

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
June 18<sup>th</sup>, 2024  
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. Board Trustee Reports
- VIII. Superintendent Report/Information
  - A. May and June Pirates Post
  - B. Plaza Community Club
  - C. Facilities
    - i. New Construction and Modernization
    - ii. Phase III
      - 1. Painting
      - 2. Kitchen/Cafeteria
      - 3. Campus Beautification
  - D. 4
  - E. Quarterly Report on Williams Uniform Complaints as of April 2024
  - F. Water Quality Report: 2023 Consumer Confidence Report
  - G. 2024-25 Board Schedule
- IX. Action
  - A. Old Business
  - B. New Business
    - 1. Approve Hiring Caitlyn Siratt as TK Instructional Aide, After School Activity Assistant, and ELO-P Aide for the 2024-25 School Year
    - 2. Approve 2024-25 Superintendent's Salary Schedule
    - 3. Approve 2024-25 Certificated Salary Schedule
    - 4. Approve 2024-25 Classified Salary Schedule
    - 5. Approve 2024-25 Stipends
    - 6. Approve 2024 Summer Program Contracts
    - 7. Approve Resolution 23-04 Order of Elections for November 5<sup>th</sup>, 2024
    - 8. Approve Declaration of Need for Fully Qualified Educators
- X. Adjournment – Next meeting Thursday, June 20<sup>th</sup>, 2024 @ 3PM

# May Pirates Post

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

**Congratulations to the April Citizens of the Month:** Jase J. in 4th grade was recognized for always being kind and respectful. Jase's teacher said he always has a positive attitude and is very encouraging to his classmates.

**The following students will be recognized at the Smarter Balanced Assessment rally on May 2<sup>nd</sup> for their top gains in state assessment scores for Math and/or ELA between 2021-22 and 2022-23 testing.**

**Fifth Grade:** ELA - Marlene M., James N., and JW B.

Math – Anahi M. Baylie R., and Wyatt K.,

**Sixth Grade:** ELA -Analise H. Matteo P. and Mercy P.

Math – Alisbeth R. and Colton W.

**Seventh Grade:** ELA- Analia D., Oscar G., and Elias O.

Math – Allison C., Oscar G., Danny M., Marshall P.

**Eighth Grade:** ELA – Gage C., Korben G., and Josseline L.

Math – Danny H., Ireland R., and Wayne S.

**These students had the top score(s)  
in their class last year:**

**Fourth:** Avery F. (ELA and Math), Nick B. and Adam G. (Math), Elyse S. and Ian S. (ELA)

**Fifth:** James N. (ELA and Math), Adie S. (Math)

**Sixth:** Barrett S. (ELA and Math), Leroy T. (Math)

**Seventh:** Kinley (ELA) and King (Math)

**Eighth:** Avery D. (ELA and Math), Camryn H. (Math)

## California Assessment of Student Performance and Progress

Plaza School 3<sup>rd</sup>-8<sup>th</sup> graders will be administered the end of year California Assessment of Student Performance and Progress, which will provide important information about your child's progress in English Language Arts (ELA) and Math. 5<sup>th</sup> and 8<sup>th</sup> graders will also take a science test. To help limit disruptions to the testing schedule, please make every attempt to have your child here during those testing periods by scheduling appointments, vacations, or any other activity before or after the testing dates. Most assessments are scheduled during the morning, but some students take more than one period to complete. **3<sup>rd</sup>, 7<sup>th</sup>, 8<sup>th</sup> grades will take their test May 6<sup>th</sup>-9<sup>th</sup>. 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> will take theirs May 20<sup>th</sup>-23<sup>rd</sup>. All make-up tests will be May 13<sup>th</sup>-17<sup>th</sup> and May 28<sup>th</sup>-30<sup>th</sup>.**

## Fair Week Absences for Glenn County 4H Members

Students who are active members of 4H with an animal entered into the Glenn County Fair this year will not be marked absent if they are out because of their 4H animal responsibilities (weigh-in, showmanship, or market). If your child is a member of 4H and is showing an animal at the Glenn County Fair, therefore will not be in school some or all of May 14<sup>th</sup>-17<sup>th</sup>, please complete this form <https://forms.gle/BKa6gB8KKqT2XwNK8> Please fill out one form per student. If a form is not filled out or if a student is absent and does not have an animal entered, an unexcused absence will be recorded for each day.

## 2024-25 School Year!

If you know your child will not be returning to Plaza next year, please let us know as soon as possible so we can prepare for next year's enrollment.

It's hard to believe the school year is almost over. Since it'll go by quickly, I want to remind you of a few things for next year.

If you live out of Plaza School District boundaries please get the inter-district transfer requests from your district of residence for next year. Orland Unified forms were due in February, 2024. Most districts require that you fill out a form annually.

Willows' agreement is good for five years. You can get the 2024-25 form from the district office where you reside.

In order to guarantee space in the after school program for next year, please turn in an application and payment. Once we are at capacity, we will not be able to enroll students. The annual fee will continue to be the same as it has for many years, which is \$180 for one child or \$200 for two or more. Applications will not be accepted without full payment. All 6th graders must have the last Tdap (Diphtheria, Tetanus, and Pertussis) booster prior to 7th grade, and all 7th or 8th graders must have their second Varicella (Chickenpox) dose.

### SPARK NEWS:

We are accepting applications for next year's SPARK program. To guarantee a spot, please turn in payment with your form as soon as possible.

The after school program will not be available **Wednesday, June 12th and Thursday, June 13th.**

All students will be dismissed at 11:30AM.

### Summer Extended Learning Opportunity Program

Although we will have construction throughout the summer, we are still planning a summer program for this year's K-5th grade students. If you would like to sign up for the program, please return the form sent this week or call the office. The dates will be Monday-Thursday, June 24th-27th, and Monday-Friday, July 8th - August 2nd.

### Dates to Remember

<b>May 3rd</b>	Mother-Son Softball Games
<b>May 7th</b>	PCC Tri-Tip Dinner Fundraiser @ Orland Fire Hall
<b>May 16th</b>	PCC Mtg @ Orland Round Table @ 6:00PM
<b>May 27th</b>	No School: Memorial Day
<b>May 29th</b>	Minimum Day Dismissal Teacher Pro Dev.
<b>June 12th</b>	Kindergarten Graduation @ 10:45AM Minimum Day Dismissal @ 11:30AM 8th Grade Graduation @ 7:00PM No SPARK Available
<b>June 13th</b>	Last Day of School: Dismissal @ 11:30AM No SPARK Available

# *June Pirates Post*

## **Plaza Promise**

A huge thank you to all the parents, grandparents, family members, and friends who helped volunteer in classrooms, fundraisers, dance chaperones, field trip drivers, Plaza Community Club members, etc. this year.

Reading Pals: Joyce Yancy, Debbie Stover, Montse Whitaker, Martha Bradshaw, Lindsay Vereschagin-Tripp, and Liz Relf

PCC Officers/Volunteers: Colleen Cecil, Kristen Cushman, Kadie Salazar, and Mandy Edson

Library: Christy Jongsma

Classroom Helpers/Donations: Cindy Fleharty, Susan Edson, Donna Lohse, Rachel Nelson, Danielle Boster, Wendy Goodman, Montse Whitaker, Brooke Davis, Ariel Cabral, Jessika Punzo, Erin Knight, Rachelle Romano, Jamie Moyle, Shawn and Chera Molleson, Courtney Melville, Kate Simas, Lindy Kelly, Elizabeth Fleming, Lindsay Mower, Olivia Lohse, Samantha Lomeli, Brianne Anderson, Nick Nelson

## **2024-25 School Year**

Our 2024-25 school year will begin on Thursday, August 15th. Back to School Night will be that evening from 5:45-7:00pm.

If you know your child will not be returning to Plaza next year, please let us know as soon as possible so we can prepare for next year's enrollment.

## **Summer Extended Learning Opportunity Program**

Although we will have construction throughout the summer, we are still planning a summer program for this year's K-5th grade students. If you would like to sign up for the program, please return the form sent this week or call the office. The dates will be Monday-Thursday, June 24th-27th, and Monday-Friday, July 8th - August 2nd.

## **Please Turn in All Library Books**

## **SPARK NEWS:**

We are accepting applications for next year's SPARK program. To guarantee a spot, please turn in payment with your form as soon as possible.

The after school program will not be available **Wednesday, June 12th and Thursday, June 13th**. All students will be dismissed at 11:30AM.

In order to guarantee space in the after school program for next year, please turn in an application and payment. Once we are at capacity, we will not be able to enroll students. The annual fee will continue to be the same as it has for many years, which is \$180 for one child or \$200 for two or more. Applications will not be accepted without full payment. All 6th graders must have the last Tdap (Diphtheria, Tetanus, and Pertussis) booster prior to 7th grade, and all 7th or 8th graders must have their second Varicella (Chickenpox) dose.

## Dates to Remember

June 12th

Kindergarten Graduation @ 10:45AM

Minimum Day Dismissal @ 11:30AM

8th Grade Graduation @ 7:00PM

**No SPARK Available**

June 13th

Last Day of School: Dismissal @ 11:30AM

**No SPARK Available**

August 15th

First Day of 2024-25 School Year

Back to School Night @ 5:45PM

Name: \_\_\_\_\_

### Summer Word Scramble

Instructions: Unscramble the letters to find the words from the list below.

ilayfm

— — — — —

emumrs

— — — — —

tho

— — —

nunys

— — — — —

misw

— — — —

oplo

— — — —

cercaemi

— — — — — — —

othssr

— — — — —

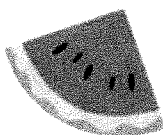
nfu

— — —

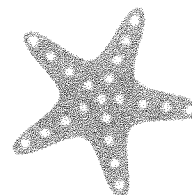
ecabh

— — — — —

#### Word List



beach	pool
family	shorts
fun	summer
hot	sunny
ice cream	swim



## Plaza Community Club

## COMMUNITY BUSINESS CHECKING (5514) - 1, Period Ending 04/30/2024

## RECONCILIATION REPORT

Reconciled on: 05/30/2024

Reconciled by: Kadie Salazar

Any changes made to transactions after this date aren't included in this report.

## Summary

USD

Statement beginning balance	12,591.07
Checks and payments cleared (14)	-3,727.35
Deposits and other credits cleared (4)	2,815.92
Statement ending balance	11,679.64
Uncleared transactions as of 04/30/2024	-30.00
Register balance as of 04/30/2024	11,649.64
Cleared transactions after 04/30/2024	0.00
Uncleared transactions after 04/30/2024	12,228.16
Register balance as of 05/30/2024	23,877.80

## Details

## Checks and payments cleared (14)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/12/2024	Check	3137	Mandy Edson	-335.71
04/01/2024	Expense		USPS	-108.80
04/11/2024	Expense		Target	-415.80
04/12/2024	Expense		Raleys	-32.26
04/18/2024	Expense		Quickbooks	-200.00
04/22/2024	Expense			-77.94
04/22/2024	Expense			-9.73
04/22/2024	Expense			-486.26
04/25/2024	Expense		Amazon	-6.42
04/25/2024	Expense		USPS	-20.14
04/26/2024	Expense			-861.42
04/29/2024	Expense		Amazon	-8.57
04/29/2024	Expense		4Imprint	-1,107.34
04/30/2024	Expense		Wal-Mart	-56.96
Total				-3,727.35

## Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/15/2024	Deposit	2078129595	Drive Thru Dinner 2023	1,400.00
04/22/2024	Deposit		Square	57.96
04/24/2024	Deposit	2082435825	Drive Thru Dinner 2023	1,300.00
04/26/2024	Deposit		Square	57.96
Total				2,815.92

## Additional Information

## Uncleared checks and payments as of 04/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/18/2023	Expense		Quickbooks	-30.00
Total				-30.00

## Uncleared deposits and other credits as of 04/30/2024

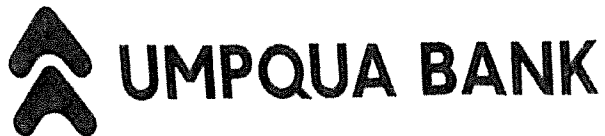
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/18/2023	Check	3113	Mandy Edson	0.00
05/16/2023	Check	3115	Chico Locker & Sausage Com...	0.00
07/18/2023	Expense		Quickbooks	0.00
07/18/2023	Expense		Quickbooks	0.00
07/31/2023	Expense		Audible.com	0.00
Total				0.00

## Uncleared checks and payments after 04/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2024	Expense		Tractor Supply	-375.36
05/01/2024	Expense		Dollar Tree	-31.08
05/06/2024	Expense		Amazon	-102.80
05/06/2024	Expense		Costco	-117.58
05/07/2024	Expense		Dollar Tree	-12.22
05/07/2024	Expense		Sav Mor Foods	-13.96
05/08/2024	Expense		Sav Mor Foods	-246.12
05/08/2024	Expense		Chef Store	-410.07
05/14/2024	Check	3140	Shauna Strickler	-80.95
05/20/2024	Expense			-12.96
05/20/2024	Expense		Quickbooks	-200.00
05/21/2024	Check	3143	Mary McDade	-103.42
05/28/2024	Check	3144	Plaza Elementary School	-450.00
05/29/2024	Expense		Amazon	-22.28
Total				-2,178.80

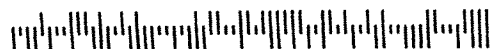
## Uncleared deposits and other credits after 04/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2024	Deposit	2085506355	Drive Thru Dinner 2023	1,750.00
05/03/2024	Deposit		Drive Thru Dinner 2023	30.00
05/07/2024	Deposit	2085690000	Drive Thru Dinner 2023	9,096.00
05/08/2024	Deposit		Square	57.96
05/13/2024	Deposit	134149825	Drive Thru Dinner 2023	3,473.00
Total				14,406.96



April 30, 2024

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PLAZA COMMUNITY CLUB UB  
7322 COUNTY RD 24  
ORLAND CA 95963-9777

Customer Service:  
1-866-486-7782

Last statement: March 31, 2024  
This statement: April 30, 2024

### COMMUNITY BUSINESS CHECKING

Account number	XXXXXX5514	Beginning balance	\$12,591.07
Low balance	\$11,679.64	Deposits/Additions	\$2,815.92
Average balance	\$12,486.72	Withdrawals/Subtractions	\$3,727.35
Interest earned	\$0.00	Ending balance	\$11,679.64

### Deposits/Additions

Date	Description	Additions
04-15	Deposit	1,400.00
04-24	Deposit	1,300.00
Total Additions		\$2,700.00

### ACH and Electronic Deposits/Additions

Date	Description	Additions
04-22	ACH Credit Square Inc 240422p2 20240422	57.96
04-26	ACH Credit Square Inc 240426p2 20240426	57.96
Total ACH and Electronic Deposits/Additions		\$115.92

### Card Transactions/Withdrawals

Date	Description	Subtractions
04-01	POS Purchase Terminal Vbase2 Usps Po 0557000963 Orland CA XXXXXXXXXXXX6903	108.80
04-11	POS Purchase Terminal 30317076 Target T-0317 Chico CA XXXXXXXXXXXX6903	415.80
04-12	POS Purchase Terminal 82616900 Raley S #245 Chico CA XXXXXXXXXXXX6903	32.26
04-18	POS Purchase Terminal Vbase2 Intuit 'Qbooks Onl Ine Cl.Intuit CA XXXXXXXXXXXX6903	200.00
04-22	POS Purchase Terminal 79967761 Office Depot #917 800-463-3 CA XXXXXXXXXXXX6903	486.26
04-22	POS Purchase Terminal 79967746 Office Depot #917 Chico CA XXXXXXXXXXXX6903	9.73
04-25	POS Purchase Terminal 79967753 Office Depot #917 Chico CA XXXXXXXXXXXX6903	77.94
04-25	POS Purchase Terminal Vbase2 Usps Po 0557000963 Orland CA XXXXXXXXXXXX6903	20.14
04-25	POS Purchase Terminal Vbase2 Amzn Mktp Us*pa4ci 3rq3 Amzn.Com/ WA XXXXXXXXXXXX6903	6.42
04-26	POS Purchase Terminal Vbase2 Vistaprint 866-207-4 Ma XXXXXXXXXXXX6903	861.42

## PLAZA COMMUNITY CLUB

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Date	Description	Subtractions
04-29	POS Purchase Terminal Vbase2 Amzn Mktp Us*ub68r 3c73 Amzn Com/ WA XXXXXXXXXXXX6903	8 57
04-29	POS Purchase Terminal Vbase24Imprint, Inc 4imprint WI XXXXXXXXXXXX6861	1,107 34
04-30	POS Purchase Terminal Vbase2 Walmart Com 800-925-6 Ar XXXXXXXXXXXX6903	56 96
<b>Total Card Transactions/Withdrawals</b>		<b>\$3,391.64</b>

## Daily Balances

Date	Amount	Date	Amount	Date	Amount
03-31	12,591 07	04-15	13,098 50	04-25	13,655 97
04-01	12,482 27	04-18	12,898 50	04-26	12,852 51
04-05	12,146 56	04-22	12,382 53	04-29	11,736 60
04-11	11,730 76	04-24	13,682 53	04-30	11,679 64
04-12	11,698 50				

## Overdraft Fee Summary

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0 00	\$0 00
Total Returned Item Fees	\$0 00	\$0 00

## Checks

Check #	Amount	Date
3137	\$335 71	04-05
(* Skip in check sequence, R-Check has been returned, + Electronified check)		
Total Checks paid 1 for -\$335.71		

## Plaza Community Club

## COMMUNITY BUSINESS CHECKING (5514) - 1, Period Ending 05/31/2024

## RECONCILIATION REPORT

Reconciled on: 06/06/2024

Reconciled by: Kadie Salazar

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	11,679.64
Checks and payments cleared (14)	-2,178.80
Deposits and other credits cleared (6)	15,254.91
Statement ending balance	24,755.75
Uncleared transactions as of 05/31/2024	-30.00
Register balance as of 05/31/2024	24,725.75
Cleared transactions after 05/31/2024	0.00
Uncleared transactions after 05/31/2024	-2,959.08
Register balance as of 06/06/2024	21,766.67

## Details

## Checks and payments cleared (14)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2024	Expense		Dollar Tree	-31.08
05/01/2024	Expense		Tractor Supply	-375.36
05/06/2024	Expense		Costco	-117.58
05/06/2024	Expense		Amazon	-102.80
05/07/2024	Expense		Dollar Tree	-12.22
05/07/2024	Expense		Sav Mor Foods	-13.96
05/08/2024	Expense		Chef Store	-410.07
05/08/2024	Expense		Sav Mor Foods	-246.12
05/14/2024	Check	3140	Shauna Strickler	-60.95
05/20/2024	Expense			-12.96
05/20/2024	Expense		Quickbooks	-200.00
05/21/2024	Check	3143	Mary McDade	-103.42
05/28/2024	Check	3144	Plaza Elementary School	-450.00
05/29/2024	Expense		Amazon	-22.28
Total				-2,178.80

## Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2024	Deposit	2085506555	Drive Thru Dinner 2023	1,750.00
05/06/2024	Deposit		Drive Thru Dinner 2023	30.00
05/07/2024	Deposit	2088690000	Drive Thru Dinner 2023	9,096.00
05/08/2024	Deposit		Square	57.96
05/13/2024	Deposit	134149825	Drive Thru Dinner 2023	3,473.00
05/30/2024	Deposit	151086478	Drive Thru Dinner 2023	847.95
Total				15,254.91

## Additional Information

## Uncleared checks and payments as of 05/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/18/2023	Expense		Quickbooks	-30.00
Total				-30.00

## Uncleared deposits and other credits as of 05/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/18/2023	Check	3113	Mandy Edson	0.00
05/16/2023	Check	3115	Chico Locker & Sausage Com...	0.00
07/18/2023	Expense		Quickbooks	0.00
07/18/2023	Expense		Quickbooks	0.00
07/31/2023	Expense		Audible.com	0.00
Total				0.00

## Uncleared checks and payments after 05/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/03/2024	Check	3142	Chico Locker & Sausage Com...	-2,480.65
06/05/2024	Check	3146	Kim Fittfield	-378.67
06/05/2024	Check	3145	Kim Fittfield	-99.76
Total				-2,959.08



# UMPQUA BANK

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Customer Service:  
1-866-486-7782

PLAZA COMMUNITY CLUB  
7322 COUNTY RD 24  
ORLAND CA 95963-9777

Last statement: April 30, 2024  
This statement: May 31, 2024

## COMMUNITY BUSINESS CHECKING

Account number	4862565514	Beginning balance	\$11,679.64
Low balance	\$12,832.82	Deposits/Additions	\$15,254.91
Average balance	\$21,671.71	Withdrawals/Subtractions	\$2,178.80
Interest earned	\$0.00	Ending balance	\$24,755.75

### Deposits/Additions

Date	Description	Additions
05-01	Deposit	1,750.00
05-07	Deposit	9,096.00
05-13	Deposit	3,473.00
05-30	Deposit	847.95
<b>Total Additions</b>		<b>\$15,166.95</b>

### ACH and Electronic Deposits/Additions

Date	Description	Additions
05-08	ACH Credit Square Inc 240508p2 20240508	57.96
<b>Total ACH and Electronic Deposits/Additions</b>		<b>\$57.96</b>

### Card Transactions/Withdrawals

Date	Description	Subtractions
05-01	POS Purchase Terminal Vbase2 Tractor Supply Co #196 Willows CA XXXXXXXXXXXX6903	375.36
05-01	POS Purchase Terminal 67585001 Dollar Tree Orland CA XXXXXXXXXXXX6903	31.08
05-06	POS Purchase Terminal 1011013 Costco Whse #1011 Chico CA XXXXXXXXXXXX6861	117.58
05-06	POS Purchase Terminal Vbase2 Amazon.Com'mq9646i T3 Amzn.Com/ WA XXXXXXXXXXXX6861	102.80
05-07	POS Purchase Terminal 67585001 Dollar Tree Orland CA XXXXXXXXXXXX6903	12.22
05-07	POS Purchase Terminal 60517901 Savmor Foods #14 Orland CA XXXXXXXXXXXX0317	13.96
05-08	POS Purchase Terminal Vbase2 Chefstore 7565 Chico CA XXXXXXXXXXXX6861	410.07
05-08	POS Purchase Terminal 1228001 Savmor Foods #14 Orland CA XXXXXXXXXXXX6861	246.12
05-20	POS Purchase Terminal Vbase2 Tj Maxx #833 Chico CA XXXXXXXXXXXX6903	12.96

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
05-20	POS Purchase Terminal Vbase2 Intuit *Qbooks Onl Ine Cl.Intuit CA XXXXXXXXXXXX6903	200.00
05-29	POS Purchase Terminal Vbase2 Amzn Mktg Us*re8lf 1ip2 Amzn.Com/ WA XXXXXXXXXXXX6903	22.28
Total Card Transactions/Withdrawals		\$1,544.43

## Card Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
05-06	POS Deposit POS Deposit Terminal Vbase2 Vistaprint 866207495 Ma XXXXXXXXXXXX6903	30.00
Total Card Deposits/Additions		\$30.00

## Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
04-30	11,679.64	05-08	21,304.41	05-21	24,380.08
05-01	13,023.20	05-13	24,777.41	05-28	23,930.08
05-06	12,832.82	05-14	24,696.46	05-29	23,907.80
05-07	21,902.64	05-20	24,483.50	05-30	24,755.75
				05-31	24,755.75

## Overdraft Fee Summary

	<u>Total For This Period</u>	<u>Total Year-to-Date</u>
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

## Checks

<u>Check #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Date</u>
3140	\$80.95	05-14	3144	\$450.00	05-28
*3143	\$103.42	05-21			

(\* Skip in check sequence, R-Check has been returned, + Electronified check))

Total Checks paid: 3 for -\$634.37

**Quarterly Report on Williams Uniform Complaints**  
[Education Code § 35186]

District: Plaza Elementary School District

Person completing this form: Patrick Conklin

Title: Superintendent/Principal

Quarterly Report Submission Date:      ☐      October 2023  
(check one)                                      ☐      January 2024  
   ☒      April 2024  
   ☐      July 2023

Date for information to be reported publicly at governing board meeting: December 7th, 2023  
Please check the box that applies:

- ☒      No complaints were filed with any school in the district during the quarter indicated above.
- ☐      Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	NA	NA
Teacher Vacancy or Misassignment	0	NA	NA
Facilities Conditions	0	NA	NA
TOTALS	0	NA	NA



























































Patrick M. Conklin










\_\_\_\_\_  
Print Name of District Superintendent

\_\_\_\_\_  
Signature of District Superintendent

\_\_\_\_ June 20<sup>th</sup>, 2024 \_\_\_\_  
Date

**PLAZA ELEMENTARY SCHOOL DISTRICT**  
**2024-25 CALENDAR**  
 Approved December 7th, 2023

August					September					October				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
			1	2	 2	3	4	5	6	 1	 2	 3	 4	
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
 12	 13	 14	 15	16	 16	17	18	 19	20	14	15	16	17	18
19	20	21	22	23	23	24	25*	 26	 27	21	22	23	 24	25
26	27	28*	 29	30	 30					28	29	30*	31	
				12					18					19
November					December					January				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	2	3	4	 5	6	 1	 2	 3		
4	5	6	7	 8	9	10	11	12	13	6	7	8	9	10
 11	12	13	14	15	16	17	18	19	20	13	14	15	 16	 17
18	19	20	21	22	 23	 24	 25	 26	 27	 20	21	22	23	24
 25	 26	 27	 28	 29	 30	 31				27	28	29*	30	31
				15					15					19
February					March					April				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7	3	4	5	 6	 7		1	2	3	4
10	11	12	13	14	10	11	12	 13	14	7	8	9	 10	11
 17	 18	 19	 20	 21	17	18	19	20	21	14	15	16	17	18
24	25	26*	27	28	24	25	26*	27	28	 21	 22	 23	 24	 25
				15	31					28	29	30*		
May					June									
M	T	W	Th	F	M	T	W	Th	F					
			1	2	2	3	4	5	6					
5	6	7	8	9	9	 10	 11	12	13					
12	13	14	15	16	16	17	18	 19	20					
19	20	21	 22	23	 23	 24	25	26	27					
 26	27	28*	29	30	30									
				21					8					

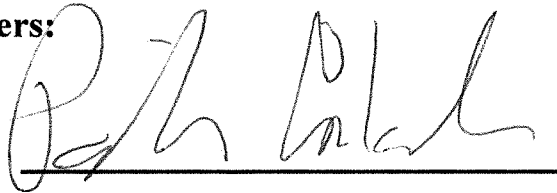
-  School Begins
-  School Ends
-  Legal Holiday
- \* Minimum Day (out at 12:45)
- \*\* Minimum Day (out @ 11:30)
-  End of Trimester
-  Student Non-attendance
-  Parent Conf.-Min Day
-  Teacher Contract Work Day
-  Teacher Inservice Day
-  **Graduation 6/10/2025**

Plaza Elementary School  
Interview Selection

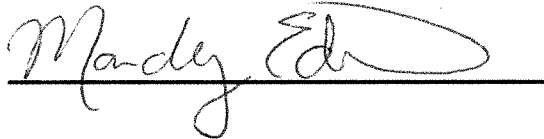
The Interview Committee members support Caitlyn Sistratt  
as the most qualified applicant and recommend that he/she be employed as a  
**TK Instructional Aide Position** for the 2024-25 school year.

**Interview panel members:**

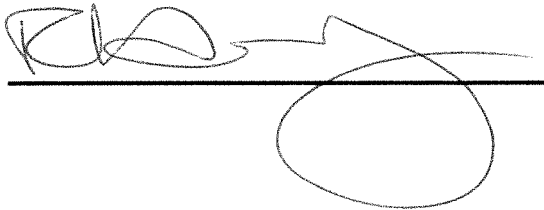
**Patrick Conklin**

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

**Mandy Edson**

A handwritten signature in black ink, appearing to read "Mandy Edson", written over a horizontal line.

**Mona Hernandez**

A handwritten signature in black ink, appearing to read "Mona Hernandez", written over a horizontal line.

**PLAZA ELEMENTARY SCHOOL DISTRICT  
SUPERINTENDENT/PRINCIPAL  
2024-25 SALARY SCHEDULE**  
*1.07% Increase Over 2023-24*  
Draft June 20th, 2024

<b>Step</b>	<b>Annual Salary</b>	<b>Days</b>
<b>1</b>	\$112,183	220
<b>2</b>	\$115,548	220
<b>3</b>	\$119,015	220
<b>4</b>	\$122,585	220
<b>5</b>	\$126,263	220
<b>6</b>	\$130,051	220
<b>7</b>	\$133,952	220

**PLAZA ELEMENTARY SCHOOL DISTRICT**  
**CERTIFICATED**  
**2024-25 SALARY SCHEDULE**  
*1.07% Increase Over 2023-24*  
**Draft June 20th**

Step	BA+30	BA+45	BA+60
1	\$50,624	\$52,143	\$53,708
2	\$52,143	\$53,707	\$55,319
3	\$53,707	\$55,319	\$56,978
4	\$55,318	\$56,978	\$58,688
5	\$56,978	\$58,687	\$60,448
6	\$58,687	\$60,448	\$62,262
7		\$62,261	\$64,130
8			\$66,054
9			\$68,035
10			\$70,076
11			\$72,179
12			\$74,344
13			\$76,574
14			\$78,871
15			\$81,238
16			\$83,675
17			\$86,185
18			\$86,935
19			\$87,685
20			\$88,435
21			\$89,185
22			\$89,935
23			\$90,685
24			\$91,435
25			\$92,185
26			\$92,935
27			\$93,685
28			\$94,435
29			\$95,185
30			\$95,935
31			\$96,685
32			\$97,435

Teacher in Charge Stipend - \$1,000

Master of Arts/Science Stipend - \$750

After Step 17, employees will advance in one year increments with an increase of **\$750.00** per step until the maximum of 32 steps.

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

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

**PLAZA ELEMENTARY SCHOOL DISTRICT  
CLASSIFIED**

**2024-25 SALARY SCHEDULE**

**1.07% Increase Over 2023-24**

*Draft June 20th, 2024*

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7-9	Step 10-12	Step 13-15	Step 16-18	Step 19-21	Step 22-24	Step 25-27	Step 28-30	Position
1	\$14.70	\$15.28	\$15.89	\$16.53	\$17.19	\$17.88	\$18.42	\$18.97	\$19.54	\$20.12	\$20.73	\$21.35	\$21.99	\$22.65	Cafeteria Aide
2	\$15.43	\$16.05	\$16.69	\$17.36	\$18.05	\$18.77	\$19.34	\$19.92	\$20.51	\$21.13	\$21.76	\$22.42	\$23.09	\$23.78	Custodian I
3	\$16.20	\$16.85	\$17.52	\$18.23	\$18.95	\$19.71	\$20.30	\$20.91	\$21.54	\$22.19	\$22.85	\$23.54	\$24.24	\$24.97	After School Aide, Bus Driver, Teacher Aide I
4	\$17.01	\$17.69	\$18.40	\$19.14	\$19.90	\$20.70	\$21.32	\$21.96	\$22.62	\$23.30	\$24.00	\$24.72	\$25.46	\$26.22	Custodian II
5	\$17.86	\$18.58	\$19.32	\$20.09	\$20.90	\$21.73	\$22.39	\$23.06	\$23.75	\$24.46	\$25.20	\$25.95	\$26.73	\$27.53	Teacher Aide II
6	\$18.76	\$19.51	\$20.29	\$21.10	\$21.94	\$22.82	\$23.50	\$24.21	\$24.94	\$25.68	\$26.45	\$27.25	\$28.06	\$28.91	School/Library Clerk
7	\$19.69	\$20.48	\$21.30	\$22.15	\$23.04	\$23.96	\$24.68	\$25.42	\$26.18	\$26.97	\$27.78	\$28.61	\$29.47	\$30.35	Cafeteria Manager, Office Manager
8	\$20.68	\$21.51	\$22.37	\$23.26	\$24.19	\$25.16	\$25.91	\$26.69	\$27.49	\$28.32	\$29.17	\$30.04	\$30.94	\$31.87	
9	\$21.71	\$22.58	\$23.49	\$24.42	\$25.40	\$26.42	\$27.21	\$28.03	\$28.87	\$29.73	\$30.63	\$31.54	\$32.49	\$33.47	Bus Driver/Custodian
10	\$22.80	\$23.71	\$24.66	\$25.65	\$26.67	\$27.74	\$28.57	\$29.43	\$30.31	\$31.22	\$32.16	\$33.12	\$34.12	\$35.14	
11	\$23.94	\$24.90	\$25.89	\$26.93	\$28.01	\$29.13	\$30.00	\$30.90	\$31.83	\$32.78	\$33.77	\$34.78	\$35.82	\$36.90	
12	\$25.14	\$26.14	\$27.19	\$28.27	\$29.41	\$30.58	\$31.50	\$32.44	\$33.42	\$34.42	\$35.45	\$36.52	\$37.61	\$38.74	ASES/ELO-P Coordinator
13	\$26.39	\$27.45	\$28.55	\$29.69	\$30.88	\$32.11	\$33.08	\$34.07	\$35.09	\$36.14	\$37.23	\$38.34	\$39.49	\$40.68	
14	\$27.71	\$28.82	\$29.98	\$31.17	\$32.42	\$33.72	\$34.73	\$35.77	\$36.85	\$37.95	\$39.09	\$40.26	\$41.47	\$42.71	Business Manager* Confidential
15	\$29.10	\$30.26	\$31.47	\$32.73	\$34.04	\$35.40	\$36.47	\$37.56	\$38.69	\$39.85	\$41.04	\$42.27	\$43.54	\$44.85	

Classified Substitute Pay Rate is Step 1 of Position Range

## 2024-25 STIPENDS

Stipend	String	Amount	Staff	Current Total #	Pay Date
Teacher In Charge	Gen Fund	\$1,500	Certificated	1	Monthly
H/W In Lieu Of	Gen Fund	\$3,000	Classified	3	Annual
Athletic Director	Gen Fund	\$750	Certificated	1	2/10
Football	ELO-P/ASES	\$500	Coach	1	10/10
Volleyball	ELO-P/ASES	\$500	Coach	1	10/10
Basketball	ELO-P/ASES	\$1,250	Coach	2	2/10
Chess	ELO-P/ASES	\$1,000	Certificated	2	6/10
Eigth Grade Extra Duty	Gen Fund	\$750	Certificated	1	6/10
Club Live/Student Govt	Gen Fund	\$1,500	Certificated	1	6/10
Professional Learning Comm Lead	Ed Effectiveness	\$2,500	Certificated	None for 24-25	6/10
Professional Learning Community	Ed Effectiveness	\$1,250	Certificated	12	6/10
H/W Retiree	Fund 20	\$8,400	Classified	2	6/10
	Fund 20	\$6,000	Certificated	1	6/10
ELO-P Administrator	ELO-P/ASES/ESSER III	\$4,500	Certificated	1	7/10 and 8/10
SPARK Lead	ELO-P/ASES/ESSER III	\$2,000	Classified	2	Monthly
Environmental Camp	Gen Fun	\$750	Certificated	3	10/10
Cafeteria Manager: Walden	Cafeteria Fund	\$2,500	Classified	1	12/30 and 6/10
Extracurricular Club	ELO-P/ASES	\$750	Cert or Class	As Needed	10th of Month Following Completion

## ELO-P SUMMER CONTRACTS

2024

Teachers	\$50 per hour	4 hours per day
Mandy Edson		
Kelly Henning		
David Lee		
John Lovell		
Kim Fifield		

Cook	\$26 per hour	6 hours per day
Jacklyn Orsua		

ELO-P Coordinator	\$35.08 per hour	8 hours per day
Liz Relf		

Aides	\$26 per hour	8 hours per day
Mona Hernandez		
Theone King		
Melanee Guerrero		
Maria Carrillo		
Caitlyn Siratt		
Monica Ulloa		
Linda Friesen		
Aurora Esparza		

# Order of Election

(Education Code Sections 5000, 5018, 5304, and 5322)

## RESOLUTION # 23-04

### ORDERING GOVERNING BOARD MEMBER ELECTION

**WHEREAS**, the regular biennial election of governing board members is ordered by law pursuant to Section 5000 of the Education Code to fill offices of members of the governing board of Plaza Elementary School District, of Glenn (County), now be it **RESOLVED** that the County Superintendent of Schools for this county call the election as ORDERED and in accordance with the designations contained in the following Specifications of the Election Order made under the authority of Education Code Sections 5304 and 5322.

### SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 5, 2024,  
(DATE) YEAR)

The purpose of the election is to elect One (1) members of the governing board

of Plaza Elementary School District.<sup>(1)</sup>

**IT IS FURTHER ORDERED** that the clerk or secretary of the district shall deliver not less than 123 days prior to the date set for the election, two (2) copies of this Resolution and Order to the county superintendent of schools and one (1) copy to the officer conducting the election.

The foregoing Resolution and Order was adopted by a formal vote of the governing board of Plaza Elementary School District of Glenn County, being the board authorized by law to make the designations therein contained on June, 18th, 2024  
(DATE) (YEAR)

Signed \_\_\_\_\_  
(CLERK/SECRETARY OF THE GOVERNING BOARD)

<sup>(1)</sup> In the case of an election on a measure, including a bond measure, insert this or equivalent wording: "Another purpose of the election is to submit to the voters the following measure(s):" followed by the exact wording of each measure as it is to appear on the ballot (in 75 words or less, as per Elections Code Sec. 13247).

If the measure is a BOARD MEMBER INCREASE proposal sought under the provisions of Education Code Sec. 5018, the Specifications of the Election Order should also be made to state the following "Another purpose of the election is to elect two additional members of the governing board to serve if the board member increase measure is approved by the voters." Please note, also, that Education Code Sec. 5018 allows a governing board to request the superintendent to resubmit a board member increase measure to voters, and that the request can be transmitted to the superintendent up to 100 days (rather than 123 days) prior to a governing board member election.

**INSTRUCTIONS:** After the board has adopted this (or other form of a) Resolution calling the election and setting forth the Specifications of the Election Order, the board clerk or secretary shall sign and distribute the "Order of Election" as follows:

(1) For a governing board member election, generate three copies of the Resolution and Specifications; and, not less than 123 days prior to the date set for the election, send one copy to the officer conducting the election, and two copies to the county superintendent of schools. The superintendent, then, shall send one copy together with a copy of the Notice of Election to the officer conducting the election (county clerk or registrar of voters), not less than 120 days before the election (Education Code Sec. 5324).

(2) For an election on a measure, including a bond measure, send (only one copy of) the Resolution and Specifications directly to the officer conducting the election (county clerk or registrar of voters), not less than 88 days prior to the date of the election.

**BRIEF ELECTION CALENDAR  
SCHOOL AND COLLEGE DISTRICTS  
NOVEMBER 5, 2024 GENERAL ELECTION**

July 5

***SPECIFICATIONS OF ELECTION ORDER***

Deadline for school districts and college districts to deliver to the county superintendent of schools and the county elections official a **resolution** entitled “Specifications of the Election Order.” The order shall state the date and purpose of the election, the authority for ordering it, the authority for the specifications, and the signature of the authorizing officer. (Education Code §§ 5322, 15100)

July 8

***NOTICE OF ELECTION AND ORDERS OF ELECTION***

Deadline for the county superintendent of schools to deliver a formal **notice of election** and copies of district **election orders** to the elections official.  
(Ed. Code §§ 5324, 5325, 5361 – 5363, 15120)

July 8

***RULES FOR CANDIDATE STATEMENTS AND TIE VOTES***

Deadline for districts to decide whether **candidate statements** shall be limited to 200 or 400 words, and whether candidates or the district shall bear the cost of publishing statements in the voter pamphlet. (Elections Code § 13307) .

Suggested deadline for districts to determine whether **tie votes** shall be resolved by lot or a runoff election to be conducted on the sixth Tuesday after the election.

July 8 to August 7

***PUBLISH AND POST NOTICE OF ELECTION***

Deadline for the election official of the principal county to:

- (1) Publish one time the **notice of election** in a newspaper of general circulation in the districts containing the date of the election, offices to be filled, qualifications for candidacy, where and when declarations of candidacy are to be filed, and a notice that an appointment will be made in the event of insufficient nominees;
- (2) Send a **copy of the notice of election** to the districts, where it shall be posted in the district office. (E.C. § 12112; Ed. Code § 5363)

July 15 to August 9

***CANDIDATE NOMINATION AND FILING PERIOD***

Candidate filing period. Candidates must file a **declaration of candidacy** with the county election official before their name may be placed on the ballot. No filing fee is collected and no nomination signatures are needed. No candidate may file for more than one office, including the board of education. Candidates may not withdraw after August 9. (Ed. Code § 5300; E.C. §§ 10602, 10603)

A candidate, at his option, who wishes to have his **candidate statement of education and qualifications** included in the voter information pamphlet must file the statement and pay the printing cost deposit (if the district will not bear the cost) at the time the declaration is filed. The deposit varies, depending on the number of voters registered in each district. If not provided on electronic format an additional \$100 is charged.

August 10 to August 14

***POSSIBLE EXTENSION TO CANDIDATE NOMINATION AND FILING PERIOD***

Candidate filing period **extension**. If a declaration of candidacy for the incumbent in an office to be filled has not been received by 5:00 p.m. on August 10, then any person other than the incumbent shall have until 5:00 p.m. on August 14 to file a declaration of candidacy for the office. If there is no incumbent eligible to be elected, then there shall be no extension. (E.C. § 10407, 10516, 10604)

August 14

***INSUFFICIENT NOMINEES***

If by 5:00 p.m. there is only one candidate or no candidates for an office to be filled, or the number of candidates is fewer than the number to be elected, and no petition is submitted, signed by 10% or 50 voters (whichever is smaller), then the **election is not held** for that office. Instead, the qualified declared candidates shall be seated at the organizational meeting of the board. If there is no candidate, the **district shall publish a notice** one time stating that the board intends to make an appointment and informing the public how to apply for the office. Appointments shall be made at a meeting prior to Election Day and appointees shall be seated, as if elected, at the organizational meeting of the board. Districts shall immediately **notify the elections official** of all appointments. (Ed. Code §§ 5326, 5328)

October 7

***VBM VOTING PERIOD BEGINS***

All registered voters are mailed a VBM ballot & packet by this date. The VBM packet will include a Voter Information Guide and Poll Place information. (E.C. § 15101)

October 21

15-Day Close of Registration (E.C. § 2102)

November 4

***APPOINTMENTS***

Last day for governing boards to make **appointments** pursuant to insufficient candidate procedure pursuant to Sections 5326-5328 of the Education Code.

Tuesday, November 5

**Election Day.** Our office will open at 7:00 a.m. and close at 8:00 p.m.

November 7

The **official canvass** begins. When the canvass is complete, the county elections official declares the elected candidates. The elections official shall prepare a certified **statement of vote** and send it to the secretary of each district. The election official shall prepare **certificates of election** for each person elected. (E.C. § 15372)

December 13

Persons elected to the **county board of education shall take office.** (Ed. Code § 1007)

December 13

Persons elected to a **school or community college governing board shall take office.** Any board member whose term has expired shall continue to discharge the duties of the office until a successor has qualified. (Ed. Code § 5017)

# ***Plaza Elementary School District***

***Board of Trustees:***  
***Connie King***  
***Jake Cecil***  
***P. J. Davis***

**7322 County Road 24**  
**Orland, CA 95963**  
**Phone (530) 865-1250 Fax (530) 865-1252**

***Patrick Conklin***  
***Superintendent/Principal***

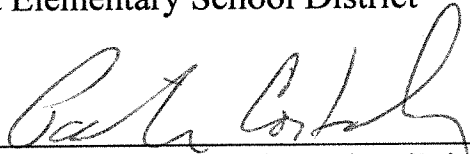
## **PUBLIC NOTICE**

### **Declaration of Need**

The Plaza Elementary School District is announcing the adoption of a Declaration of Need for Fully Qualified Educators.

The Plaza Elementary School District hereby announces that there is an insufficient number of certificated persons who meet the specified employment criteria for certificated positions and will need to apply for Emergency Permits, Waivers, and Internships.

Plaza Elementary School District

By:   
Patrick Conklin, Superintendent/Principal  
6/3/2024

Public Notice Posted on 6/3/2024 for the 2024-25 School Year



State of California  
Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2024-25

Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Plaza Elementary School District CDS Code: 62638

Name of County: Glenn County CDS Code: 11

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 6/18/2024 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

#### ► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2025.

Submitted by (Superintendent, Board Secretary, or Designee):

Patrick Conklin

Superintendent/Principal

*Name*

*Signature*

*Title*

530-865-1252

530-865-1250

6/18/2024

*Fax Number*

*Telephone Number*

*Date*

7322 County Road 24 Orland, CA 95963

*Mailing Address*

pconklin@plazaschool.org

*EMail Address*

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_/\_\_\_\_/\_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
_____		
<i>Mailing Address</i>		
_____		
<i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____
Emergency Transitional Kindergarten (ETK)	1 _____

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	
Special Education	
TOTAL	1

**Authorizations for Single Subject Limited Assignment Permits**

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

### **EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

### **EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?

☐ Yes ☒ No

If no, explain. We are a very small, one school district that relies on other intern programs.

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an internship program.

California State University, Chico, Western Governors University, Lake COE, National University

If no, explain why you do not participate in an internship program.