

Plaza School District
7322 County Road 24
Orland, CA 95963
BOARD OF TRUSTEES
Regular Board Meeting
June 18th, 2020
3:00PM
Agenda

Join Zoom Meeting:

<https://us02web.zoom.us/j/83793387408?pwd=aW9aenc2V2ISTCtGRTQxaUpvTWU2Zz09>

Meeting ID: 837 9338 7408

Password: 8duLKH

Any public comment should be submitted to pconklin@glenncoe.org before June 18th, 2020 at 2:00PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Members Present
- IV. Correspondence
- V. Superintendent Report/Information
 - A. Reopening the 2020-21 School Year
 - B. New Construction and Modernization Update
 - C. Staffing
- VI. Comments: Agenda Items Only—Any person wishing to address the Board will identify themselves, the agenda item they are speaking about, and limit remarks to three minutes.
- VII. Action
 - A. Old Business
 - B. New Business
 - 1. Consent Agenda: Routine matters that can be approved with one motion
 - a. Approve Minutes of the June 11th, 2020 Public Hearing
 - b. Approve Minutes of the June 11th, 2020 Regular Board Meeting
 - c. Approve Warrant Registers—None
 - d. Approve Budget Transfers— None
 - 2. Approve the 2020-21 Budget
 - 3. Approve Plaza School's COVID-19 Operations Written Report
 - 4. Approve MOU Between Plaza School District and Walden Academy for Plaza School to Act as Food Service Authority for Walden Academy and to Provide Breakfast and Lunch for 2020-21 School Year
 - 5. Approve MOU Between Plaza School District and GCOE to Provide Business Manager Support for the 2020-21 School Year
 - 6. Approve MOU Between Plaza School District and GCOE for the After School Education and Safety Program
 - 7. Approve MOU Between Plaza School District and GCOE for 2020 Summer School Program
 - 8. Approve 2020-21 Summer School Stipends
 - 9. Approve School/Library Clerk Job Description
 - 10. Approve 2020-21 Classified Salary Schedule

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11. Approve 2020-21 Authorized Signatures

12. Adopt Resolution 19-07 Intent to withdraw from Golden State Risk
Management Authority

VIII. Closed Session-

IX. 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.

X. Adjournment

PLAZA SCHOOL DISTRICT

2020-2021 Plan to Reopen School

June 18th, 2020 School Board Presentation

The following were referenced when creating this plan:

Centers for Disease Control and Prevention: Childcare, Schools, and Youth Programs
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Glenn County COVID-19 Recovery and Reopening Plan
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

California Department of Education: Stronger Together: A Guidebook for Safe Reopening of California's Public Schools
<https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>

California School Board Association: Uncertain Road Ahead--Reopening Schools in the Time of COVID-19
<http://qamuthelp.csba.org/wp-content/uploads/2020/06/CSBA-Reopening-Schools-Report.pdf>

Plaza School Parent Survey: 38 responses

Plaza School Staff Survey: 11 responses

Stakeholder Committee Meeting June 15th, 2020: two teachers, one classroom aide/after school lead, two support staff, two parents, one school nurse.

Four Main Priorities

Priority One: Health and Safety of all School Community Members

Priority Two: Rigorous Yet Flexible Educational Experience for All Students

Priority Three: Equitable Access to Academic Support for Low Income Learners, English Learners, and Students with Disabilities

Priority Four: Social-Emotional and Behavioral Support

Priority One: Health and Safety of All School Community Members

Hygiene and Respiratory Etiquette:

- Students educated daily on importance of hygiene and respiratory etiquette
- Hand sanitizer stations outside every classroom and building entrance

Sanitation:

- - All classrooms will be disinfected before school starts
- - All classrooms used for SPARK will be disinfected from 2:40-3:00
- - All bathrooms will be disinfected before school starts
- - Door knobs and railings will be disinfected daily
- - Disinfectant will be available in each classroom

Priority One: Health and Safety of All School Community Members

Parents and Guardians:

- Educate parents and guardians on screening criteria before students come to school
 - Fever greater than 100.3 or chills
 - Cough, shortness of breath, difficulty breathing
 - Fatigue, muscle or body aches, headaches
 - Sore throat, congestion or runny nose
 - Recent loss of smell or taste, diarrhea
- Students, staff, and visitors will be sent home if showing symptoms

Staff:

- Staff training on screening criteria

Priority One: Health and Safety of All School Community Members

Before School Schedule:

- 7:15-7:45 AM: Students in cafeteria with no more than five (5) students per table
- 7:45-8:30AM: Breakfast served in cafeteria with no more than five (5) students per table. All other students are outside
- Classrooms and Buildings will remain locked until 8:30AM
- 8:30AM: All teachers will be at designated area outside where students will line up

Priority One: Health and Safety of All School Community Members

Morning Recess / Snack Schedule

- **Recess Time**
 - 4th-8th 9:45-10:00
 - K-3rd 10:00-10:15
 - Teachers will supervise their class during 2nd Chance Breakfast/Snack
- **2nd Chance Breakfast/Snack**
 - 9:55-10:10 (5th-6th in classroom, 8th outside)
 - 10:15-10:25 (K in classroom, 3rd outside)
- **Rainy Day Recess and 2nd Chance Breakfast/Snack in Cafe**
 - 6th-8th 9:40-9:55 (6th in classroom)
 - K-2nd 10:00-10:15 (K in classroom with aide)
 - 3rd-5th 10:20-10:35 (5th in classroom)
- Classes shall not be dismissed to recess early
- No more than five (5) students per table, and based on classroom

Priority One: Health and Safety of All School Community Members

Lunch and Lunch Recess

- **Lunch Times**

	Lunch Recess
○ 6th-8th 11:25-11:40 (8th outside)	11:40- 12:00
○ 3rd-5th 11:45-12:05 (5th outside)	12:05-12:25
○ K-2nd 12:10-12:30 (2nd outside)	11:50-12:05
- **Rainy Day Lunch Time**

	Classroom Recess
○ 6th-8th 11:25-11:40 (6th in classroom)	11:40-11:55
○ 3rd-5th 11:45-12:05 (5th in classroom)	12:05 - 12:20
○ K-2nd 12:10-12:30	11:50-12:05
- After lunch recess students will line up in their designated area
- Teachers will be in place when lunch recess is over
- Classes shall not be dismissed to lunch early

Priority One: Health and Safety of All School Community Members

Others

- Masks are encouraged for those who prefer to wear one, but are not required
- Staff will not enforce students wearing a mask
- All water fountains will be unavailable
- Enter and Exit Buildings
 - 1st and 2nd enter and exit through playground door only
 - Kinder and 3rd enter and exit through side door through corridor only
 - 5th and 6th enter and exit through courtyard door only
 - 7th enter and exit through double door only
 - 8th enter and exit through side door only
- No field trips until further notice
- Sports will be determined based on state and county guidelines

Priority Two: Rigorous Yet Flexible Educational Experience for All Students

Traditional Model: with Health and Safety Modifications

- August 13th start date with all students

Blended Model:

- If social distancing required by local or state mandate
- ½ class two (2) days a week
- Intervention groups and students with disabilities one (1) day a week
- ½ class two (2) days a week
- Small committee of teachers and administrator will outline teacher, student, and parent/guardian expectations

Priority Two: Rigorous Yet Flexible Educational Experience for All Students

Distance Learning Model:

- If shelter in place or other measures required by local or state mandate
- Some small group instruction may be offered in person and via video conferencing
- Fridays will target Intervention and students with disabilities, and teacher preparation
- Students work will be graded
- Student attendance and participation will be mandatory
- Small committee of teachers and administrator will outline teacher, student, and parent/guardian expectations

Priority Two: Rigorous Yet Flexible Educational Experience for All Students

Independent Study

- Available for any student whose parents or guardians feel it is unsafe to be at school
- Students will remain eligible for extracurricular activities
- Student attendance and grades will be monitored for accountability
- Parents and guardians will be responsible for academic instruction with teacher support
- Students must show academic achievement through teacher assessments
- Regular communication between the teacher, student, and parent and guardian required
- In-person instruction may occur

Priority Three: Equitable Access to Academic Support for Low Income Learners, English Learners, and Students with Disabilities

Supports and Services

- Chromebooks for all 2nd-8th grade students
- Students with disabilities, English Language Learners, Intervention Students will be targeted for small group instruction in person or via video conferencing
- Professional development for teachers and classroom aides on distance learning

Priority Four: Social-Emotional and Behavioral Support

Purpose:

- Students, families, and staff may have experienced trauma related to long term shelter in place
- Provide whole class, small group, and individual support as needed

Services

- School based counseling for students
- Offer resources to staff and families for mental health services
- Train staff on social-emotional and mental health supports

7322 County Road 24
Orland, CA 95963
BOARD OF TRUSTEES
Public Hearing for 2019/20
Local Control and Accountability Plan and Proposed Budget
June 11th, 2020
3:00 PM
Agenda

Join Zoom Meeting: Plaza School Public Hearing and Board Meeting

Time: Jun 11, 2020 03:00 PM Pacific Time

<https://us02web.zoom.us/j/86207976862?pwd=MWFwZlZWko5NW4waU8yY1FQbUJKdz09>

Meeting ID: 862 0797 6862

Password: 9RGwJi

1. **Call to Order-** The meeting was called to order at 3:01PM
2. **Pledge of Allegiance-**
3. **Members Present-** PJ Davis, Connie King, Jake Cecil, Superintendent Conklin, Dusty Thompson
4. **Pursuant to Education Code 42103: Public Hearing for Proposed Budget. This hearing is being held to provide the public the opportunity to comment on expenditures being proposed in the 2020-21 Budget.**

Mr. Thompson presented the 2020-21 draft budget PowerPoint. Mr. Conklin explained that the state budget proposal would likely include a reduction in revenue that would lead to deficit spending by the District unless expenditures are reduced. Mr. Conklin listed areas that could be cut, including the full time business manager position. There was no public comment.

5. **Adjournment-** The public hearing was adjourned at 3:32PM

The District Board Packet is available for public viewing @ The Plaza Elementary School District's office located at 7322 Road 24, Orland California on the date and at the time the agenda is posted. (SB 343 -Chapter 298/2007 effective July 1, 2008).

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Time: Jun 11, 2020 03:00 PM Pacific Time

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Meeting ID: 862 0797 6862

Password: 9RGwJi

Any public comment should be submitted to pconklin@glenncoe.org before June 11th, 2020 at 2:00PM

Public Hearing: 2020-21 Budget @ 3:00PM

- I. **Call to Order** – The meeting was opened at 3:32PM
- II. **Pledge of Allegiance**
- III. **Members Present** – PJ Davis, Connie King, Jack Cecil, Mr. Conklin, Mr. Thompson
- IV. **Correspondence**
- V. **Superintendent Report/Information**
 - A. **2020-21 School Year** – Mr. Conklin discussed what traditional school may look like in August. A small committee of teachers, after school personnel, support staff, and parents will meet June 15 to discuss.
 - B. **Workers' Comp, Property and Casualty Insurance, and Random Drug and Alcohol Pull Notices**—Mr. Conklin explained that he is looking at quotes from other organizations to provide services at a much lower rate than what is offered by Golden State Risk Management Authority.
 - C. **June 18th Regular Board Meeting**—Mr. Conklin reminded the board about the next meeting.
 - D. **2020-21 Board Schedule**—Mr. Conklin presented a calendar for 2020-21 board meetings.
 - E. **Board Trustee Elections**—Mr. Conklin reminded the board that an election will be held in November for one board trustee position.
 - F. **Staffing**—Mr. Conklin updated the board on the current staffing. In our next board meeting he will have a MOU with Glenn County Office of Education to provide business manager services for next year and hire a part time School/Library Clerk to save the district \$25-40,000
 - G. **Quarterly Report on Williams Uniform Complaints as of April 2020**—No complaints have been made
 - H. **Enrollment**—Mr. Conklin is expecting 207 students next year
 - I. **Lottery** – The board conducted a lottery for 2020-21 kindergartners who requested enrollment since our December 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.

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VII. Action

A. Old Business

B. New Business

- 1. Consent Agenda: Routine matters that can be approved with one motion.**
 - a. Approve Minutes of the April 23rd, 2020 Regular Board Meeting**
 - b. Approve Warrant Registers—April 20th, 2020 – June 1st, 2020**
 - c. Approve Budget Transfers— None**
 - d. Approve Annual Education Protection Account (EPA) Spending Plan per Prop. 30**
 - e. Annual Approval of Homeless Education Policy ESEA Sect. 722 / AR 5111.13**
 - f. Approve School Facilities Annual Evaluation 2019-20**

Connie King made a motion to approve the consent agenda. PJ Davis seconded. Motion passed 3-0

2. Approve Resolution 19-05 Order of Elections for November 3rd, 2020

PJ Davis made a motion to approve Resolution 19-05. Connie King seconded. Motion passed 3-0

3. Approve May 15th, 2020 Letter of Resignation from Veronica Sanchez

Connie King made a motion to approve Veronica Sanchez's letter of resignation. PJ Davis seconded. Motion passed 3-0

4. Approve 2020-21 Superintendent/Principal Salary Schedule w/ Additional Step 7 and No Change in Step 1

PJ Davis made a motion to approve the 2020-21 Superintendent/Principal Salary Schedule. Connie King seconded. Motion passed 3-0

5. Approve 2020-21 through 2021-22 Superintendent's Contract for Patrick Conklin

Connie King made a motion to approve Superintendent/Principal Conklin's contract. PJ Davis seconded. Motion passed 3-0

VIII. Closed Session-

IX. 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.

X. Adjournment – Meeting was adjourned at 4:37PM

COVID-19 Operations Written Report for Plaza Elementary School District

Local Educational Agency (LEA)		Contact Name and Title	Email and Phone	Date of Adoption
Name				
Plaza Elementary School District		Patrick Conklin Superintendent/Principal	pconklin@glenncoe.org 530-865-1250 x33	June 18th, 2020

Descriptions provided should include sufficient detail yet be succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 17th Plaza School District went to distance learning only for all students, therefore there was no after school program. Furthermore, all sports programs were cancelled. Our response to intervention program where we had small group phonics instruction for struggling readers was no included in distance learning.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Teachers and classroom aides met with English Learners and low-income students in person and via Zoom or Google Meets to address academic concerns.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

Prior to school closing on March 17th, Plaza School began preparing for distance learning. 3rd-8th grade teachers set up Google Classrooms and K-2 began making packets. On March 17th all staff met to discuss how we could implement distance learning. We had a 90 minute professional development opportunity with county office of education experts on Google Classroom, Google Hangouts, and Zoom. Classroom teachers provided high quality learning opportunities for all students from March 17th until May 20th. Teachers met with students in whole class, small group, and individually via video conferencing. Many teachers also met one-on-one at school to assist low performing and English Learners. Plaza School opened up our WiFi so students could use internet on campus if they didn't have service at home. We provided Chromebooks to any student who needed one. On many occasions, teachers and administration delivered work to students homes if they were unable to come to school. Our education specialist provided support to all students who were on IEPs. A translator contacted Spanish speaking families to check in and see how distance learning was going.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

As a small, K-8 school district that falls within a large K-12 district, Plaza School did not provide meals. Over 80% of our students reside outside our district boundaries, therefore are much closer to neighboring schools that provided meals. Plaza regularly updated families on times and locations they could receive meals. Furthermore, Plaza School donated all perishable products to a district serving meals.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Plaza School closed to students on March 17th, 2020 and did not reopen for the remainder of the year. Supervision was provided via distance learning where teachers, classroom aides, and the administrator interacted with students through Remind text messaging, email, and video chats like Google Meets and Zoom. The purpose was to teacher state standards, check for understanding, encourage socialization, and monitor the social-emotional well being of students. The school clinician reached out to students who struggled social-emotionally or who received counseling services prior to school closure.

Agreement for Plaza Elementary School District to Provide Breakfast and Lunch to Walden Academy

The agreement between Plaza School District, hereinafter referred to as the **school food authority (SFA)**, and Walden Academy, hereinafter referred to as the **Recipient**, begins on August 3rd, 2020 and ends on August 31st, 2021. This agreement will work in conjunction with the Interagency Agreement SNP-09 signed by the **SFA** and **Recipient**.

The **SFA** is responsible for the following:

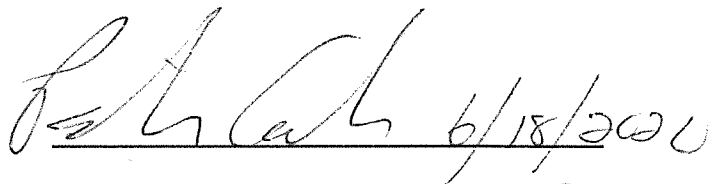
1. Prepare breakfast and lunch each instructional day of the **Recipient** no later than 9:00am.
2. Remit an itemized invoice that includes the names/dates of students who purchased a lunch at both reduced and full rate no later than the fifth (5th) of each month. Invoice will also include the hours worked by the cafeteria assistant, which will be no more than three (3) hours per day.
3. Remit final 5.81% Indirect Cost of the Walden food program by June 15th, 2021

The **Recipient** is responsible for the following:

1. Pick up breakfast and lunch each instructional day no later than 9:00am.
2. Submit payment for each monthly invoice on or before the twenty-fifth (25th) day of the month.
3. Submit final Indirect Cost payment on or before July 25th, 2021.
4. Provide up to date meal eligibility status for all students. (for example, CALPADS direct certification list).

Members of the agreement agree to inform partners by May 1st, 2021 of non-participation for the 2021-2022 school year.

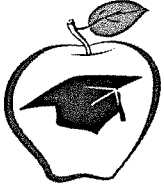
Superintendent Patrick Conklin, Plaza ESD



Date

Superintendent Suzanne Tefs, Walden Academy

Date



GLENN COUNTY
OFFICE of EDUCATION

TRACEY QUARNE
SUPERINTENDENT

Randy Jones
Assistant Superintendent of
Business Services
530-934-6575 x3050
FAX 530-934-6654
rjones@glenncoe.org

Board of Education

Adele Foley
Janice Cannon
Judith Holzapfel
Kathy Perez
Whick Smock

311 S. Villa Ave
Willows, CA 95988
(530) 934-6575
FAX: (530) 934-6654
An Equal Opportunity
Provider

MEMORANDUM OF UNDERSTANDING

This agreement is entered into by and between the **Glenn County Office of Education**, herein called COE, and **Plaza Elementary School District**, herein called DISTRICT, for the provision of **professional Part-time Business Office services** to DISTRICT. The parties agree as follows:

The term of this agreement shall begin **July 1st, 2020**, terminating upon thirty (30) days notice after June 30, 2021, effective at the conclusion of the subsequent month in which notice of Termination of Business Services is provided.

A. The COE agrees to:

1. Provide Business Official services to DISTRICT beginning July 1st, 2020 through termination.

B. The DISTRICT agrees to:

1. Reimburse the COE for the Fiscal Coordinator Step 5 daily rate of \$483.02 for 52 days (\$25,117.04).
2. Pay the COE as invoiced.

Each party hereto agrees to hold harmless and to indemnify the other party, its officers and employees, against liability for damages for death or bodily injury of persons, injury of property, or any other loss, damage, or expense arising from the negligence, willful misconduct or omission of the party which committed the act, and while acting under the terms and conditions of the Agreement.

Either party wishing to revise or terminate this Agreement shall give written notice of such intent no less than **thirty (30) days** in advance of the effective day of cancellation, no earlier than June 30, 2021.

Should any action be brought to enforce any of the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees.

Both parties as certified by the signatures below agree to the provisions of this agreement:

Tracey Quarne, Superintendent
Glenn County Office of Education

Superintendent
Plaza Elementary School District

Date

Date

"QUALITY programs & Service for Lifelong Learning"

**Memorandum of Understanding Between
Plaza Elementary School District and
Glenn County Office of Education**

Purpose

This Memorandum of Understanding (MOU) establishes a formal working relationship between **Plaza Elementary School District** and **Glenn County Office of Education** (GCOE) acting as partners in the After School Education and Safety Program (ASES). The goals and objectives of our collaboration are to expand learning opportunities for students, families, and community members; to provide academic, enrichment, mentoring, and tutoring educational support; to develop cultural and linguistic competence; to offer opportunities for after school and summer recreation; to provide center-based and linked health, social, and safety services; to provide technology and career training to students; and to expand school and community participation in drug-free, supervised, and fun activities to be provided in safe and supervised learning environments.

The ASES program in collaboration with the school site and district will provide activities that support student academic achievement in language arts, math, and science that are aligned with California Common Core Content Standards. The After School program will provide activities that support development of students' positive character and behavior traits, including drug, alcohol, and tobacco prevention and violence prevention, including cyber bullying.

Description of Services

Plaza Elementary School will support the After School Education and Safety Program by providing site administration, staffing, food services, facility use, and provide the opportunity for connection with instructional day programming. Plaza Elementary will ensure the following assurances are implemented into the program:

1. The program will maintain at a minimal 85% of the required average daily attendance of:
Plaza Elementary : 56 students
2. The program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following subject areas: language arts, mathematics, history and social science, science, and computer training.
3. The program will have an educational enrichment element that may include, but is not limited to: fine arts, career technical education, recreation, physical fitness, and prevention activities. Such activities might involve the arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
4. The program will provide a safe physical and emotional environment and opportunities for relationship building and will promote active student engagement.
5. The program will collaborate and integrate with the regular school day program and other extended learning opportunities.
6. The program will agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with EC Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2. The program will agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (EC sections 8482.3[d][1], 8482.3[d][2], and 8483.3[c][8]).
7. The program will provide opportunities for physical activity. (EC Section 8483.3[c][7]).
8. The program is planned through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g., city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
9. The program will maintain a student to staff member ratio of no more than 20:1.

10. The program will begin operation immediately upon the end of the regular school day.
(Note: A regular school day is any day that students attend and instruction takes place.)
11. The program will operate for a minimum of 15 hours per week.
12. The program will operate until at least 6:00 p.m., on every regular school day.
13. The program will establish a reasonable early release policy for students attending the after school component.
14. Elementary school and middle school or junior high pupils should participate in the full day of the program every day during which pupils participate (EC Section 8483[a][2]).
15. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity.
16. The program is not required to charge family fees or conduct individual eligibility determination based on need or income.
17. If 15 percent or more of the pupils enrolled in a public school that provides instruction in Kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the CDE in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language (EC Section 48985 [a]).
18. The program will establish qualifications for each position so that all staff members directly supervising students meet the minimum qualifications of an instructional aide, pursuant to the policies of the district.
19. Staff and volunteers will fulfill health screening and fingerprint clearance requirements in current law and in compliance with school district, private school, or agency policy.
20. The program will provide staff training and development.
21. A program may provide a maximum of three staff development days a year during regular program hours using grant funds.
22. The program will keep accurate program attendance records and report actual attendance to GCOE on a monthly basis.
23. The program will report school day attendance rates for participating students.
24. The program will meet all evaluation requirements, including participation in a statewide evaluation process as determined by the CDE, and provide all required information on a timely basis.
25. The program will provide information for the statewide independent evaluation.
26. The program will respond to any additional surveys or other methods of data collection that may be required throughout the life of the program.
27. The program agrees to provide information to the department for the purpose of program evaluation and will certify that program evaluations will be based upon any requirements recommended by the Advisory Committee on Before and After School Programs and adopted by the state board, including the annual outcome-based data for evaluation (EC sections 8482.3[f][7], 8482.3[f][8], 8483.3[c][11], and 84884[a]).
28. The program will expend no more than 15 percent of overall grant funding on administrative costs, which include indirect costs.
29. The program will ensure that no less than 85 percent of that funding is allocated to school sites for direct services to pupils. The cost of a program site supervisor may be included as direct services provided that at least 85 percent of the site supervisor's time is spent at the program site (EC Section 8483.9[c]).
30. All funds expended will supplement, but not supplant, existing funding for afterschool programs. State categorical funds for remedial education activities shall not be used to make the required contribution of local funds for those after school programs. (EC sections 8483.5[e] and 8483.7[b]).

31. Each partner in the application agrees to share responsibility for the quality of the program (EC Section 8482.3[f][5]).
32. The program agrees to follow all fiscal reporting and auditing standards required by the CDE (EC Section 8482.3[f][5]).
33. First priority for enrollment of pupils in an after school program shall be given to homeless youth and pupils identified by the program as being in foster care (EC Section 8483[c][1][a]) and second priority shall be given to middle and junior high pupils who attend program daily (EC Section 8483[c][1][b]).
34. The program will engage in community collaboration, including, but not limited to, demonstrated support of the school site principal and staff (EC Section 8483.3[c][6]).
35. The program will engage in the collection and use of social, behavioral, or skill development data collection to support quality program improvement process (EC Section 8483.3[c][12]).
36. The program will provide an amount of cash or in-kind local funds equal to not less than one-third of the total grant from the school district, governmental agencies, community organizations, or the private sector. Facilities or space usage may fulfill not more than 25 percent of the required local contribution (EC Section 8483.7[a]7)).
37. The program acknowledges that State categorical funds for remedial education activities shall not be used to make the required contribution of local funds for those school programs (EC Section 8484.3.7[b]).
38. The program shall submit evidence of a data driven program quality improvement process that is based on CDE's guidance on program quality standards (EC Section 8484[a][2]).

Glenn County Office of Education will support Plaza Elementary SPARK by providing the following services:

1. Transference of ASES After School funds in the amount listed below.
2. Training and Professional Development Opportunities
3. Fiscal Grant Management to include:
 - a. Submission of annual state report
 - b. Submission of quarterly expenditure reports
 - c. Submission of bi-annual attendance reports
4. Area and Oversight Coordination
5. Continuous Quality Improvement Report Monitoring

Plaza Elementary School District will receive 92% of the ASES grant award allocated to Plaza Elementary School District. GCOE will retain an Indirect and Administrative Cost of 8% of allocated grant amount. **Award notifications will be sent out annually upon receipt of notifications from CDE.**

Terms

The terms of this MOU shall commence on **July 1, 2020** and are renewable thereafter from year to year unless either partner gives prior written notice of termination. This MOU may be modified or terminated in thirty (60) days upon written notice of intention to terminate the agreement with or without cause.

Plaza Elementary School District

Patrick Conklin, Superintendent

Glenn County Office of Education

Tracey Quarne, Superintendent

Date

**Memorandum of Understanding
Between
Plaza Elementary School
and
Glenn County Office of Education**

Purpose

This Memorandum of Understanding (MOU) establishes a formal working relationship between **Plaza Elementary School** and **Glenn County Office of Education** (GCOE) acting as partners in the SPARK/After School Education and Safety Supplemental Program (ASES). The goals and objectives of our collaboration are to expand learning opportunities for students, families, and community members; to provide academic, enrichment, mentoring, and tutoring educational support; to develop cultural and linguistic competence; to offer opportunities for after school and summer recreation; to provide center-based and linked health, social, and safety services; to provide technology and career training to students; and to expand school and community participation in drug-free, supervised, and fun activities to be provided in a safe and supervised learning environment.

Description of Services

Plaza Elementary School will support the SPARK/After School Education and Safety Supplemental Program by providing the following services to **Plaza Elementary School** students:

- Provide instruction, administration, staffing and curriculum that meet the guidelines and requirements set forth by the ASES Supplemental Program grant.
- Provide use of facilities, utilities, and janitorial services.
- Provide a healthy snack.
- Provide all necessary student data as required from the ASES grant, including daily attendance
- Provide accounting of expenditure of funds as requested by GCOE

Glenn County Office of Education will support the SPARK/After School Education and Safety Supplemental Program by providing the following services:

- Provide supplemental ASES funding to **Plaza Elementary School** to provide facilities, healthy snack, instruction, administration, and curriculum that meet the guidelines and requirements set forth by the ASES Supplemental grant. These services will be provided between June 4, 2020 and will terminate on Aug. 31, 2020.

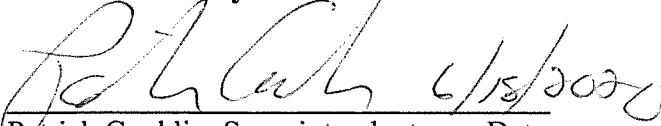
Estimated value of partnership (not to exceed) \$9108.79

Terms

The terms of this MOU shall commence on **June 1, 2020** and will terminate on **August 31, 2020** unless either party gives prior written notice of termination.

Plaza Elementary School District

Glenn County Office of Education



Patrick Conklin, Superintendent Date

Tracey Quarne, Superintendent Date

**SUMMER SCHOOL
2020-21**

•**Stipend and Expenditure Request -**

Summer School will be 12 days from July 20th - August 6th. The hours are from 8:30-12:30 for teachers and 9:00-12:00 for students.

Stipend is for 12 days = \$2,400.00, plus \$440.00 for Statutory Benefits

Total teacher stipend cost = \$2,840 x 2 (Teachers) = **\$5,680**

Stipend is for 12 days = \$1,050, plus \$158 for Statutory Benefits

Total aide stipends = **\$2,416**

Total Cost for snacks, materials and supplies = **\$1,000**

Total Cost for the Summer School Session= \$9,096.00

Plaza Elementary School
School / Library Clerk Job Description

Definition:

Under direction of the Superintendent/Principal this confidential position acts as Clerk to the Superintendent and School Secretary and performs a wide variety of specialized clerical work in organizing activities in the office and library and to do related work as required.

Duties:

1. Receives visitors, takes calls and gives out information where judgement, knowledge, and interpretation of procedures and regulation are necessary.
2. Composes correspondence from brief verbal instructions or notes; organizes office work.
3. Schedules and follows through on all activities.
4. Explains and prepares forms to be completed by parent and student. Records student data, types a variety of records, and materials, assists with registration of new students; posts information to records where selection is based on a good knowledge of the use and purpose of the records.
5. Maintains confidential information and the confidentiality of information.
6. Schedules appointments, meetings and conferences.
7. Telephones and confers with parents regarding matters of student welfare and arranges appointments for parents and students with school personnel.
8. May perform minor first aid in accordance with Standard First Aid guidelines and contacts parents regarding student illness or injury, dispenses prescription medication with permission of parent and physician, according to district guidelines.
9. Handles emergency situations as they arise.
10. Maintains student files.
11. Compiles data for special reports as requested by the Superintendent.
12. Assists in any additional duties that may arise in the normal and necessary operation of the office.
13. Sorts and delivers daily mail to superintendent and staff, prepares daily correspondence for mailing each afternoon.
14. Acts as Registrar which includes duties of recording information on permanent record card, sending transcripts as requested, maintaining student files, tracking immunization records, etc.
15. Responsible for monthly payroll, accounts payable, student body accounts, and registrars.
16. Reviews attendance registers and prepares attendance reports.
17. Arranges for substitute teachers, aides, and after school activity assistants.
18. Calls repairmen as needed for non-operational equipment.
19. Assists the teachers and other staff as needed.
20. Performs duties of clerical aide.
21. Updates district website.
22. Assist students and staff with library services including checking out and shelving books.

Knowledge of:

- Understand, use and stay current with a variety of computer programs normally used to complete job tasks.
- Type or keyboard at a level necessary for expected job performance.
- Knowledge of the Internet and the ability to use it when necessary for the job tasks.
- Practices and procedures of record keeping
- Strong organizational skills
- Perform routine general office and clerical work with speed and accuracy.

Requirements:

- High School diploma or G.E.D.
- Experience in a secretarial and clerical support services position is desired.
- Experience in working with the public and has included independent judgment and decision making.

Working Environment:

- Interruptions due to student actions and walk-in traffic are frequent
- The position requires multi-tasking and the ability to focus in a distracting environment.
- The noise level is moderate.

Ability to:

- Communicate clearly and in a friendly, professional manner with the community and staff.
- Understand oral and written instructions.
- Learn procedures and functions necessary to perform assigned duties.
- Reads, writes, and speaks Spanish is desired.

**PLAZA ELEMENTARY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE**

2020-21

Board Draft

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7-9	Step 10-12	Step 13-15	Step 16-18	Step 19-21	Step 22-24	Step 25-27	Step 28-30	Position
Range	1	2	3	4	5	6	7-9	10-12	13-15	16-18	19-21	22-24	25-27	28-30	
1	13.00	13.52	14.06	14.62	15.21	15.82	16.29	16.78	17.28	17.80	18.33	18.88	19.45	20.04	Teacher Aide I/Cafeteria Aide
2	13.65	14.20	14.76	15.36	15.97	16.61	17.11	17.62	18.15	18.69	19.25	19.83	20.43	21.04	Custodian I
3	14.33	14.91	15.50	16.12	16.77	17.44	17.96	18.50	19.06	19.63	20.22	20.82	21.45	22.09	Bus Driver, Afterschool Program Aide
4	15.05	15.65	16.28	16.93	17.61	18.31	18.86	19.43	20.01	20.61	21.23	21.86	22.52	23.20	Custodian II
5	15.80	16.44	17.09	17.78	18.49	19.23	19.80	20.40	21.01	21.64	22.29	22.96	23.65	24.36	Teacher Aide II (Cred.)
6	16.59	17.26	17.95	18.67	19.41	20.19	20.79	21.42	22.06	22.72	23.41	24.11	24.83	25.58	School/Library Clerk
7	17.42	18.12	18.85	19.60	20.38	21.20	21.83	22.49	23.16	23.86	24.58	25.31	26.07	26.85	Cafeteria Manager
8	18.29	19.03	19.79	20.58	21.40	22.26	22.93	23.61	24.32	25.05	25.80	26.58	27.37	28.20	
9	19.21	19.98	20.78	21.61	22.47	23.37	24.07	24.79	25.54	26.30	27.09	27.91	28.74	29.60	Computer/Office Aide, Bus Driver/Custodian
10	20.17	20.98	21.82	22.69	23.60	24.54	25.28	26.03	26.82	27.62	28.45	29.30	30.18	31.09	
11	21.18	22.02	22.91	23.82	24.77	25.77	26.54	27.33	28.15	29.00	29.87	30.77	31.69	32.64	
12	22.24	23.13	24.05	25.01	26.01	27.05	27.86	28.70	29.56	30.45	31.36	32.30	33.27	34.27	
13	23.35	24.28	25.25	26.26	27.31	28.41	29.26	30.14	31.04	31.97	32.93	33.92	34.94	35.99	
14	24.52	25.50	26.52	27.58	28.68	29.83	30.72	31.64	32.59	33.57	34.58	35.62	36.68	37.78	Business Manager/Adm. Asst* Confidential
15	25.74	26.77	27.84	28.96	30.11	31.32	32.26	33.23	34.22	35.25	36.31	37.40	38.52	39.68	

Classified Substitute Pay Rate is Step 1 of Position Range

To : Glenn County Office of Education
Business Department

From: Plaza School District

Date: June 28th, 2020

The following persons are authorized, as required by Education Code 42632 and 42633, to sign vendor warrant registers, payroll registers, budget transfers and purchase orders to be submitted to the Glenn County Schools Office for payment of vendors, employees and transfer of budget funds for Fiscal Year 2020-21. **Two Signatures are required for Payroll and Warrant Registers.**

<u>Name</u>	<u>Signature</u>
1. <u>P.J. Davis</u>	_____
3. <u>Connie King</u>	_____
2. <u>Jacob Cecil</u>	_____
3. <u>Patrick Conklin</u>	_____
4. <u>Mary Lohse</u>	_____
5. <u>Aurora Esparza</u>	_____
6. <u>Anthony Fissori</u>	_____
7. <u>John Lovell</u>	_____

Revised June 18th, 2020

Before the Board of Directors
of the Plaza School District

RESOLUTION 19-07 APPROVING
WITHDRAWAL FROM
Golden State Risk Management Authority
JOINT POWERS AUTHORITY (JPA)

RECITALS

1. The Plaza School District ("District") is a party to the Golden State Risk Management Authority JPA ("GSRMA") Joint Powers Agreement ("GSRMA JPA").
2. The Bylaws of GSRMA provide that a party may terminate participation in a program under the GSRMA JPA by notifying the Board of Directors of GSRMA in writing prior to June 30 of its intention to do so effective upon the conclusion of the current fiscal year on June 30.
3. The District desires to terminate its participation in the GSRMA JPA.

NOW, THEREFORE, BE IT RESOLVED:

1. The District intends to withdraw from the GSRMA JPA effective July 1, 2021.
2. The Superintendent or designee is authorized and directed to deliver a copy of this Resolution to GSRMA no later than close of business on June 29, 2020.

THIS RESOLUTION was duly passed and adopted at a meeting of the Board of Education of the Plaza School District on this 18th day of June 2020, by the following roll call vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

President

ATTEST:

Clerk