

**Plaza School District
7322 County Road 24
Orland, CA 95963
BOARD OF TRUSTEES
Regular Board Meeting
April 20th, 2023
3:00PM
Agenda**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Members Present**
- IV. Comments: Non Agenda Items—The Board Clerk will allow three minutes for speakers to address the appropriate matters. Speakers will identify themselves when acknowledged by the Clerk.**
- V. Comments: Agenda Items Only—Any person wishing to address the Board will identify themselves, the agenda item they are speaking about, and limit remarks to three minutes.**
- VI. Correspondence**
- VII. Superintendent Report/Information**
 - A. The Plaza Promise**
 - 1. Open House**
 - 2. California Distinguished School Award Student/Staff Recognition**
 - 3. Student Daily Attendance**
 - 4. Social Emotional Support**
 - B. April Pirates Post**
 - C. Plaza Community Club**
 - D. Facilities**
 - 1. New Construction and Modernization**
 - 2. Universal Prekindergarten Classroom**
 - E. Extended Learning Opportunity Program**
 - F. 2022-23 Enrollment**
 - G. Personnel**
 - H. Bus**
 - I. Glenn County Educators Hall of Fame**
 - J. Orland Rotary and Glenn County Child and Family Services Donation**
 - K. 2021-22 Annual Audit as of June 30th, 2022**
 - L. Board Member for 8th Grade Graduation on Tuesday, June 6th at 7:00pm**
 - M. Lottery**
- VIII. Action**
 - A. Old Business**
 - B. New Business**
 - 1. Consent Agenda: Routine matters that can be approved with one motion**
 - a. Approve the Minutes of the March 16th, 2023 Board Meeting**
 - b. Approve Warrant Registers March 9th, 2023 – April, 17th, 2023**
 - c. Approve Budget Transfers— None**
 - d. Approve Annual Evaluation of Parent Involvement Policy Ed Code 11503/PESD BP6020**

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- e. Certification that 8th Grade Students Meet Graduation Requirements/Sign Diplomas
 - f. Approve 2023-24 Consolidated Application
 - g. Approve 8th Grade Field Trip to River Cats Stadium in Sacramento May 10th, 2023
 - h. Approve 8th Grade Field Trip to SunSplash in Roseville May 24th, 2024
 - 2. Approve Scheduling a Public Hearing for the 2023-24 LCAP and 2023-24 Budget on Wednesday, June 7th and Canceling the June 15th Board Meeting
 - 3. Approve 2023-24 Calendar
 - 4. Approve Hiring Gina Richardson as 2023-24 Probationary 5th Grade Teaching Position
- IX. Closed Session
- A. Negotiations
- X. Adjournment – Next Regularly Scheduled Meeting Wednesday, June 7th, 2023 @ 3PM

The Pirates Post

March 29, 2023



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

School Construction News!!

Our general contractor, United Building Contractors, Inc, stated that if we were to keep kids off of campus the three weeks after school concludes in June, then they would be able to complete enough of the modernization project to begin school August 21st. This means we would have a school calendar that is much like a typical one with the same breaks and ending June 13th, 2024. I will present this calendar to the board at the April 20th meeting for their approval.

The modernization phase will include classrooms floors, walls, and ceiling tiles will be replaced. To do so, everything in all of the classrooms must be removed by Monday, June 12th. Therefore, in the weeks prior we will begin the process of getting ready, which means the campus will look somewhat chaotic because everything will have to be stored somewhere. **If you are able to help with the moving process in the beginning of June please reach out to Mr. Conklin.**

If you have questions or concerns about the projects or the school schedule, please contact Mr. Conklin

Thank You Orland Rotary and Glenn County Child and Family Services!

A huge thank you to The Orland Rotary for awarding Plaza School \$500 to purchase new bookshelves for our library. Also, Glenn County Child and Family Services generously donated \$2,000 to go towards new books. We have been slowly building an amazing library the last few years and these donations will help us expand our book collection.

The Plaza Promise -

Open House Thursday, April 27th @ 5:30-6:30PM

Plaza teachers will host an Open House where they will showcase their classrooms, including student work. Come check out what is happening in all the classrooms that evening!

Some teacher's may have already began packing the classroom up for summer construction.

Summer Extended Learning Opportunity Program

Although we will have construction throughout the summer, we are still planning a summer program for K-5th grade students. However, we cannot have students on campus in June, therefore I am working on an alternative site for June. We should be able to have the program on Plaza's campus July 5th-July 28th.

Dates to Remember

Apr 4	Spring Pictures
Apr 10-14	No School: Spring Break
Apr 20	Board Mtg @ 3PM PCC Mtg @ 6PM
Apr 26	Min Day Dismissal @ 12:45PM
Apr 27	Open House

Lost & Found:

Please check lost and found periodically. It is helpful to put your child's name on their clothing and belongings.

Thank you!



MALIA M. COHEN
California State Controller

April 14, 2023

Ryan Bentz, Superintendent
Glenn County Office of Education
311 South Villa Avenue
Willows, CA 95988

Re: Extension Request Approval – Fiscal Year 2021-22 Plaza Elementary Audit Report

Dear Mr. Bentz:

The State Controller's Office agrees to grant your March 23, 2023 request for an extension of the December 15, 2022, filing deadline for the Plaza Elementary annual audit report. This is your second request for an extension.

We expect to receive the fiscal year 2021-22 audit report by May 31, 2023. Please notify us promptly if additional delays are anticipated in filing the report.

If you have any questions regarding this letter or any other local education agency (LEA) audit issue, please contact a member of my LEA staff by telephone at (916) 324-6442 or by email at leaaudits@sco.ca.gov.

Sincerely,

Joel James, Chief
Financial Audits Bureau
Division of Audits

cc: Superintendent, Plaza Elementary
Christy White, A Professional Accountancy Corp.
Raquel Tucker, Education Fiscal Services Consultant
California Department of Education

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250
SACRAMENTO 3301 C Street, Suite 700, Sacramento, CA 95816 (916) 324-8907
LOS ANGELES 901 Corporate Center Drive, Suite 200, Monterey Park, CA 91754 (323) 981-6802

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BOARD OF TRUSTEES
Regular Board Meeting
March 16th, 2023
3:00PM
Agenda

- I. **Call to Order** The meeting was called to order at 3:05PM
- II. **Pledge of Allegiance**
- III. **Members Present** Board Trustees PJ Davis and Connie King. Superintendent Mr. Conklin and Business Managers Dusty Thompson and Tim Mai. Board Trustee Jake Cecil absent
- IV. **Comments: Non Agenda Items—The Board Clerk will allow three minutes for speakers to address the appropriate matters. Speakers will identify themselves when acknowledged by the Clerk.**
- V. **Comments: Agenda Items Only—Any person wishing to address the Board will identify themselves, the agenda item they are speaking about, and limit remarks to three minutes.**
- VI. **Correspondence**
- VII. **Superintendent Report/Information**
 - A. **The Plaza Promise**
 - 1. **Community Engagement February 2nd, 2023** Mr. Conklin discussed the evening
 - 2. **Long Term Strategic Planning Committee** Mr. Conklin explained that committee work has concluded and he will present the LTSP before the end of the year
 - 3. **California Distinguished School Award Student/Staff Recognition** - Mr. Conklin discussed rewarding students with a full day of activities at the end of the year. He was asked the board for their thoughts on the district hosting a staff appreciation dinner. The board agreed the district should
 - B. **February and March Pirates Post** Mr. Conklin presented the two newsletters
 - C. **Plaza Community Club** Mr. Conklin updated the board on PCC activities and financial statements
 - D. **Facilities**
 - 1. **New Construction and Modernization** Mr. Conklin updated the board on the projects
 - 2. **Universal Prekindergarten Classroom** Mr. Conklin discussed options to purchase a portable for UPK
 - 3. **NorCal Containers Quote** Mr. Conklin presented quotes for a storage container. PJ Davis wanted to first look at the shop to determine whether there was a need. He also discussed a concern with the container appearance
 - E. **Extended Learning Opportunity Program** Mr. Conklin discussed the February program, and the plan for April and this summer
 - F. **2022-23 Enrollment** There are 203 students enrolled
 - G. **Personnel** Mr. Conklin informed the board that the 5th grade position is advertised. PJ Davis asked to be on the hiring committee and Connie King agreed to be on the paper screening committee
 - H. **Bus Inspection** Mr. Conklin informed the board that the bus passed inspection but is at the shop waiting for a part to fix an alarm that wasn't operating properly

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- I. **Quarterly Report on Williams Complaints as of January 2023** There were no complaints made
- J. **California School Boards Association Policy Development Workshop and Policy Manual Development Agreement** The board agreed the district should participate to update all board policies
- K. **Glenn County Educators Hall of Fame** The board selected Mrs. Fowler
- L. **2nd Read Board Policy 5141.21 Administering Medication and Monitoring Health Conditions** Mr. Conklin presented the policy

VIII. Action

- A. **Old Business**
- B. **New Business**
 - 1. **Consent Agenda: Routine matters that can be approved with one motion**
 - a. **Approve the Minutes of the January 19th, 2023 Board Meeting**
 - b. **Approve the Minutes of the March 6th, 2023 Special Board Meeting**
 - c. **Approve Warrant Registers: January 14th, 2023 – March 8th, 2023**
 - d. **Approve Budget Transfers— None**

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

- 2. **Approve Board Policy 5141.21 Administering Medication and Monitoring Health Conditions**

PJ Davis moved to Approve Board Policy 5141.21 Administering Medication and Monitoring Health Conditions and Connie King seconded. All approved

- 3. **Approve Plaza School 2022-23 Home to School Transportation Service Plan**

PJ Davis moved to Approve Plaza School 2022-23 Home to School Transportation Service Plan and Connie King seconded. All approved

- 4. **Approve Adding Extended Learning Opportunity Program Lead to 2023-24 Classified Salary Schedule Range 5**

PJ Davis moved to Approve Adding Extended Learning Opportunity Program Lead to 2023-24 Classified Salary Schedule Range 5 and Connie King seconded. All approved

- 5. **Approve Extended Learning Opportunity Program Lead Job Description**

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PJ Davis moved to Approve Extended Learning Opportunity Program Lead Job Description and Connie King seconded. All approved

6. Approve Certification of 2nd Interim Report as of January 31st, 2023

PJ Davis moved to Approve Certification of 2nd Interim Report as of January 31st, 2023 and Connie King seconded. All approved

IX. Closed Session - The board did not go into closed session

X. Adjournment – Next Regularly Scheduled Meeting Thursday, April 20th, 2023 @ 3PM The meeting was adjourned at 4:43PM

Activity for Dates 03/17/2023 to 04/17/2023

Fiscal Year 2022/23

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
(000066)	01-0000-0-0000-2700-5890-000-000-00000 UNRESTRICTED GE,OTHER OPE								
	TCG ADMINISTRATOR EX23-00748		MONTHLY ADMIN FEE OCT. 202	03/29/23				6.00	6.00-
	US BANK EX23-00793		SPOTIFY MONTHLY MEMBERSH	04/12/23				9.99	15.99-
			Account Total	04/17/23	.00	.00	.00	15.99	
(000106)	01-0000-0-0000-8100-4300-000-000-00000 UNRESTRICTED GE,MATERIALS								
	ORLAND ACE HARDW/ EX23-00758		SITE SUPPLIES - DOLLY, 5 GALI	04/05/23				185.62	185.62-
	CORNING SAFE & LOC EX23-00773		PADLOCKS, KEYWAY, SET OF K	04/12/23				237.05	422.67-
	ORLAND ACE HARDW/ EX23-00779		SITE SUPPLIES - PACKING TAPI	04/12/23				48.92	471.59-
			Account Total	04/17/23	.00	.00	.00	471.59	
(000111)	01-0000-0-0000-8100-5540-000-000-00000 UNRESTRICTED GE,NATURAL G								
	HUNT PROPANE INC. EX23-00755		316.4 GALLONS PROPANE	04/05/23				1,218.23	1,218.23-
(000112)	01-0000-0-0000-8100-5545-000-000-00000 UNRESTRICTED GE,P G & E,P								
	PG&E EX23-00726		02/01/2023 - 03/02/2023 PG&E	03/23/23				24.64	24.64-
	PG&E EX23-00744		STREET LIGHT 02/15/2023 - 03/	03/29/23				10.91	35.55-
			Account Total	04/17/23	.00	.00	.00	35.55	
(000115)	01-0000-0-0000-8100-5890-000-000-00000 UNRESTRICTED GE,OTHER OPE								
	SIERRA WATER UTILIT EX23-00761		OPERATOR SERVICES AND ENI	04/05/23				325.70	325.70-
(000116)	01-0000-0-0000-8100-5910-000-000-00000 UNRESTRICTED GE,TELEPHONE								
	AT&T EX23-00717		MONTHLY PHONE CHARGE 02/	03/23/23				66.20	66.20-
(000122)	01-0000-0-0000-8500-6200-000-000-00000 UNRESTRICTED GE,BUILDINGS								
	HMC ARCHITECTS C/C EX23-00724		PROFESSIONAL SERVICES FEB	03/23/23				35,100.00	35,100.00-
	HMC ARCHITECTS C/C EX23-00725		PROFESSIONAL SERVICES FEB	03/23/23				3,300.00	38,400.00-
			Account Total	04/17/23	.00	.00	.00	38,400.00	
(000158)	01-0000-0-1110-1000-4300-000-000-00000 UNRESTRICTED GE,MATERIALS								
	OFFICE DEPOT EX23-00740		K - 8TH SUPPLIES	03/29/23				80.88	80.88-
	OFFICE DEPOT EX23-00741		K - 8TH SUPPLIES	03/29/23				4.61	85.49-
	OFFICE DEPOT EX23-00742		K - 8TH GRADE SUPPLIES	03/29/23				51.13	136.62-
	OFFICE DEPOT EX23-00743		K - 8TH GRADE SUPPLIES	03/29/23				37.20	173.82-
	OFFICE DEPOT EX23-00777		K - 8TH GRADE SUPPLIES	04/12/23				21.01	194.83-
	OFFICE DEPOT EX23-00778		K - 8TH GRADE SUPPLIES	04/12/23				259.80	454.63-
	US BANK EX23-00788		PRINCIPALS AWARD, READING	04/12/23				318.98	773.61-
	US BANK EX23-00789		PRINCIPALS AWARD CERTIFICAT	04/12/23				14.44	788.05-
	US BANK EX23-00790		HONOR ROLL CERTIFICATES	04/12/23				112.62	900.67-
			Account Total	04/17/23	.00	.00	.00	900.67	
(000708)	01-0000-0-1110-1000-5890-000-000-00000 UNRESTRICTED GE,OTHER OPE								
	DNA EX23-00720		ANNUAL WEBSITE HOSTING AP	03/23/23				50.00	50.00-
	MACQUARIE EQUIPME EX23-00756		LEASE PAYMENT	04/05/23				338.91	388.91-
	NORTH VALLEY VOICE EX23-00757		MUSIC SERVICES - MARCH 202	04/05/23				1,125.00	1,513.91-
Selection: Filtered by User Permissions, (Org = 5, Online/Offline = N, Fiscal Year = 2023, Start Date = 3/17/2023, End Date = 4/17/2023, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Object = 4-7, Obj Digits = 1, Page Break Lvl =)									ESCAPE ONLINE

Activity for Dates 03/17/2023 to 04/17/2023

Fiscal Year 2022/23

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
Account Total				04/17/23	.00	.00	.00	1,513.91	
(000186) 01-0801-0-0000-2100-5802-000-000-00000	LOCAL MAA,MAA LEC FEES (U								
CT23-00487 MAA DISTRICT TRNSFR 19/20-1				03/20/23				19.90	19.90-
Account Total									
(000932) 01-2600-0-1110-1000-4300-000-000-00000	EXPANDED LEARN,MATERIALS								
	Blick Art Materials	EX23-00737	EXTENDED LEARNING PROGR	03/29/23				181.65	181.65-
	Blick Art Materials	EX23-00769	APRIL EXTENDED LEARNING SI	04/12/23				446.91	628.56-
	US BANK	EX23-00787	APRIL 2023 EXTENDED LEARNII	04/12/23				638.68	1,267.24-
	Blick Art Materials	EX23-00795	Reversal of EX23-00569	04/14/23				193.22-	1,074.02-
Account Total				04/17/23	.00	.00	.00	1,074.02	
(001125) 01-6266-0-1110-1000-4300-000-000-00000	EDUCATOR EFFECT,MATERIALS								
	US BANK	EX23-00792	EDUCATOR EFFECTIVENESS - I	04/12/23				275.00	275.00-
(001175) 01-7028-0-0000-8500-4400-000-000-00000	KIT INF EQUIP, NON-CAPITAL								
	US BANK	EX23-00786	CAFETERIA KIT EQUIPMENT	04/12/23				1,245.17	1,245.17-
(000999) 01-7425-0-1110-1000-5890-000-000-00104	ELO, OTHER OPERATING, REGUL								
	US BANK	EX23-00791	TEACHERS PAY TEACHERS - M	04/12/23				100.00	100.00-
(000618) 13-5310-0-0000-3700-4300-000-000-00000	CHILD NUTRITION,MATERIALS								
	THE DANIELSEN CO.	EX23-00751	CAFETERIA SUPPLIES	03/29/23				69.47	69.47-
	THE DANIELSEN CO.	EX23-00764	CAFETERIA SUPPLIES	04/05/23				72.24	141.71-
	THE DANIELSEN CO.	EX23-00784	CAFETERIA SUPPLIES	04/12/23				169.31	311.02-
Account Total				04/17/23	.00	.00	.00	311.02	
(000619) 13-5310-0-0000-3700-4300-000-002-00000	CHILD NUTRITION,MATERIALS								
	THE DANIELSEN CO.	EX23-00730	CAFETERIA SUPPLIES - WALDE	03/23/23				46.47	46.47-
	THE DANIELSEN CO.	EX23-00733	CAFETERIA SUPPLIES - WALDE	03/23/23				36.27	82.74-
	THE DANIELSEN CO.	EX23-00749	CAFETERIA SUPPLIES - WALDE	03/29/23				90.26	173.00-
	THE DANIELSEN CO.	EX23-00762	CAFETERIA SUPPLIES - WALDE	04/05/23				203.97	376.97-
	THE DANIELSEN CO.	EX23-00783	CAFETERIA SUPPLIES - WALDE	04/12/23				63.16	440.13-
Account Total				04/17/23	.00	.00	.00	440.13	
(000621) 13-5310-0-0000-3700-4700-000-000-00000	CHILD NUTRITION,CAFETERIA								
	CORNELL DISTRIBUTII	EX23-00718	CAFETERIA FOOD	03/23/23				226.70	226.70-
	CORNELL DISTRIBUTII	EX23-00719	CAFETERIA FOOD	03/23/23				114.10	340.80-
	PROPACIFIC FRESH	EX23-00729	CAFETERIA FOOD	03/23/23				516.99	857.79-
	CORNELL DISTRIBUTII	EX23-00738	CAFETERIA FOOD	03/29/23				189.00	1,046.79-
	CORNELL DISTRIBUTII	EX23-00739	CAFETERIA FOOD	03/29/23				75.90	1,122.69-
	PROPACIFIC FRESH	EX23-00746	CAFETERIA FOOD	03/29/23				23.84	1,146.33-
	PROPACIFIC FRESH	EX23-00747	CAFETERIA FOOD	03/29/23				373.13	1,519.46-
	THE DANIELSEN CO.	EX23-00752	CAFETERIA FOOD	03/29/23				1,863.45	3,382.91-
	CDE Cashier's Office	EX23-00753	CAFETERIA FOOD - COMMODIT	04/05/23				83.85	3,466.76-
	CORNELL DISTRIBUTII	EX23-00754	CAFETERIA FOOD	04/05/23				133.20	3,599.96-

Selection

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Activity for Dates 03/17/2023 to 04/17/2023

Fiscal Year 2022/23

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
(000621) 13-5310-0-0000-3700-4700-000-00000 CHILD NUTRITION,CAFETERIA (continued)									
	PROPACIFIC FRESH	EX23-00760	CAFETERIA FOOD	04/05/23				606.34	4,206.30-
	THE DANIELSEN CO.	EX23-00765	CAFETERIA FOOD	04/05/23				863.49	5,069.79-
	CORNELL DISTRIBUTII	EX23-00770	CAFETERIA FOOD	04/12/23				76.40	5,146.19-
	CORNELL DISTRIBUTII	EX23-00771	CAFETERIA FOOD	04/12/23				113.60	5,259.79-
	CORNELL DISTRIBUTII	EX23-00772	CAFETERIA FOOD	04/12/23				189.00	5,448.79-
	PROPACIFIC FRESH	EX23-00781	CAFETERIA FOOD	04/12/23				430.88	5,879.67-
	THE DANIELSEN CO.	EX23-00785	CAFETERIA FOOD	04/12/23				1,278.67	7,158.34-
	US BANK	EX23-00794	CAFETERIA FOOD	04/12/23				21.85	7,180.19-
	Account Total				.00	.00	.00	7,180.19	
(000623) 13-5310-0-0000-3700-4700-002-00000 CHILD NUTRITION,CAFETERIA									
	PROPACIFIC FRESH	EX23-00727	CAFETERIA FOOD - WALDEN	03/23/23				618.95	618.95-
	PROPACIFIC FRESH	EX23-00728	CAFETERIA FOOD - WALDEN	03/23/23				520.45	1,139.40-
	THE DANIELSEN CO.	EX23-00731	CAFETERIA FOOD - WALDEN	03/23/23				931.48	2,070.88-
	THE DANIELSEN CO.	EX23-00732	CAFETERIA FOOD - WALDEN	03/23/23				1,438.83	3,509.71-
	PROPACIFIC FRESH	EX23-00745	CAFETERIA FOOD - WALDEN	03/29/23				516.75	4,026.46-
	THE DANIELSEN CO.	EX23-00750	CAFETERIA FOOD - WALDEN	03/29/23				842.02	4,868.48-
	PROPACIFIC FRESH	EX23-00759	CAFETERIA FOOD - WALDEN	04/05/23				546.60	5,415.08-
	THE DANIELSEN CO.	EX23-00763	CAFETERIA FOOD - WALDEN	04/05/23				716.78	6,131.86-
	PROPACIFIC FRESH	EX23-00780	CAFETERIA FOOD - WALDEN	04/12/23				524.06	6,655.92-
	THE DANIELSEN CO.	EX23-00782	CAFETERIA FOOD - WALDEN	04/12/23				926.86	7,582.78-
	Account Total				.00	.00	.00	7,582.78	
(000935) 35-7714-0-0000-8500-5815-000-000-00000 SFP-PLAZA ELEM,LEGAL SERV									
	FAGEN FRIEDMAN FUJ	EX23-00721	PROFESSIONAL SERVICES REN	03/23/23				3,669.50	3,669.50-
	FAGEN FRIEDMAN FUJ	EX23-00722	PROFESSIONAL SERVICES REN	03/23/23				4,846.50	8,516.00-
	FAGEN FRIEDMAN FUJ	EX23-00723	PROFESSIONAL SERVICES REN	03/23/23				1,177.00	9,693.00-
	FAGEN FRIEDMAN FUJ	EX23-00774	PROFESSIONAL SERVICES REN	04/12/23				2,863.50	12,556.50-
	FAGEN FRIEDMAN FUJ	EX23-00775	PROFESSIONAL SERVICES REN	04/12/23				117.50	12,674.00-
	FAGEN FRIEDMAN FUJ	EX23-00776	PROFESSIONAL SERVICES REN	04/12/23				2,981.00	15,655.00-
	Account Total				.00	.00	.00	15,655.00	
	Total for Expense Accounts				.00	.00	.00	76,831.05	76,831.05-
	Total for Org 005 and Expense accounts				.00	.00	.00	76,831.05	76,831.05-

Selection:

Filtered by User Permissions, (Org = 5, Online/Offline = N, Fiscal Year = 2023, Start Date = 3/17/2023, End Date = 4/17/2023, Unposted JEs? =

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ESCAPE

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PARENT INVOLVEMENT

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent/Principal or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5145.6 - Parental Notifications)

The Superintendent/Principal or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

(cf. 0500 - Accountability)

Title I Schools

Each year the Superintendent/Principal or designee shall identify specific objectives of the district's parent involvement program. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

(cf. 6171 - Title I Programs)

The Superintendent/Principal or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

Instruction

AR 6020(a)

PARENT INVOLVEMENT

District Strategies for Title I Schools

To ensure that parents/guardians are provided with opportunities to be involved in their children's education, the Superintendent/Principal or designee shall:

1. Involve parents/guardians in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318)

(cf. 6171 - Title I Programs)

The Superintendent/Principal or designee may:

- a. Establish a committee including parent/guardian representatives to review and comment on the LEA plan in accordance with the review schedule established by the Governing Board
- b. Invite input on the LEA plan from other district committees and the school site council

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the LEA plan and the opportunity to provide input
 - d. Provide copies of working drafts of the LEA plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
 - e. Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan
2. Provide coordination, technical assistance, and other support necessary to assist the school in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318)

The Superintendent/Principal or designee may:

- a. Provide ongoing workshops to assist staff and parents/guardians in planning and implementing improvement strategies, and seek input from parents/guardians in developing the workshops

PARENT INVOLVEMENT (continued)

- b. Provide information to staff and parents/guardians about the indicators and assessment tools that will be used to monitor progress
- 3. Build the capacity of the school and parents/guardians for strong parent involvement (20 USC 6318)

The Superintendent/Principal or designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

- b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
- c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in their children's education

PARENT INVOLVEMENT (continued)

- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent involvement activities as parents/guardians may request
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent/Principal or designee may:

- a. Involve parents/guardians in the development of training for teachers and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students
- f. Adopt and implement model approaches to improving parent involvement
- g. Establish a parent advisory council to provide advice on all matters related to parent involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families

PARENT INVOLVEMENT (continued)

(cf. 1020 - Youth Services)

- j. Provide a master calendar of district activities and district meetings
- k. Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

(cf. 1230 - School-Connected Organizations)

- m. To the extent practicable, provide translation services at the school and at meetings involving parents/guardians as needed
- n. Provide training and information to members of the school site council and advisory committees to help them fulfill their functions
- o. Regularly evaluate the effectiveness of staff development activities related to parent involvement
- p. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

- 4. Coordinate and integrate Title I parent involvement strategies with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs (20 USC 6318)

(cf. 6300 - Preschool/Early Childhood Education)

The Superintendent/Principal or designee may:

- a. Identify overlapping or similar program requirements
- b. Involve school representatives from other programs to assist in identifying specific population needs

PARENT INVOLVEMENT (continued)

- c. Schedule joint meetings with representatives from related programs and share data and information across programs
 - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
- 5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the school (20 USC 6318)

The Superintendent/Principal or designee shall:

- a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)
- b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)
- c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)

The Superintendent/Principal or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
 - b. Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged
 - c. Recommend to the Board measures to evaluate the impact of the district's parent involvement efforts on student achievement
- 6. Involve parents/guardians in the activities of the school (20 USC 6318)

PARENT INVOLVEMENT (continued)

The Superintendent/Principal or designee may:

- a. Include information about school activities in district communications to parents/guardians
- b. To the extent practicable, provide translation services or other accommodations needed to encourage participation of parents/guardians with special needs
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

(cf. 5145.6 - Parental Notifications)

District Strategies for Non-Title I Schools

The Superintendent/Principal or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent/Principal or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
- b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
- c. Provide parents/guardians with information about students' class assignments and homework assignments

PARENT INVOLVEMENT (continued)

2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent/Principal or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits
 - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent/Principal or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
- c. Provide information about parent involvement opportunities through school and/or class newsletters, the district's web site, and other written or electronic communications
- d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
- e. Develop mechanisms to encourage parent/guardian input on district and school issues
- f. Identify barriers to parent/guardian participation in school activities, including parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background

PARENT INVOLVEMENT (continued)

- g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
- 4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

The Superintendent/Principal or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
 - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
- 5. Integrate parent involvement programs into school plans for academic accountability

The Superintendent/Principal or designee may:

- a. Include parent involvement strategies in school reform or school improvement initiatives
 - b. Involve parents/guardians in school planning processes

FIELD TRIP REQUEST FORM

☒
☐

Major Field Trip (over 20 miles)

Minor Field Trip (local/20 miles or less)

Teacher Hennings

Destination (Place) / Activity River Cats game

City Sacramento, CA

Distance in miles, one way 100 mi (1.5 hrs)

Purpose 2023 AAA School Days (see flyer)

Date of proposed trip ~~April 19th~~ or May 10th (Wed.)

Departure Time: 8:00 AM Return Time: 4:00 PM

Method of Transportation Bus or parent drivers

Minor Field Trip Approval

Signature _____ Date _____

Superintendent

Major Field Trip Approval

Signature _____ Date _____

Clerk, Board of Trustees

FIELD TRIP REQUEST FORM

- ☒ Major Field Trip (over 20 miles)
☐ Minor Field Trip (local/20 miles or less)

Teacher Hemming
Destination (Place) / Activity Sunsplash
City Rossville, CT
Distance in miles, one way 116 mi (2hrs)
Purpose 8th grade class trip

Date of proposed trip Wed. May 24th
Departure Time: 8:00 AM Return Time: 6:00-6:30 pm
Method of Transportation Parent drivers

Minor Field Trip Approval

Signature _____ Date _____
Superintendent

Major Field Trip Approval

Signature _____ Date _____
Clerk, Board of Trustees

PLAZA ELEMENTARY SCHOOL DISTRICT
Version 1.3 CALENDAR
2023-24

Draft

August

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	
				9

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
				20

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			
				17

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	
				16

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
				16

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*		
				17

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*	29	
				16

March

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
				21

April










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			
				17

May

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	31
				22

June

M	T	W	Th	F
3	4	5	6	7
10	11	12**	13*	14
17	18	19	20	21
24	25	26	27	28
				9

-  School Begins
-  School Ends
-  Legal Holiday
- * Minimum Day (out at 12:45)
- ** Minimum Day (out @ 11:30)
-  End of Trimester
-  Student Non-attendance
-  Parent Conf.-Min Day
-  Teacher Contract Work Day
-  Teacher Inservice Day
-  Graduation 6/12/2024

Plaza Elementary School Interview Selection

The Interview Committee members support Eva Richardson
as the most qualified applicant and recommend that he/she be employed as a
5th Grade Teacher for the 2023-24 school year.

Interview panel members:

Patrick Conklin

Patrick Conklin

PJ Davis

PJ Davis

John Lovell

John Lovell

Chelsey Sgontz

Chelsey Sgontz

Kristen Cushman

Kristen Cushman

April 6th, 2023