewarding teachers via higher salaries, according to a Policy Analysis for California Education and University of Southern California Rossier Poll last year.

The survey showed that, "While voters expressed support for pay increases, especially as a way to address teacher shortages, more respondents expressed support for reforming school operations."

The average public school teacher salary in California in 2014-15 was \$72,535, according to the California Department of Education, making it the fourth highest earning state for teachers. This figure ranges significantly depending on experience, district size and whether the district is elementary, high school or unified.

Retired Adelanto Elementary School District teacher and principal Mary Langer Thompson said the first step to solving the shortage is to improve the way teachers themselves are educated.

"I don't mean to dump this problem on the universities, but there are programs in California that we need to be looking at that have high teacher success rates once trained individuals enter the public school system," Thompson said.

"Fifty percent of teachers leave the profession before they've completed three years of teaching, so there's a disconnect between their training and what they actually encounter."

Enrollment in California's teacher preparation programs fell from more than 40,000 students during the 2008-09 school year to less than 20,000 in 2012-13, according to the California Department of Education. In 2014-15, the Commission on Teacher Credentialing issued 15,000 credentials, while the CDE projected the need for California schools to hire 22,000 teachers.

While recent state efforts have been made to financially assist schools suffering from teacher shortage - the California Classified School Employee Teacher Credentialing Program awarded \$20 million in state grants last

month to help 25 school districts' support staff earning teaching credentials - they have seemingly not yet reached San Bernardino County.

For Helendale School District, finding qualified teachers is a particular challenge due to its rural location, according to Swearingen. Saba confirmed that such districts are far more difficult to staff since fewer people want to live in rural communities.

To combat this, Swearingen said the district offers "attractive working conditions and competitive salaries and benefits." In combination with small class sizes and positive working conditions, he said this allows HSD to maintain "a very low turnover rate."

Districts in more urbanized areas, like Apple Valley Unified School District, still see significant impacts of the shortage, and have implemented "a variety of solutions," according to spokeswoman Kristin Hernandez.

Hernandez said AVUSD focuses on training classified staff for educator roles, as they've been the district's largest source of new teachers over the last two years.

However, this year is the first the district is recruiting from out of state, which Saba warns can be tricky.

"Things get ugly on the recruitment side as far as poaching teachers from other districts and states," Saba said. "Our alternative route is to recruit locally for that local district ...; People in the community are best because they'll stay in the community."

This seems to be the mindset of Snowline Joint Unified School District, as Superintendent Ryan Holman said the district "has a long history of hiring significant numbers of teachers who attended our schools."

"While we are proud of those situations, it is not enough," Holman said.

He said changes at the state and national levels to attract more teachers include offering more innovative incentives, having a robust high school pathway to prepare students to become teachers and learning from current teachers what conditions need to be improved to boost retainment.

"One of the confounding factors is a generational math problem," Holman noted of the cause for California's shortage, explaining that the "baby boomer" generation is at and nearing retirement, while the next group - Generation X - is much smaller, amounting to "approximately one third of teachers exiting the profession in a short period of time."

To soothe the burn this has on their district, AVUSD offers an incentive for retiring teachers to "share their intentions" so the human resources department has sufficient time to fill upcoming vacancies, Hernandez said.

As teachers retire, Saba said it hurts the educational system since "we lose a lot of years of experience and that's harder to fill," but an advantage of young adult teachers - the average recruit of Teachers of Tomorrow is 32 - is the "real world experience" they bring from previous jobs.

Recent data collected by the Learning Policy Institute shows 35.5 percent of San Bernardino County teachers were 50 years or older in 2014-15, and 9.5 percent were 60 or older. A total of 389 teachers are currently needed to reduce the student-teacher ratios to pre-recession levels, LPI found.

An AESD office worker who preferred to remain anonymous told the Daily Press via Facebook that while she's not a teacher, she has a clear view of the impact the shortage has had on not only teachers, but entire schools.

"It affects the whole school and staff morale," she said. "When we have inconsistency all over campus due to teacher/substitute shortages, the students are a bit unruly. Consistency is a major key in students' behavior."

Silverado High School teacher Denise Pelkey said despite the undeniable challenges of teaching, like the shortage and becoming "so bogged down you wonder if you are really good enough for your students," she never feels bad for herself or fellow educators.

"Teaching is tough and the rewards are inward and not outward for the most part and take a long time to see the benefit," Pelkey said. "Lack of proper staffing is difficult to deal with in a system that needs to work like a symphony, not a quick pop song. The rhythm must be refined and practiced daily and always, which can be quite tiring."

SECTION 00 11 13
ADVERTISEMENT TO BIDDERS

NOTICE IS HEREBY GIVEN THAT THE GLENN COUNTY OFFICE OF EDUCATION in the City of Willows, of Glenn County, in the State of California, will receive up to and no later than 2:00 P.M., Tuesday, January 24, 2017, sealed bids for the award and contract for the furnishing of all labor, materials, transportation and services, under the jurisdiction of DSA, required for the following:

Work Summary: Move and install one (1) 48'-0" x 40'-0" (1,920 SF) existing relocatable modular classroom building on the Plaza Elementary School Campus, now located on the Princeton Elementary School Campus in Princeton CA. Exterior Work: Provide site work for a new wood building foundation, a septic system, concrete sidewalks, ramps, an on-site bus drop off and related site utilities and improvements. Interior Work: Install one (1) new office room and other minor renovations, interior finish upgrades and associated electrical, mechanical and plumbing work, located at Plaza Elementary School 7322 County Road 24, Orland CA 95963

Bids shall be received at the conference room of the Glenn County Office of Education, Orland Administration Building, located at 676 East Walker St., in Orland, California, and shall be opened and publicly read aloud at the above stated time and place. Time of Completion: Substantial Completion of the work of this contract shall be completed on Monday, May 1, 2017.

The opinion of cost \$200,000.00 to \$280,000.00 dollars.

Each Bid must conform and be responsive to this invitation and the Contract Documents.

A MANDATORY pre-bid meeting is scheduled for Thursday, January 5, 2017 at 10:00am. meet in front of the Modular Classroom located at Princeton Elementary School, 428 Norman Road, Princeton CA. then at approximately 11:30a.m. meet at Plaza Elementary Campus, located at 7322 Co. Road 24, for re-location site.

Contact: Paul Barr (530)865-1267 x3101 GCOE Maintenance & Facilities Supervisor

This project is not subject to Disabled Veterans Business Enterprises (DVBE) requirements.

Plans and specifications are on file and open to public inspection at the:

- Glenn County Office of Education, 676 East Walker Street, Orland, California
- Willows Administration Building, 311 South Villa Avenue, Willows, California

Plans and specifications are available online at:

- Shasta Builder's Exchange • Valley Contractors Exchange Golden State Builders Exchanges
- Placer County Contractors Nevada County Contractors' Association Sacramento Builders' Exchange

Each Bid shall be accompanied by a certified or cashier's check or bid bond made in favor of the Glenn County Office of Education, executed by the bidder as principal and an admitted surety company as surety. All bonds for this project must be issued by an Admitted Surety, an insurance organization authorized by the Insurance Commissioner to transact business of Insurance in the State of California during this business year, in an amount not less than ten percent (10%) of the maximum amount of the bid. The check or bid bond shall be given as guarantee that the bidder shall execute the contract if it be awarded to him in conformity with the Contract Documents and shall provide the surety bond as specified therein within five (5) days after notification of the award of the contract to bidder.

It shall be mandatory upon the Contractor to whom a contract is awarded, and upon all subcontractors under him, to pay not less than the general prevailing rates of per diem wages to all workmen in the execution of the contract. Pursuant to the provisions of the California State Labor Code, and Local Laws thereto applicable, the said Glenn County Office of Education has ascertained the prevailing rate of wages in the locality where this work is to be performed, for each craft and/or type of workman or mechanic needed to perform the work of this contract. General Prevailing Wage Rates shall be those rates pertaining to Glenn County as published by the Director of Industrial Relations pursuant to California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773, and 1773.1.

Copies of the Prevailing Wage Schedules may be obtained from the Division of Labor Statistics and Research, P.O. Box 420603, San Francisco, CA 94101, or www.dir.ca.gov/dlsr/pwd.

The bidder awarded this contract may elect to receive 100% of payments due under the contract from time to time without retention of any portion of the payment by the public agency, by depositing securities of equivalent value with the public agency in accordance with the provisions of Section 4590 of the Government Code.

SECTION 00 11 13
ADVERTISEMENT TO BIDDERS

The Glenn County Office of Education reserves the right to reject any or all bids or waive any defect or irregularity in bidding.

Publication Dates: Saturday, December 17, and Tuesday, December 20, 2016

RE: Plaza Project

Paul Barr

Sent: Friday, January 06, 2017 11:34 AM

To: Patrick Conklin

Good Morning Patrick,

Things went well, we had about 8 general contractors and 3 sub-contractors for the site visits.

I was very pleased with the turn out. I was asked both when the start date (ASAP) and expected completion (May 1) dates.

Most contractors did not have a problem with the dates. There were some questions regarding Plaza Site I will meet with you and go over them.

Nothing big just some clarification.

Next big date is Bid Opening January 24th, at 2:00pm at the Orland Admin Building.

All in all it looks promising as far as getting bids, the total cost will be the next big discussion.

Enjoy the rest of your time off.

Thanks,

Paul

From: Patrick Conklin

Sent: Friday, January 6, 2017 11:23 AM

To: Paul Barr <pbarr@glenncoe.org>

Subject: Plaza Project

Good morning Paul. I hope your holidays went well. Ours was great.

I was out of town yesterday so I was unable to attend the meeting with contractors. How did it go? Did you get many? Any other updates?

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



Plaza Community Club

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

January 19th, 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

-Jog a Thon went really well. Would like to make it a yearly event but timed better. Money raised will go towards bathrooms and water stations/ drinking fountains
-Rewards were given out to the kids who raised money for the Jog-a-Thon. Discuss if prizes should be given out in the future.

New Business

- Bathroom Upgrades would like to be done during break 2/20-2/24. Would need bathrooms cleaned (Anthony) prior to taping off, painting and clean up. Need volunteers!
- Need to order hand driers, maybe Veronica could help us...
- Does anyone own a paint sprayer? Would rather borrow one than have to pay, let us know!
- Need pricing on water stations/ drinking fountains
- Need to vote on the playground equipment choices we have narrowed down based on price (Karen can elaborate on her meeting with the Plaza Board on our intentions, their intentions and tetherballs.
- **Need help with the upcoming carnival!!! – April 8th!**
- Need to vote on ticket picture and get them ordered asap
 - Set Up
 - Clean Up
 - Raffle
 - Safe
 - Computer
 - Dinner
 - Game bracelets? Or Tickets?

“Nothing you do for Children is ever wasted” – Garrison Keillor

Playground Equipment

- PCC chooses several options to recommend to superintendent for approval.
- 3-4th grade students vote
- Cost include installation, playground bark, weed cloth, and similar playground border.
- Installation will not occur until after the school year due other construction on campus

Tether Ball

- Only permanent poles are permitted, no portable poles.
- Installation will occur after the school year due to other construction on campus

Table Tennis

- Permitted only with supervision and during rainy day recess from 8-8:30
- After school program with approval from lead activity assistant

Bathroom Beautification

- Limited to painting walls and applying sealant to the floor by a professional
- No structural, electrical, or plumbing

BYLAWS

ARTICLE I – NAME

The name of this association is the Plaza School Community Club, located in the Plaza Elementary School District in Glenn County.

ARTICLE II – PURPOSES

SECTION 1.

The Objects of this club, in common with the Objectives of this club, are as follows:

- a. To promote the welfare of the students and youth
- b. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of the children and youth.
- c. To develop between educators and the general public, such united efforts as will secure for all children and youth the highest advantage in physical, mental and social education.

ARTICLE III – BASE POLICIES

The following are basic policies of the Plaza School Community Club (C.C.):

- a. The C.C. shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the C.C. or the names of any members in their official capacities, shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriate related to promotion of the objectives of the organization.
- c. The C.C. shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for the public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The C.C. shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions had been delegated by the people to boards of education.

ARTICLE IV – MEMBERSHIP AND DUES

SECTION 1.

Membership in this C.C. shall be made available to any individual who subscribes to the Objectives, without regard to race, color, creed or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.

SECTION 2.

The C.C. shall conduct an annual enrollment of members in September but may admit persons to the membership at any time.

ARTICLE V – OFFICERS AND THEIR ELECTION

SECTION 1.

Officers of this C.C. shall be a President, one Vice-President, Secretary, and Treasurer. These officers shall be elected every two years.

SECTION 2.

Only persons who are eligible and who have signified their consent to serve if elected, shall be nominated for or elected to office.

SECTION 3.

The privilege of holding office shall be limited to members of the C.C.

SECTION 4.

Nominations will be made in the April meeting, with election held by ballot at the meeting in May. If there is but one candidate for any office, the ballot for that office may be dispensed with and the election held by voice vote.

SECTION 5.

Officers shall serve for a term of two years or until their successors are elected, but for not more than two years, unless voted for and agreed upon by club members. Officers shall assume their duties July 1. President/ Treasurer will be exiting on even years and the Vice-President/ Secretary will exit on odd years so as not to leave the board shorthanded or without expertise.

- a. Anyone can be nominated.

SECTION 6.

A vacancy offering in any office shall be filled for the unexpired term by a person elected by the C.C. notice of such election having been given. In case a vacancy occurs in the office of President, the Vice-President shall serve as President for the remainder of the term.

SECTION 7.

If an office remains unfilled after an election, it shall be considered a vacant office whose duties will be fulfilled by the executive board.

ARTICLE VI – DUTIES OF OFFICERS

SECTION 1.

The President shall:

- a. Coordinate the work of the officers and committees of the C.C in order that the objectives may be promoted.
- b. Preside at all meetings of the club and the officers meetings.
- c. Oversee the chairperson of all committees to insure project completion.
- d. Accept volunteer committee chair people.
- e. Perform such duties are may be prescribed in these bylaws or assigned to him/her by the club.

SECTION 2.

The Vice-President shall:

- a. Act as aide to the President and shall perform the duties of the President in the absence or inability of that officer to act.
- b. Act as Sergeant at Arms.
- c. Obtain speakers or other informational material when needed or requested by the C.C.

SECTION 3.

The Secretary shall:

- a. Keep an accurate record of the proceedings of all meetings of the C.C.
- b. Be prepared to refer to minutes of previous meetings.
- c. Prepare a list of all unfinished business for the use of the President.
- d. Keep current copy of Bylaws.
- e. Perform such other duties as may be delegated.

- f. Conduct all necessary correspondence of the C.C. upon authorization of the President, and other officers.
- g. Distribute copies of Bylaws to all new officers.

SECTION 4.

The Treasurer shall:

- a. Keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursement of the C.C. including specifically, the number of members.
- b. Receive all monies from members for the C.C. giving a receipt on request, and deposit them in the name of the C.C. in a bank approved by the C.C.
- c. Pay all bills as authorized by the C.C. officers, signed by the President and the Treasurer.
- d. Secure two signatures on all checks over \$500.00 by any officer.
- e. Keep the membership informed of any expenditures.
- f. Present a statement of account as well as a copy of the monthly bank statements at every meeting of the C.C. Incoming funds shall be totaled by two (2) members.

ARTICLE VII – MEETINGS

SECTION 1.

Regular meetings of the C.C. shall be held on the third (3rd) Thursday of every month.

SECTION 2.

The privilege of making motions and voting shall be limited to the members of the C.C. who are present at the meeting.

ARTICLE VIII – EXECUTIVE BOARD

SECTION 1.

The Executive Board shall:

- a. Consist of the President, Vice-President, Secretary and the Treasurer.
- b. Transact necessary business meetings of the C.C. and such other business as may be referred to it by the Plaza School Community Club.
- c. May authorize the payment of routine organizational bills within the limits of the budget by the C.C. and may authorize the payment of other bills not to exceed a total of \$50.00 between meetings of the association without the approval of the members.
- d. Create committees as are deemed necessary to promote the objectives and to carry on the work of the C.C.

- e. Fill all vacancies in office, including that of President.
- f. Present a report at the regular meetings of the C.C.
- g. Receive a financial report from the Treasurer at each meeting.

SECTION 2.

The Executive Board is the subject to the orders of the C.C. and none of its acts shall conflict with action taken by the C.C.

SECTION 3.

The Executive Board shall meet whenever deemed necessary.

SECTION 4.

Three (3) members shall constitute a quorum for the transactions of business in any meeting of the executive board.

ARTICLE IX – COMMITTEES

SECTION 1.

There shall be such committees created by the Executive Board as may be required to carry on the work of the C.C.

SECTION 2.

The chairmen of committees shall be filled by C.C. volunteers and shall be followed by a round of applause and a standing ovation.

SECTION 3.

The chairmen shall present plans of work to the C.C. and/or the Executive Board for the guidance and approval. All work shall be undertaken with ongoing communication.

SECTION 4.

Upon expiration of the term of office or in case of resignation or termination, each chairman shall turn over to the President, without delay, all records, books and other material pertaining to the chairmanship; and shall return to the Treasurer, without delay, all funds belonging to the C.C.

SECTION 5.

The C.C. and the Executive Board each have the power to create a special committee in order to carry out specific programs and projects.

ARTICLE X – AMMENDMENTS

SECTION 1.

These Bylaws may be amended by a two-thirds (2/3) vote at any regular meeting, provided notice has been given at the previous regular meeting, or thirty (30) days written notice has been given to the membership.

STANDING RULES

1. At the beginning of his/her term of office, each member of the Executive Board shall be given a copy of these Bylaws and shall be responsible for making a thorough study of them. A copy of these Bylaws shall be made available to any member of the C.C. upon request.
2. Each officer shall submit to each new officer a summary of procedures and events for the past year.
3. Each committee chairperson shall submit a report of the event to the Secretary within thirty (30) days.

AGENDA

Any C.C. Member may request an item be put upon the Agenda for the upcoming meeting by notifying the Secretary in writing, within one week of the meeting. If the Secretary is not available, one of the other officers of the C.C. may be contacted.

AMENDMENT

Chairman of each event, project or function will be assigned a budget to adhere to. This budget will be decided upon by the club officers based on past records and events.

In the case of a first time function, a general budget will be decided upon with restrictions by the club.

Multiple amendments were made in the August thru November meetings of 2016. All C.C. minutes reflect the changes and new Bylaws were typed up.



Washington, D.C. Sample Itinerary

DAY 1

Arrive in **Washington, D.C.**

Meet your WorldStrides representative and begin your once-in-a-lifetime experience!

Lunch

Arlington National Cemetery

America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites, Space Shuttle Challenger Memorial

Iwo Jima Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Pentagon Memorial Honors the 184 victims of the 9/11 attack at the Pentagon

Dinner and hotel check-in

DAY 2

Breakfast

Alexandria One of America's oldest and most historic cities

Mount Vernon George Washington's home, plantation, and Education Center, which showcases life during colonial times, 18th-century treasures, and our first president as a farmer and businessman

Washington Monument (picture stop) The world's tallest stone monument, which honors our nation's first president

Lunch

Capitol Hill Grounds Tour: Capitol Visitor Center (by appointment), Supreme Court, Library of Congress

National Archives Home of the original Constitution, Bill of Rights, and Declaration of Independence

Dinner and return to hotel

DAY 3

Breakfast

Lincoln Memorial In remembrance of former President Abraham Lincoln and the great nation he fought to preserve during the Civil War

Vietnam Veterans Memorial Dedicated to the more than 58,000 men and women killed or missing in Vietnam

Korean War Veterans Memorial

Tribute to the men and women who defended South Korea in the Korean War

Lunch

Smithsonian Institution The world's largest museum complex : National Air and Space Museum, Natural History Museum, National Gallery of Art, National Museum of American History

Dinner

Jefferson Memorial Dedicated to our third president and author of the Declaration of Independence

Kennedy Center A magnificent performing arts center dedicated to our 35th president

World War II Memorial Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort from home

Return to hotel

DAY 4

Breakfast

Naval Museum (by appointment) U.S. Navy exhibit showcases maritime history from the Revolution to present times

FDR Memorial In remembrance of former President Franklin Delano Roosevelt

MLK Memorial Honors the famous civil rights activist, Martin Luther King, Jr.

Lunch

National Postal Museum A unique perspective on America's postal history

Holocaust Museum Get a glimpse of life for the victims of Nazi Germany with a viewing of "Daniel's Story" at this living memorial

National Portrait Gallery Famous for its showcase of distinguished Americans in portraits, photographs, and other visual media

Dinner and return to hotel

DAY 5

Breakfast and hotel check-out

Ford's Theatre and Petersen House (by appointment) Where President Lincoln was shot and later died on that fateful day

White House (picture stop) Home of the U.S. president

Lunch

Embassy Row Houses more than 170 foreign embassies

National Zoo Home to several giant pandas and more!

Dinner

Depart **Washington, D.C.**, for home

HD5 - 5 4 DC 01/16

worldstrides.com/washington
800-688-8584

Discoveries

Educational journeys for students



Washington, D.C. and Williamsburg, VA Sample Itinerary

DAY 1

Arrive in **Washington, D.C.**

Meet your WorldStrides representative and begin your once-in-a-lifetime experience!

Dinner

Depart for **Williamsburg, VA**

***Evening Program** ("Storyteller") Enjoy 18th-century African stories and participate in a dynamic performance with costumed interpreters.

Hotel check-in

DAY 2

Breakfast

Hotel check-out

Jamestown Settlement (guided tour)
Replica of the original site where those three famous ships landed in 1607, and home to: Powhatan Indian Village, James Fort, Museum

Governor's Palace Home to seven royal governors and the first two elected governors in Virginia

Lunch

Colonial Williamsburg Study Visit
Where you'll experience different aspects of colonial life and meet people of the past—a wigmaker, blacksmith, tinsmith, or apothecary!

Dinner

Return to **Washington, D.C.**

Hotel check-in

DAY 3

Breakfast

Alexandria One of America's oldest and most historic cities

Mount Vernon George Washington's home, plantation, and Education Center, which showcases life during colonial times, 18th-century treasures, and our first president as a farmer and businessman

Lunch

Holocaust Museum Get a glimpse of life for the victims of Nazi Germany with a viewing of "Daniel's Story" at this living memorial

World War II Memorial Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort

Washington Monument (picture stop)
The world's tallest stone monument, which honors our nation's first president

Dinner

FDR, Jefferson, and MLK Memorials

Return to hotel

DAY 4

Breakfast

Arlington National Cemetery

America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites, Space Shuttle Challenger Memorial

Two Jima Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Lunch

Capitol Hill Grounds Tour: Capitol Visitor Center (by appointment), Supreme Court, Library of Congress

National Archives Home of the original Constitution, Bill of Rights, and Declaration of Independence

Dinner

Lincoln, Korean War, and Vietnam Veterans Memorials

Return to hotel

DAY 5

Breakfast

White House (picture stop) Home of the U.S. president

Ford's Theatre and Petersen House (by appointment) Where President Lincoln was shot and later died on that fateful day

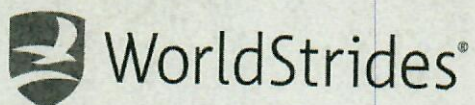
Lunch

Smithsonian Institution The world's largest museum complex: National Air and Space Museum, Natural History Museum, National Gallery of Art, National Museum of American History

Dinner

Depart **Washington, D.C.**, for home

HDW5 – 5 4 DC-WB – 1 night WB 01/16



Discover D.C. with WorldStrides – 5 day program

An Educational Travel Program
for Plaza Elementary School

PROGRAM INCLUSIONS (included in base trip price)

Safety Features and On-site Team

- Night supervision on each hotel floor with students
- WorldStrides hotel coordinator at the hotel during entire stay
- WorldStrides Name Tags with detailed emergency contact information for all participants
- 24/7 in-hotel medical care/medical consultation through an exclusive partnership with George Washington Hospital Department of Emergency Medicine
- Comprehensive liability coverage
- \$1 million USTOA Travelers Assistance Program
- Accident, medical, and dental coverage for participants
- Access to staffed WorldStrides offices in Washington, D.C., Williamsburg, VA, and New York City, NY
- Hospitality suite available at hotel each evening for Program Leader and chaperones

Educational Components for Students and Teachers

- Educational activities with a specially-trained and licensed Course Leader
- Educational materials, including student journals and teacher support materials
- Opportunity for students to earn high school credit
- Program Leader can earn free professional development

All-inclusive Planning and Financial Services

- Paper and electronic registration, as well as promotion materials for parents and students
- Accounting services provided by WorldStrides
- Complete customer support for parents
- Discounted pricing is available for the family of Program Leader and chaperones
- Free trip for Program Leader and/or chaperones for each
- 15 full-paying participants
- Stipend for chaperones traveling free
- \$50/traveler Program Leader stipend (available in cash, scholarship, or school supplies)

Transportation, Accommodations, Sightseeing, and Meals

- Round-trip transportation
- Ground transportation to and from all activities
- Quality hotel accommodations (quad occupancy for students)
- Three hearty meals per full day
- All admissions, fees, and gratuities for scheduled activities

ITINERARY OVERVIEW*

Day One: Arrive in Washington, D.C.

Day Two: Washington, D.C.

Day Three: Washington, D.C.

Day Four: Washington, D.C.

Day Five: Washington, D.C., and depart for home

*Please see the attached sample itinerary for in-depth program highlights.

PROGRAM INFORMATION

Program Leader: Patrick Conklin

Departure Date: Spring 2018

Return Date: Spring 2018

Number of Days: 5

Departure Airport: Sacramento Airport

Registration Deadline: Spring 2017

PROGRAM PRICING INFORMATION

Base Trip Price: \$2329

(Includes a \$99 non-refundable deposit)

ADDITIONAL ITEMS (not included in base trip price)

Optional Full Refund Program for parents and students in case of cancellation: \$239

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800-688-8584

Discoveries

Educational journeys for students



WorldStrides® | Safety and Security

24/7 Tour Central Office

We maintain a Tour Central office that can be reached 24 hours a day, because safety is our first priority. Should your group require an extended stay due to an airline problem or weather-related issue, our Tour Central office will make arrangements to accommodate your group (hotel, meals, re-booking airline seats, and providing additional bus usage) at no additional charge to you or your students.

Extensive Emergency Manual

We have developed an extensive emergency manual that details how we will deal with all types of emergency situations (including contingency plans for dealing with extreme situations such as acts of terrorism and airline disasters), and all of our on-site staff members have been trained to carry out these plans. Set procedures, checklists, and immediate access to correct phone numbers will result in faster and more accurate responses, which is critical when dealing with an emergency situation.

Night Chaperones

Our Night Chaperones (evening security) are given extensive training on how to supervise student groups. We also complete criminal background checks on all new applicants before they begin work. Night Chaperones are available on all East Coast, West Coast, Illinois history, and Florida programs. High-quality Night Chaperones are an integral part of our safety net and allow you to get the rest you need while on tour.

On-site Coordinators

WorldStrides On-site Coordinators stay with your group at each hotel on East Coast, West Coast, and Illinois history programs. These individuals will assist with hotel check-in and check-out, be available to answer questions and make necessary adjustments to individual group itineraries, assist with any emergency that may arise, and host an adult hospitality suite each evening with refreshments and snacks. WorldStrides will have additional staff members who will meet your group upon arrival to the East Coast, as well as when the group departs for home. This helps ensure that all facets of airport arrival and departure run smoothly.

Liability Insurance

We maintain an industry-leading multi-million dollar level of liability coverage. Our insurance automatically covers teachers, chaperones, and the school. WorldStrides' insurance is truly geared to protect you. Additionally, accident, illness, and accident-related dental insurance coverage are provided for WorldStrides program participants. Limits per single occurrence are \$7,500 for accident, \$1,500 for illness, and \$750 for accident-related dental.

United States Tour Operators Association

As an Active Member of USTOA, WorldStrides is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides' bankruptcy, insolvency or cessation of business. Further, you should understand that the \$1 million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to information@ustoa.com or by visiting their website at www.ustoa.com.

Full Refund Program

The Full Refund Program protects the investments of your students, their families, and the community. If the participant, the teacher, the school, or the school's administration cancels prior to trip departure, the participant will receive a refund of the money they've paid (less the cost of the Full Refund Program) – regardless of the reason. Participation in this program is optional, though highly recommended. Through this program, WorldStrides has returned millions of dollars to thousands of families who were forced to cancel for countless unexpected situations.

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Discoveries

Educational journeys for students



WorldStrides® | Student Supervision and Safety

Planning for a Safe Experience before Departure

Safety is the number one priority at WorldStrides. All participants are expected to demonstrate high standards of conduct, courteousness, and consideration toward others. Students and their parent/legal guardian must sign a Behavior Contract so everyone understands the proper rules of conduct. Students behaving inappropriately while on the program may be sent home at the parent's expense.

Medical Release Form

A parent/legal guardian for each participant must complete a medical release form and provide emergency contact information and authorization for treatment in the event of an emergency. Teachers carry all Medical Release Forms throughout the trip.

Ensuring Students' Safety While on the Program

Adult Supervision

With a chaperone-to-student ratio of 1:15 (can be customized to fit your group's needs), students receive proper attention and supervision. The Program Leader will identify the adult chaperones for the program. WorldStrides suggests selecting adults who are flexible, helpful, and comfortable with the students. Please note that at selected sites, students may be allowed the freedom to explore on their own.

Course Leaders

A specially trained Course Leader guides each group throughout your WorldStrides program. Course Leaders devote 100% of their attention to the students, challenging them to assess and apply what they learn through firsthand experience so they take the most away from the program. Students also follow a busy schedule, so their days are full of planned activities with adult supervision.

Emergency Services

Tour Central

WorldStrides' Tour Central offices are located in Washington, D.C., New York City, and Williamsburg, VA, and are staffed by full-time WorldStrides employees. These individuals are available 24 hours a day during the tour season to handle emergencies and accommodate the needs of teachers and students.

WorldStrides Name Tags

Throughout the trip, all students wear WorldStrides Name Tags with WorldStrides' emergency contact information. The back of this badge contains the Tour Central phone number, giving every student quick access to a WorldStrides employee. In the unlikely event of a problem, help is never more than a phone call away.

Doctors on Call Program

WorldStrides has an exclusive partnership with The George Washington University Department of Emergency Medicine. A George Washington University doctor serves on our staff as the WorldStrides Medical Director, overseeing medical response planning for the organization and providing direct case management in the event of a medical response issue anywhere in the world. Our partnership gives us access to doctors who are available 24 hours a day to provide in-hotel emergency care to all our traveling students, parents, and teachers in the Washington, D.C. area and phone consultations for travelers in other locations. This program offers teachers and students the unparalleled benefit of receiving care in the comfort of their own hotel rooms while minimizing the disruption to the entire group.



WorldStrides® | Student Supervision and Safety

WorldStrides Selects Its Suppliers with Safety in Mind

Hotels

WorldStrides pre-screens its properties and selects only those which are safe, comfortable, and high quality. WorldStrides typically uses hotels such as Marriott, Holiday Inn, Ramada Inn, or comparable. For added security, WorldStrides books only hotels with inside corridors and hallways and provides additional night security (except in Costa Rica or Florida or if the group or the program specifies otherwise).

Travel Arrangements

WorldStrides contracts with major airlines such as American Airlines, Delta Airlines, Southwest Airlines, United Airlines, or comparable. Typically, WorldStrides meets the group upon arrival at their destination.

Suppliers

WorldStrides only works with companies who share WorldStrides' high safety and quality standards. WorldStrides thoroughly screens and regularly evaluates Motorcoach Drivers, hotels, and restaurants by periodically visiting these venues and relying on program evaluation surveys completed by teachers after returning from their program. All participating enterprises maintain their own insurance coverage.

worldstrides.com/discoveries
800-688-8584

Discoveries

Educational journeys for students

Regarding your inquiry about a Washington, D.C. trip for Plaza Elementary School

Jeff Lynn [JeffL@worldstrides.org]

Sent: Thursday, January 05, 2017 10:29 AM

To: Patrick Conklin

Hi Patrick,

Thanks much for contacting WorldStrides regarding your interest in traveling to Washington, D. C. I left a message for you on your school voice mail this morning, but, I see that your school is out on holiday break. Please feel free to call me at 888-227-8212 during your break.

You'll love this experience and all of the great benefits you'll get when you travel with WorldStrides:

- You'll travel free with a minimum number of students.
- We'll pay you \$50 for each student who travels* (example: \$50 x 40 students = \$2,000!).
- You can even get additional free trips for other adults, such as your spouse or another teacher.
- You'll receive free professional development
- We'll pay you \$250 immediately for following our Recipe for Success, our proven method for getting a trip going in your school.
- You'll be the principal your students will always remember!

Click this link to see our short 4-minute video--you'll love it! [View the Washington, D.C. Video](#)

I'm also sending you some exciting information that shows how easy it is to get a program started in your school. I look forward to speaking with you again when you return after your holiday break.

Happy New Year!

Jeff Lynn

Educational Travel Specialist

WorldStrides DiscoverNow! programs

Northern California Region

office: 1-888-227-8212; mobile 1-530-318-3898

<http://worldstrides.com>

* Rewards will be issued as gift cards for school supplies or scholarship for trip, at teacher's discretion.

[Spam](#)

[Phish/Fraud](#)

[Not spam](#)

[Forget previous vote](#)

Thanks for submitting a Planning Kit Request

American Civics Center [Outreach@AmericanCivicsCenter.com]

Sent: Sunday, January 01, 2017 3:17 PM

To: Patrick Conklin

01/01/2017

Patrick Conklin

Plaza School District 7322 County Rd. 24 Orland,
California 95963

Dear Patrick,

Thank you for your interest in American Civics Center's Washington DC Programs! This email contains information to help you organize an American Civics Center program at Plaza School District. Print this email and use it to compare providers as you make inquiries.

You'll notice we take a different approach in bringing students closer to our nation's capital, American democracy, U.S. history and civic responsibility:

- An excellent instructor-to-student ratio (1 per 22)
- Supporting academic activities like workshops and seminars
- **And an all inclusive price for students**
- For every 10 students enrolled, one adult's travel and tuition cost is underwritten by the American Civics Center

These are just a few of the ways we're different from other providers. Our commitment to quality and affordability has resulted in our selection as the Washington DC program provider for thousands of U.S. State Department sponsored students since 2007. We hope you choose to have your students join the thousands of others who participate in American Civics Center programs each year.

Our program price of \$1,859 includes:

- Roundtrip transportation between SACRAMENTO (SMF) and Washington, D.C.
- All accommodations
- All Meals beginning with dinner on arrival day
- Motor coach transfers between events
- Admission fees
- Instructors and overnight company-provided monitors while your group is in the nation's capital

We noted you estimated 10 students and adults would attend the program. Keep in mind that 1 adult travels at no cost for every 10 students participating. American Civics Center does not tack on additional membership or application fees, departure charges, surcharges, enrollment fees and weekend adders or expect students to pay for lunch or entrance fees for activities.

We encourage you to compare the quality and cost of our program to others. For your convenience, we have placed a chart below to help you compare providers as you make inquiries. You can also download a full middle school program schedule [from our website here](#). Our program staff will follow up with you after you have had some time to review the proposal. If you have any questions in the meantime, feel free to contact us. Thank you for your efforts in introducing our youngest citizens to the wonders of Washington DC – capital city of American democracy!

Sincerely,

Chris Walsh
Executive Director American Civics Center

<i>Component</i>	<i>Provider #1</i>	<i>Provider #2</i>
Company: Contact:	American Civics Center Elene, 888-360-8814, Elene@AmericanCivicsCenter.comChris, 888-360-8817, Chris@AmericanCivicsCenter.com	
How many days & nights?	5 days & 4 nights beginning Sat 06/10/2017 - \$1189	
What cities will we visit?	Washington, D.C. Williamsburg, VA Jamestown, VA	
Is roundtrip transport to Washington, DC included?	Yes, at \$670 per student	
Is an instructor or guide included? What is the instructor to student ratio?	Yes 1 instructor per 22 students	
Do you provide a nurse at the DC hotel? Does nurse have office hours in hotel?	Yes Two days per week	
Are there company-provided monitors in hotel overnight? How many?	Yes, stationed in hallways 1 per student floor	
In which hotel is my group going to be staying?	A Radisson, Holiday or Comfort Inn (all AAA rated)	
Are motor coach transfers between sites included?	Yes	
What is the bus transfer time from my hotel to Smithsonian Museum-National Mall area?	15-25 minutes	
Is tuition assistance available for students from economically	Yes	

disadvantaged families?	
What is travel and tuition fee per student?	\$1,859
Is breakfast provided each morning in DC?	Yes
Is lunch provided each afternoon?	Yes
Is dinner provided each evening in DC?	Yes
Are airport to hotel transfers included?	Yes
Are all admission fees included?	Yes
Are students expected to pay extra for departure fees?	No
Are students expected to pay extra for gratuities?	No
Is there a weekend surcharge?	No
Is there a membership or application fee?	No
So, what is my total price per student?	\$1,859
How many students are required for this price?	10
Is my start date guaranteed?	Yes
How many adults can accompany students free of charge?	1 adult for every 10 students
When is final payment due?	60 days before start date

Spam

School Site Council (SSC)

January 26th, 2017

3:00pm

Agenda

- I. Pledge of Allegiance
- II. Call meeting to Order
- III. Members Present
- IV. Approve October 27th, 2016 minutes
- V. Discuss Health and Wellness Policy
- VI. Approve School Safety Plan
- VII. Discuss School Accountability Report Card (SARC)
- VIII. Discuss Local Control and Accountability Plan (LCAP) Goals
- IX. Discuss Single Plan for Student Achievement (SPSA) Goals
- X. Discuss Local Education Agency Plan (LEAP) Goals
- XI. Adjournment

2016 SARC Input Form

THIS IS NOT THE FULL SARC TEMPLATE.

Please review and update each section of this template for completeness and accuracy. This template is provided as a tool to update your SARC and contains only a list of required reporting components that our team isn't able to retrieve from public sources (i.e., Dataquest). DTS will import publically available data as it becomes available.

This template provides clear, concise guidance in each section to assist you through the update process. You can also click on the section title for any of the sections to review detailed guidance from CDE regarding the reporting requirements for the section being reviewed/updated. A full version of CDE's data elements document can be downloaded by [clicking here](#).

A list of answers to frequently asked questions can be reviewed by [clicking here](#). If, after reading the provided guidance and referring to the frequently asked questions documentation, you find you still need assistance, please feel free to contact the DTS Support Team by [clicking here](#).

School Contact Information

Please review and update the information below as needed. This section should include **current** School Contact Information for your school.

School Information	
School Name	Plaza Elementary
Street	7322 County Road 24
City, State, Zip	Orland, CA 95963
Phone Number	(530) 865-1250
Principal	Patrick Conklin
E-mail Address	pconklin@glenncoe.org
School Website	
CDS Code	11626386007504
School Logo	Click the button to upload your school's logo. Logos should not be larger than 1.5" x 1.5". You can also request upload support by clicking here .

District Contact Information

Please review and update the information below as needed. This section should include **current** District Contact Information for your district.

District Information	
District Name	Plaza Elementary School District
Street	7322 County Road 24
City, State, Zip	Orland, CA 95963
Phone Number	(530) 865-1250
Superintendent	Patrick Conklin
Web Site	www.plazaschool.org
E-mail Address	pconklin@glennco.org
District Logo	Click the button to upload your district logo. Logos should not be larger than 1.5" x 1.5". You can also request upload support by clicking here .

District Governing Board

Please review and update the information below as needed. This section should include **current** contact District Governing Board information for your district.

District Governing Board (in the order to be listed)	
Member 1	Connie King
Member 2	Darin Titus
Member 3	P.J. Davis: Board Clerk
Member 4	
Member 5	
Member 6	
Member 7	
Member 8	
Member 9	
Member 10	
Member 11	
Member 12	

District Administration

Please review and update the information below as needed. This section should include current District Administration information for your district.

District Administration (in the order to be listed)	
Superintendent	Patrick Conklin
Administrator 1	
Administrator 2	
Administrator 3	
Administrator 4	
Administrator 5	
Administrator 6	
Administrator 7	
Administrator 8	
Administrator 9	
Administrator 10	
Administrator 11	
Administrator 12	
Administrator 13	

School Description and Mission Statement (Most Recent Year)

Please review and update the information below as needed. This section should include information about your school, its programs and its goals. This section should be kept to 2-3 paragraphs.

Plaza Elementary is a small rural K-8 school in Glenn County near the city of Orland. It is a single school district staffed by nine credentialed teachers and a full time superintendent/principal. Glenn County Office of Education (GCOE) provides direct support to the district in special education, speech, psychologist and health services. GCOE also maintains a severe services program in a separate facility on

campus.

There are 200 students in grades kindergarten through eighth grade, all of which are single grade classes. In addition to the credentialed staff there are four paraprofessionals, a business manager, office clerk, cafeteria manager, cafeteria aide, bus driver/custodian, and two after school activity assistants.

Mission Statement- To provide a lifelong love of learning through a positive and supportive school climate that provides the opportunity for all students to achieve their full educational and social potential. School staff, parents, and community members provide support that encourages high expectations of all students.

Opportunities for Parental Involvement (Most Recent Year)

Please review and update the information below as needed. This section should include information on how parents can become involved in school activities, including contact information pertaining to organized opportunities for parent involvement. This section should be kept to 1-2 paragraphs.

Plaza provides itself on excellent parent support. The Community Club is a parent/teacher organization which is very active in providing funding and volunteer assistance for classrooms, campus improvement, field trips and other activities planned throughout the year. Parents interested in getting involved should contact the school office or their child's teacher for more information. The School Site Council consisting of an equal number of staff and parents help with funding and evaluation of academic programs. Many students in grades 4-8th are involved in Student Government activities such as spirit weeks, rally's, dances, chess club, and yearbook.

School Safety Plan (Most Recent Year)

Please review and update the information below as needed. This section should include information about your school's comprehensive safety plan, including the dates on which the safety plan was last reviewed, updated, and discussed with faculty; as well as a brief description of the key elements of the plan (please do not paste your entire safety plan in this field). This section should be kept to 1-2 paragraphs.

The Safe School Plan was approved by the School Site Council on October 28, 2015 and approved by the Board of Trustees on April 25, 2016. The plan contains all elements required by Education Code 35294.1 including child abuse reporting procedures, disaster response, suspension and expulsion policies, sexual harassment policy, dress and behavior policies. The Plan is reviewed each year by the School Site Council and changes or additions will be presented to the Board of Trustees for its review and approval.

School Facility Conditions and Planned Improvements (Most Recent Year)

Please review and update the information below as needed. This section should include information from the most recent Facility Inspection Tool (FIT) data (or equivalent), including:

- Description of the safety, cleanliness, and adequacy of the school facility
- Description of any planned or recently completed facility improvements
- The year and month in which the data were collected
- Description of any needed maintenance to ensure good repair

You can [click here](#) to submit your school's most recent FIT tool in MS Excel format. Please do not submit your FIT tool in any format other than MS Excel.

Year and month of the most recent FIT report: 6/03/2015

This section should be kept to 1-2 paragraphs.

The inspection was completed using the OPSC facilities evaluation tool. This report shows the school received a 100% rating in all areas which means all areas are in good repair with no significant discrepancies noted. The overall school rating was exemplary.

School Facility Good Repair Status (Most Recent Year)

Please review and update the information below as needed. This section should include information from the most recent Facility Inspection Tool (FIT) data (or equivalent), including:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The Overall Rating (bottom row)

Please ensure that this section correlates accurately to the most recent inspection/FIT report for your school.

System Inspected	Repair Status (the marks should match your most recent inspection)			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			
Interior: Interior Surfaces	X			
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	X			
Electrical: Electrical	X			

System Inspected	Repair Status (the marks should match your most recent inspection)			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Restrooms/Fountains: Restrooms, Sinks/ Fountains	X			
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

System Inspected	Repair Status (the marks should match your most recent inspection)			
	Exemplary	Good	Fair	Poor
Overall Rating	X			

Teacher Credentials

Please review and update the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated. As this template is thoroughly reviewed each year, please note that the years listed, 14-15, 15-16 and 16-17, are correct.

Teachers at this School	School			District
	2014-15	2015-16	2016-17	2016-17
With Full Credential	7	9	9	9
Without Full Credential Without a full credential (includes LEA and university internships, pre-internships, emergency or other permits, and waivers)	0	0	0	0
Teaching Outside Subject Area of Competence CDE does not collect data on the number of teachers teaching outside their subject area of competence (with full credential). Teaching outside subject area data should be available in the LEA's personnel office. In most instances, teaching outside subject area is a subset of total teacher misassignments (see data definition for Teacher Misassignments).	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Please review and update the information below as needed. This section should include the number of teachers that fall into each category listed for the year indicated. As this template is thoroughly reviewed each year, please note that the years listed, 14-15, 15-16 and 16-17, are correct.

Indicator	2014-15	2015-16	2016-17
Misassignments of Teachers of English Learners 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.	0	0	0
Total Teacher Misassignments 'Misassignments' refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.	0	0	0
Vacant Teacher Positions 'Vacant Teacher Positions' refer to positions not filled by a single designated teacher assigned to teach the entire course at the beginning of the school year or semester.	0	0	0

Academic Counselors and Other Support Staff (School Year 2015-16)

The data that is currently displayed in this table was carried over from last year's SARC. Please update the FTE for each category as needed. This section should include the number of staff, full time equivalent (FTE), employed at your school that fall into the categories listed.

One Full-Time Equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50% of full-time.

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct.

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	
Counselor (Social/Behavioral or Career Development)	0	♦
Library Media Teacher (Librarian)	0	♦
Library Media Services Staff (paraprofessional)	0	♦
Psychologist	.20	♦
Social Worker	0	♦
Nurse	0	♦
Speech/Language/Hearing Specialist	.20	♦
Resource Specialist (non-teaching)	.80	♦
Other	0	♦

♦ means data is not required. The fields are intentionally not provided.

Textbooks and Instructional Materials (Most Recent Year)

This section describes 1) whether the textbooks and instructional materials used at the school are from the most recent adoption, 2) whether there are sufficient textbooks and instructional materials for each student 3) and information about the school's use of any supplemental curriculum or non-adopted textbooks or instructional materials.

List all textbooks and instructional materials used in the school in **core subjects** (reading/language arts, math, science, and history-social science), including:

- Year they were adopted
- Whether they were selected from the most recent list of standards-based materials adopted by the State Board of Education (SBE) or local governing board
- Percent of students who lack their own assigned textbooks and/or instructional materials*
- For kindergarten through grade 8 (K-8), include any supplemental curriculum adopted by local governing board

If an insufficiency exists, the description must identify the percent of students who lack sufficient textbooks and instructional materials. Be sure to use the most recent available data collected by the LEA and note the year and month in which the data were collected.

Please ensure that this section correlates accurately to most recent adoption of textbooks for your LEA.

Year and month in which data were collected: January 2017

This section should be kept to 1-2 paragraphs.

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	California Treasures 2009	Yes	0
Mathematics	K-5 Houghton Mifflin Harcourt GoMath 2015 6-8 CPM College Preparatory Math 2015	Yes	0
Science	K-4 Harcourt California Science 5-6 MacMillan McGraw Hill California Science 7-8 Holt/Rinehart and Wilson California Science 2006	Yes	0
History-Social Science	K-6 MacMillan McGraw Hill California Vistas 7-8 Glencoe Discovering Our Past	Yes	0

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Foreign Language			
Health			
Visual and Performing Arts			
Science Laboratory Equipment (grades 9-12 schools only)			

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2014-15)

The fields that are, highlighted yellow, are populated for you with data provided by CDE (as available). Percent differences, highlighted light-blue, are calculated by this form.

The remaining data was copied over from last year's SARC and should be reviewed/updated, with data from FY 14-15, as needed.

The most recent data available from CDE is for fiscal year 2014-15. For comparison purposes, data for the same fiscal year is requested from the school.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 14-15, is correct.

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted Sources	Basic/ Unrestricted Sources	
School Site	\$6,388.00	\$763.00	\$7,151.00	\$55,136.00
District	♦	♦		
Percent Difference: School Site and District	♦	♦		
State	♦	♦	\$5,677	\$60,985
Percent Difference: School Site and State	♦	♦	52.5	-4.8

♦ means data is not required. The fields are intentionally not provided.

Supplemental/Restricted expenditures come from money whose use is controlled by law or by a donor. Money that is designated for specific purposes by the district or governing board is not considered restricted.

Basic/Unrestricted expenditures are from money whose use, except for general guidelines, is not controlled by law or by a donor.

Types of Services Funded (Fiscal Year 2015-16)

Please review and update the information below as needed. This section should include specific information about the types of programs and services available at the school that support and assist students. For example, this narrative may include information about supplemental educational services related to the school's federal Program Improvement (PI) status.

As this template is thoroughly reviewed each year, please note that the year listed, fiscal year 15-16, is correct.

Plaza Elementary provides instruction in all the core subjects for grades kindergarten through eighth grade. In addition to the regular curriculum an itinerant instrumental music teacher conducts music classes. This teacher is an employee of another district who shares services among three different districts and is paid by each district for his/her services. State and Federal categorical funds are used to hire paraprofessionals to assist teachers with individual or small group instruction including those identified as being qualified for Title I services. A small amount of federal funds are available for English learners. Plaza has a "small but scattered" program and English learners are placed in the regular education classes. Special education services are provided by the Glenn County SELPA. A .8 Education Specialist and two aides work with "mild/moderate" students in most classrooms.

Professional Development (Most Recent Three Years)

Please review and update the information below as needed. This section should include the number of days provided for professional development and continuous professional growth in the most recent three year period. Questions that may also be answered include:

- What are the primary/major areas of focus for staff development and specifically how were they selected? For example, were student achievement data used to determine the need for professional development in reading instruction?
- What are the methods by which professional development is delivered (e.g., after school workshops, conference attendance, individual mentoring, etc.)?
- How are teachers supported during implementation (e.g., through in-class coaching, teacher-principal meetings, student performance data reporting, etc.)?

Plaza Elementary schedules one minimum day per month for staff development. In 2015-2016 we continued to learn about the Common Core math standards and how they will be incorporated into the curriculum. Plaza incorporated Google Apps for Educators (GAPE) into classrooms, therefore professional development focused on this resource. The staff took part in a county wide inservice day sponsored by the Glenn County Office of Education in September and has also participated in GAPE training.

Discussions about the new on-line testing have caused the district to look at its technological capabilities and to plan for future upgrades and additions. The Glenn County Office of Education technology department upgraded wireless connections at the school so that each class can utilize multiple devices at the same time. Students in grades 2-8 have a 1:1 student to device ration. This is an on-going process which will be worked on over the years.

School Completion and Postsecondary Preparation

This section applies to schools serving grades 9-12 only.

If your school does not serve grades 9-12, simply skip and leave this section blank.
It will not be included in the full SARC.

Career Technical Education Programs (School Year 2015-16)

Please review and update the information below as needed. This section should include information about Career Technical Education (CTE) programs at your school including:

- Programs and classes offered that are specifically focused on career preparation and or preparation for work
- How these programs and classes are integrated with academic courses and how they support academic achievement
- How the school addresses the needs of all students in career preparation and/or preparation for work, including needs unique to defined special populations of students
- The measurable outcomes of these programs and classes, and how they are evaluated
- State the primary representative of the district's CTE advisory committee and the industries represented on the committee

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct. This section should be kept to 1-2 paragraphs.

Career Technical Education Participation (School Year 2015-16)

Please review and update the information below as needed. This section should include information about the level of participation in Career Technical Education (CTE) programs at your school. Numbers populated were carried over from last year's SARC.

As this template is thoroughly reviewed each year, please note that the year listed, 15-16, is correct.

Measure	CTE Program Participation
Number of pupils participating in CTE	
% of pupils completing a CTE program and earning a high school diploma The number of pupils that completed a CTE program and graduated ÷ total number of pupils enrolled in a CTE program	
% of CTE courses sequenced/articulated between the school/institutions of postsecondary education The number of CTE courses that are sequenced or articulated ÷ total number of CTE courses offered at the school	

SARC Data Not Provided by CDE

CDE is not providing data for these areas.

DTS has copied previous year data for your review/update.

Average Class Size and Class Size Distribution (Elementary Only)

Please review data copied from last year's SARC for you by DTS. 2014-15 data was duplicated for 2015-16.

Grade Level	2013-14				2014-15				2015-16			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
K	17	1			23		1		23		1	
1	14	1			23		1		23		1	
2	15	1			15	1			23		1	
3	18	1			22		1		17	1		
4	13	1			21	1			23		1	
5	13	1			14	1			24		1	
6	16	1			17	1			21		1	
Other	24	1			31	1			35		1	

Number of classes indicates how many classes fall into each size category (a range of total students per class).

Average Class Size and Class Size Distribution (Secondary Only)

Please review data copied from last year's SARC for you by DTS. 2014-15 data was duplicated for 2015-16.

Subject	2013-14				2014-15				2015-16			
	Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms		
		1-22	23-32	33+		1-22	23-32	33+		1-22	23-32	33+
English												
Mathematics												
Science												
Social Science												

Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Advanced Placement (AP) Courses (School Year 2015-16)

Please review data copied from last year's SARC for you by DTS.

Subject	Number of AP Courses Offered	Percent of Students In AP Courses
Computer Science		♦
English		♦
Fine and Performing Arts		♦
Foreign Language		♦
Mathematics		♦
Science		♦
Social Science		♦
All courses		

♦ means data is not required. The fields are intentionally not provided.



COUNTY OF GLENN ELECTIONS DEPARTMENT

SHERYL THUR
Assessor
County Clerk
Recorder
Elections

Courthouse Complex
516 West Sycamore Street, 2nd Floor
Willows, CA 95988

(530) 934-6414 FAX (530) 934-6571

August 19, 2016

Veronica Sanchez, Office Manager
Plaza School District
7322 County Road 24
Orland, CA 95963

RE: NOVEMBER 8, 2016 GENERAL ELECTION

Dear Veronica:

This is notification that the nomination period is closed for offices scheduled to be filled at the November 8, 2016 General Election.

The **Plaza School District** had one candidate for one available governing board position:

- **Darin Titus**

The voters have not filed a petition requesting that an election be held for the offices. Pursuant to Education code Sections 5326 and 5328:

- The district will not have an election.
- The above named candidates shall be seated at the organizational meeting of the district governing board as if elected at an election.

Certificates of Appointment and Oath are enclosed for the positions: please return completed Oaths with original signatures to us for filing.

Sincerely,

Sheryl Thur, County Clerk

By:

A handwritten signature in cursive script, appearing to read "Lisa Teeter", is written over the "By:" line.

Lisa Teeter, Deputy

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
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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

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

Public Hearing: Revision of Educator Effectiveness Spending Plan - The Public Hearing for the Effectiveness Spending Plan was opened at 3:07 PM. After a brief statement of the revision, the hearing was closed at 3:08 PM.

Public Hearing: Level I Developer Fee Justification Study, October 2016 - The Public Hearing for the Developer fee Study was opened at 3:09 PM. After a brief statement, the hearing was closed at 3:11 PM.

- I. **Call to Order** – The meeting was called to order at 3:12 PM.
- II. **Pledge of Allegiance**
- III. **Members Present** – PJ Davis, Connie King, Patrick Conklin, Martha Bradshaw and Veronica Sanchez.
- IV. **Correspondence**
 - a. **November and December's Pirates Post Newsletter** - Informational
 - b. **PESD Initial Proposal to the PTA** - Informational
 - c. **PTA Response to PESD Initial Proposal** – Mr. Conklin reported to the board that the PTA accepted PESD's proposal.
 - d. **SchoolWorks November Newsletter** - Informational
 - e. **Public Water System Citation** – Mr. Conklin informed the board that he was sending out a public notice to community members to inform them that the water tested positive with coliform. He said that they are taking steps to treat the water and retest.
- V. **Superintendent Report/Information**
 - A. **GCOE Building Update** – Mr. Conklin requested authorization to send a letter to GCOE regarding the building and the expectation of when they will vacate. He has drafted a letter asking for them to vacate by 6/9/17 or one week after the project is complete, whichever is sooner. The board agreed that he send a letter.
 - B. **Plaza Community Club** – Mr. Conklin reported that the Coin Drive and Jog-A-Thon fundraisers did very well. He informed the board that PCC is discussing possible playground equipment and bathroom updates. The board directed Mr. Conklin to set up a playground committee to discuss the playground equipment options. They requested permanent tetherballs be put in if that was one of the equipment options. The board discussed the bathroom renovation and water fountains and came to the conclusion that it is something that the school has to preapprove beforehand.
 - C. **Williams Quarterly Report October, 2016**—NO Complaints Filed
 - D. **After School Basketball**- Mr. Conklin informed the board that there are four basketball teams and they are being coached by Mrs. Cinquini, Mrs. Spangler, Mr. Foster and himself.
 - E. **5th and 7th Grade 2015-16 Physical Fitness Test** - Mr. Conklin provided the board with two state reports for the physical fitness test that is done every year for the 5th and 7th graders.

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

F. Proposition 51 Modernization and New Construction – Mr. Conklin reported that the Prop 51 bond passed in the November election and that the Developer Fee Study is one of the requirements needed for funding. Mr. Conklin requested that a committee be set up prior to meeting with the architects so that we have our plan ahead of time. The board agreed and directed Mr. Conklin to create a committee.

G. Local Control and Accountability Plan

1. **Student Achievement** – Mr. Conklin reported that we have received the Chromebooks and charging stations. We are now 1:1 student to device in 2nd through 8th grade.
2. **Staffing** – Mr. Conklin discussed a temporary co-teaching position as an option to prepare and help transition for possible position openings in the next year or so due to retirements.
3. **Facilities** – Mr. Conklin informed the board that other than the water testing issue we have had no other facility issues. There have been no leaks since Anthony put sealant around the bolts in the roof.

H. Administrative Regulation 6115 Ceremonies and Observances – Mr. Conklin informed the board that Plaza does have an Administrative Regulation requiring the Pledge of Allegiance to be recited daily. He has ensured all classrooms display a U.S. flag and instructed teachers to adhere to the policy.

I. 2nd Read BP 4154 Health and Welfare Benefits – Mr. Conklin provided the original and the 2nd Read BP to the board.

J. Remind 101 and Simply Circle – Mr. Conklin informed the board that he is testing a new communication system that will hopefully save the district money. He has set up a Remind 101 group for all parents and staff and subscribed to Simply Circle and set up a group through that which allows emailing documents like our Pirate Post.

K. 2017-18 Kindergarten Lottery – A lottery was conducted for the 2017-18 kindergarteners and it was done for 14 siblings and 13 non siblings.

VI. Comments: Agenda Items Only—None

VII. Action

A. Old Business - None

B. New Business

1. **Consent Agenda: Routine matters that can be approved with one motion.**
 - a. Approve Minutes of the October 20th, 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 3rd Grade Field Trip Request to Gold Nugget Museum, Paradise, CA on March 31st, 2017
 - e. Certification of 35160.5 Policies (Evaluation Competency, Probationary Teacher, and Complaint Procedures)

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

- 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**

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

- 2. **Oath of Office for Board Member Darin Titus, term expires December 7th, 2020**
– Due to the absence of Darin Titus, this item was tabled to the January meeting.
- 3. **Reorganization of Board of Trustees** - Connie King motioned for PJ Davis to be Board Clerk, PJ Davis seconded and the motion carried 2-0.
- 4. **Approve Proposal for HVAC Replacement Using Proposition 39 Grant Money** – Mr. Conklin provided two proposals for the HVAC project. PJ Davis motioned to go with Greg's Heating and Air, Connie King seconded and the motion carried 2-0.
- 5. **Approve 5% increase to Classified Salary Schedule** – Connie King motioned to approve the 5% increase to the Classified Salary Schedule, PJ Davis seconded and the motion carried 2-0.
- 6. **Approve PTA Agreement, including 5% raise to Certificated Salary Schedule and \$500 increase to Certificated Health and Welfare Cap** – PJ Davis motioned to approve the 5% raise to the Certificated Salary Schedule and \$500 increase to the Health and Welfare Cap.

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

IX. **Closed Session--** - The Board of Trustees and Mr. Conklin went into closed session at 5:01 PM and returned to open session at 5:19 PM. No action taken.

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

X. **Adjournment** - The meeting was adjourned at 5:20 PM.

Respectfully submitted,



Patrick Conklin, Secretary/Board of Trustees

005 PLAZA SCHOOL DISTRICT
Warrant Register

Pay Voucher Transactions
Date: 11/30/2016 - 01/10/2017
PV#: 000000 - 999999

J41746 PV0100 L.00.00 01/11/17 PAGE 1

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	Tax ID	Inv Date	Entered	UT	UT-Obj	Batch	Description
														PV amount	UT	UT-Rate	UT-Amount	
000246	000073/00	AMERICAS											12/13/2016	12/13/2016	1/04/2017	38		
		1. 01-0000-0-0000-8100-5540-000-000000												142.37	N		N	
		55.5 GAL OF PROPANE																
000257	000073/00	AMERICAS											12/20/2016	12/20/2016	1/04/2017	40		
		1. 01-0000-0-0000-8100-5540-000-000000												681.46	N		N	
		269.0 GAL OF PROPANE																
000274	000073/00	AMERICAS											1/10/2017	1/10/2017		43		
		1. 01-0000-0-0000-8100-5540-000-000000												332.67	N		N	
		125.8 GAL OF PROPANE																
000258	000474/00	AT&T											12/20/2016	12/20/2016	1/04/2017	40		
		1. 01-0000-0-0000-8100-5910-000-000000												116.36	N		N	
		11/10/16-12/9/16 AT&T SERVICE																
000224	000491/00	BASIC LABORATORY INC											12/01/2016	12/01/2016	12/07/2016	35		
		1. 01-0000-0-0000-8100-5560-000-000000												230.00	N		N	
		WATER RE TESTING																
000236	000491/00	BASIC LABORATORY INC											12/05/2016	12/05/2016	12/14/2016	36		
		1. 01-0000-0-0000-8100-5560-000-000000												230.00	N		N	
		WATER TESTING																
000241	000491/00	BASIC LABORATORY INC											12/08/2016	12/08/2016	12/14/2016	37		
		1. 01-0000-0-0000-8100-5560-000-000000												44.00	N		N	
		WATER TESTING																
000259	000491/00	BASIC LABORATORY INC											12/20/2016	12/20/2016	1/04/2017	40		
		1. 01-0000-0-0000-8100-5560-000-000000												212.00	N		N	
		WATER MONITORING																
000260	000472/00	CHRISTENSEN TELECOMMUNICATIONS											12/20/2016	12/20/2016	1/04/2017	40		

005 PLAZA SCHOOL DISTRICT
Warrant Register

Pay Voucher Transactions J41746 PV0100 L.00.00 01/11/17 PAGE 2

Date: 11/30/2016 - 01/10/2017
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	Batch	Description
													PV amount	UT	UT-Obj	UT-Rate	UT-Amount
000260	(CONTINUED)																
		1. 01-0000-0-0000-8100-5630-000-000000											125.00	N			N
		REPLACED FEEDER CABLE- LINE 1															
000247	000505/00	CHRISTY WHITE ACCT CORP									272956198	12/13/2016	12/13/2016		1/04/2017	38	
		1. 01-0000-0-0000-7190-5810-000-000000										4,747.50	N				N
		2015-16 SECOND PROGRESS BILL															
000225	000600/00	CORNELL DISTRIBUTING										12/01/2016	12/01/2016		12/07/2016	35	
		1. 13-5310-0-0000-3700-4700-000-000000											168.00	N			N
		#7103602 DAIRY- CAFE															
000231	000600/00	CORNELL DISTRIBUTING										12/05/2016	12/05/2016		12/14/2016	36	
		1. 13-5310-0-0000-3700-4700-000-000000											75.50	N			N
		#7103692 DAIRY- CAFE															
000243	000600/00	CORNELL DISTRIBUTING										12/08/2016	12/08/2016		12/14/2016	37	
		1. 13-5310-0-0000-3700-4700-000-000000											150.00	N			N
		#7103742 DAIRY- CAFE															
		2. 01-9124-0-0000-3700-4700-000-000000											75.00	N			N
		#7103742 DAIRY- SPARK															
		Total amount										225.00 *			0.00 *		
000245	000600/00	CORNELL DISTRIBUTING										12/13/2016	12/13/2016		1/04/2017	38	
		1. 13-5310-0-0000-3700-4700-000-000000											111.00	N			N
		#7103786 DAIRY- CAFE															
000269	000600/00	CORNELL DISTRIBUTING										1/09/2017	1/09/2017			43	
		1. 13-5310-0-0000-3700-4700-000-000000											217.50	N			N
		#201666 DAIRY- CAFE															
		2. 13-5310-0-0000-3700-4700-000-000000											147.00	N			N
		#7099381 DAIRY- CAFE															
		3. 13-5310-0-0000-3700-4700-000-000000											147.00	N			N
		#7099337 DAIRY- CAFE															
		Total amount										511.50 *			0.00 *		

Pay Voucher Transactions
Date: 11/30/2016 - 01/10/2017
PV#: 000000 - 999999

000250 (CONTINUED)

Total amount	1,107.03 *
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DESCRIPTION	AMOUNT	COUNT
1. 13-5310-0-0000-3700-000-0000-000000	127.50	N
CAFETERIA FOOD		
2. 13-5310-0-0000-3700-4700-000-000000	443.17	N
CAFETERIA FOOD		
3. 13-5310-0-0000-3700-4300-000-000000	127.62	N
CAFETERIA SUPPLIES		
4. 01-9124-0-0000-3700-000-000-000000	202.33	N
AFTERSCHOOL PROGRAM FOOD		
Total amount	900.62 *	

1. 01-0000-0-1110-1000-5890-000-000-00000
JAN 2017 WEBSITE HOSTING

1. 01-9124-0-1110-1000-4300-000-00000
MB. SPARK SUPPLIES

1. 01-0000-0-0000-3600-5890-000-000000	N	112.50	N
10/26/16- SAFETY INSPECTION			
2. 01-0000-0-0000-3600-5890-000-000000	N	112.50	N
9/15/16- SAFETY INSPECTION			
3. 01-0000-0-0000-3600-5890-000-000000	N	112.50	N
8/9/16- SAFETY INSPECTION			
Total amount		337.50	*
			0.00

1. 01-0000-0-1110-1000-4300-000-000000	261.82	N
10/2/16-11/2/16 EXCESS COPIES		N

005 PLAZA SCHOOL DISTRICT
Warrant Register

Pay Voucher Transactions
Date: 11/30/2016 - 01/10/2017
PV#: 000000 - 999999

J41746 FV0100 L.00.00 01/11/17 PAGE 5

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-Rate		UT-Amount
000265	000162/00	JUDY FOWLER										12/22/2016	12/22/2016		1/04/2017	41		
		1. 01-0000-0-1110-1000-4300-000-000000										38.89	N					N
		REIMB CHRISTMAS PROG SUPPLIES																
000227	000049/00	OFFICE DEPOT										12/01/2016	12/01/2016		12/07/2016	35		
		1. 01-0000-0-1110-1000-4300-000-000000										24.74	N					N
		K-8 CLASSROOM SUPPLIES																
		2. 01-0000-0-0000-2700-4300-000-000000										38.23	N					N
		OFFICE SUPPLIES																
		Total amount										62.97 *				0.00 *		
000240	000049/00	OFFICE DEPOT										12/07/2016	12/07/2016		12/14/2016	37		
		1. 01-9124-0-1110-1000-4300-000-000000										2.25	N					N
		AFTERSCHOOL PROGRAM SUPPLIES																
		2. 01-0000-0-1110-1000-4300-000-000000										54.42	N					N
		K-8 CLASSROOM SUPPLIES																
		3. 01-0000-0-1110-1000-4300-000-000000										634.04	N					N
		K-8 COPY PAPER																
		4. 01-0000-0-1110-1000-4300-000-000000										148.23	N					N
		2ND & K-8 CLASS SUPPLIES																
		Total amount										838.94 *				0.00 *		
000252	000049/00	OFFICE DEPOT										12/14/2016	12/14/2016		1/04/2017	39		
		1. 01-0000-0-1110-1000-4300-000-000000										130.40	N					N
		K-8 CLASSROOM SUPPLIES																
000264	000049/00	OFFICE DEPOT										12/21/2016	12/21/2016		1/04/2017	40		
		1. 01-0000-0-1110-1000-4300-000-000000										48.13	N					N
		K-8 CLASSROOM SUPPLIES																
		2. 01-0000-0-1110-1000-4300-000-000000										6.02	N					N
		K-8 CLASSROOM SUPPLIES																
		3. 01-0000-0-1110-1000-4300-000-000000										44.57	N					N
		K-8 CLASSROOM SUPPLIES																
		4. 01-0000-0-1110-1000-4300-000-000000										21.24	N					N
		K-8 CLASSROOM SUPPLIES																
		Total amount										119.96 *				0.00 *		

005 PLAZA SCHOOL DISTRICT
Warrant Register

J41746 PV0100 L.00.00 01/11/17 PAGE 6

Pay Voucher Transactions
Date: 11/30/2016 - 01/10/2017
PV#: 000000 - 999999

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Tax ID	Inv Date	Entered	UT	UT-Obj	Batch	Description
												PV amount	UT	UT-Rate	UT-Amount	1099
000232	000050/00	ORLAND HARDWARE & IMP. CO.									12/05/2016	12/05/2016	12/14/2016	36		
		1. 01-0000-0-0000-8100-4300-000-000000										5.49	N			N
		SITE SUPPLIES														
		2. 01-0000-0-0000-8100-4300-000-000000										12.57	N			N
		SITE SUPPLIES														
		Total amount									18.06 *			0.00 *		
000255	000050/00	ORLAND HARDWARE & IMP. CO.									12/15/2016	12/15/2016	1/04/2017	39		
		1. 01-0000-0-0000-8100-4300-000-000000										26.64	N			N
		SITE SUPPLIES														
000268	000050/00	ORLAND HARDWARE & IMP. CO.									1/09/2017	1/10/2017		43		
		1. 01-0000-0-0000-8100-4300-000-000000										29.89	N			N
		SITE SUPPLIES														
		2. 01-0000-0-0000-8100-4300-000-000000										16.95	N			N
		SITE SUPPLIES														
		3. 01-0000-0-0000-8100-4300-000-000000										23.14	N			N
		SITE SUPPLIES														
		Total amount									69.98 *			0.00 *		
000242	000054/00	PACIFIC GAS & ELECTRIC CO.									12/08/2016	12/08/2016	12/14/2016	37		
		1. 01-0000-0-0000-8100-5545-000-000000										1,511.52	N			N
		11/1/16-12/1/16 PG&E SERVICE														
000261	000054/00	PACIFIC GAS & ELECTRIC CO.									12/20/2016	12/20/2016	1/04/2017	40		
		1. 01-0000-0-0000-8100-5545-000-000000										14.44	N			N
		11/16/16-12/14/16 PG&E SERVICE														
000233	000175/00	PRO PACIFIC FRESH									12/05/2016	12/05/2016	12/14/2016	36		
		1. 13-5310-0-0000-3700-4700-000-000000										224.92	N			N
		CAFETERIA FOOD														
		2. 01-9124-0-0000-3700-4700-000-000000										99.06	N			N
		AFTERSCHOOL PROGRAM FOOD														
		Total amount									323.98 *			0.00 *		

005 PLAZA SCHOOL DISTRICT
Warrant Register

Pay Voucher Transactions
Date: 11/30/2016 - 01/10/2017
PV#: 000000 - 999999

J41746 PV0100 L.00.00 01/11/17 PAGE 9

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	BdR	DD	Tax ID	Inv Date	Entered	UT	UT-Obj	Batch	Description
														PV amount	UT	UT-Rate		UT-Amount
000229	000500/00	VOLTAGE SPECIALISTS										204425558	12/01/2016	12/01/2016		12/07/2016	35	
		1. 01-0000-0-0000-8100-5630-000-000000												430.00	N			Y
		FIRE ALARM BATTERY REPLACEMENT																
000235	000034/00	WASTE MANAGEMENT											12/05/2016	12/05/2016		12/14/2016	36	
		1. 01-0000-0-0000-8100-5520-000-000000												191.66	N			N
		NOV 2016 GARBAGE SERVICE																
Grand total														42,150.48	*****			0.00 *****

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

Revision Approved: January 19th, 2017

FIELD TRIP REQUEST FORM

☒ Major Field Trip (over 20 miles)

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

Teacher Henning

Destination (Place) /Activity Mt. Lassen-Snowshoe Hike

City Mineral, CA

Distance in miles, one way 87 miles

Purpose To learn basic snowshoeing technique;
teaching of winter ecology and survival skills.

Date of proposed trip February 15, 2017

Departure Time: 7:30 am Return Time: 2:30 pm

Method of Transportation Parent drivers

Minor Field Trip Approval

Signature [Signature] Date 1-19-17
Superintendent

Major Field Trip Approval

Signature [Signature] Date 1-19-17
Clerk, Board of Trustees

**PLAZA ELEMENTARY SCHOOL DISTRICT
CALENDAR
DRAFT 2017-18**

August

M	T	W	Th	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19*	20	21	22
25	26	27	28	29

October

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31*			

November

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28*	29	30	

December

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22*
25	26	27	28	29

January

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30*	31		

February

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27*	28		

March

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20*	21	22	23
26	27	28	29	30*

April










M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24*	25	26	27
30				

May

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16*	17	18
21	22	23	24	25
28	29	30	31	

June

M	T	W	Th	F
				1
4	5*	6**	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

-  School Begins
-  School Ends
-  Legal Holiday
- * Minimum Day (out at 12:45)
-  End of Trimester
-  Student Non-attendance
-  Parent Conf.-Min Day
-  Teacher Contract Work Day
-  Teacher Inservice Day
-  Graduation 6/5/2018
- ** Minimum Day (out @ 11:30)

Board Approval: Draft

PLAZA ELEMENTARY SCHOOL DISTRICT
SUPERINTENDENT/PRINCIPAL
2016-2017 SALARY SCHEDULE
Proposed 12/8/2016

Step	Annual Salary	Days
1	\$87,473	215
2	\$90,097	215
3	\$92,800	215
4	\$95,584	215
5	\$98,452	215
6	\$101,406	215

Any increase to the certificated salary schedule will be added to Step 1-6 of this schedule.
 After Step 6, increases will be the same as any certificated increase.