

Plaza School District
7322 County Road 24
Orland, CA 95963
BOARD OF TRUSTEES
Regular Board Meeting
April 25th, 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. Plaza Promise
 - i. Student Citizen of the Month
 - ii. Club Live
 - B. April Pirates Post
 - C. Plaza Community Club
 - D. Facilities
 - i. New Construction and Modernization
 - 1. Gym Bathroom
 - ii. Phase III
 - 1. Painting
 - 2. Furniture
 - 3. Kitchen/Cafeteria
 - 4. Campus Beautification
 - E. Local Control and Accountability Plan
 - i. Goal 4: Plaza Promise / Social Emotional Learning
 - F. California Healthy Kids Survey
 - G. 2024 Health and Wellness Plan
 - H. Glenn County Educator's Hall of Fame
 - I. 2022-23 Annual Audit as of June 30th, 2023
 - J. Board Member for 8th Grade Graduation on Wednesday, June 12th at 7:00pm
 - K. Categorical/Restricted Funds
- IX. 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 14th, 2024 Regular Board Meeting
 - b. Approve the Minutes of the March 28th, 2024 Special Board Meeting
 - c. Approve Warrant Registers March 8th, 2024 – April 18th, 2024

**Plaza School District
7322 County Road 24
Orland, CA 95963
BOARD OF TRUSTEES
Regular Board Meeting
April 25th, 2024
3:00PM
Agenda**

- d. **Approve Budget Transfers— None**
 - e. **Approve Annual Evaluation of Parent Involvement Policy Ed Code 11503/PESD BP6020**
 - f. **Certification that 8th Grade Students Meet Graduation Requirements/Sign Diplomas**
 - g. **Approve 2024-25 Consolidated Application**
 - h. **Approve 8th Grade Field Trip to White-Water Rafting on the American River in Coloma, CA May 29th-30th**
 - 2. **Approve Disposal/Sale of Basketball Jackets**
 - 3. **Approve Donating Outdated/Unlicensed Chromebooks to Students Annually**
 - 4. **Approve Agreement for Professional Services with Dannis Woliver Kelley**
 - 5. **Approve Culinary Depot Quote for Kitchen Equipment**
 - 6. **Approve 2024-25 Workplace Violence Prevention Plan**
- X. Closed Session**
- A. Negotiations**
- XI. Adjournment – Next Public Hearing June 18th, 2024 and Regularly Scheduled Meeting June 20th, 2024 @ 3PM**

April Pirates Post

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

Congratulations to the April Citizens of the Month!

Second Trimester Citizenship Awards:

8th Grade: Brenden Vereschagin

7th Grade: King Yannone & Jose Mendoza

6th Grade: Dalton Cecil & Daniella Infante

4th Grade: Lacey McCalla & Jase Jantzen

3rd Grade: Natalia Gomez & Kayden Guerrero

2nd Grade: Philip Jantzen & Elaina Culver

1st Grade: Emmeline Dahl & Agustin Campos

Kindergarten: Anastasia Krueger & Samuel Apodaca

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.**

The Plaza Promise:

Open House Thursday, April 11th

@ 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!

SPARK NOT AVAILABLE:

Wednesday, June 12th

&

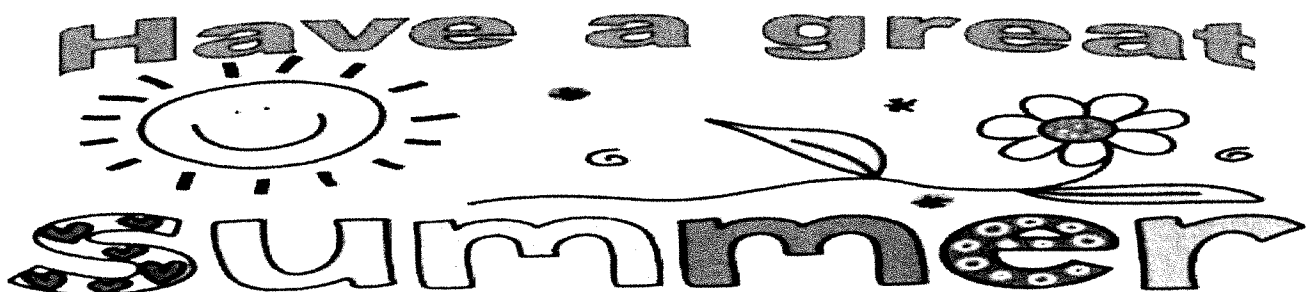
Thursday, June 13th

California Assessment of Student Performance and Progress

Plaza School 3rd-8th 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. 5th and 8th 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. 3rd, 7th, 8th grades will take their test May 6th-9th. 4th, 5th, 6th will take theirs May 20th-23rd. All make-up tests will be May 13th-17th and May 28th-30th.

Dates to Remember

April 10th	School Site Council Mtg. @ 3:00PM
April 11th	Plaza School Open House @ 5:30PM
April 18th	Plaza Community Club Mtg. @ 6:00PM
April 24th	Minimum Day Dismissal @ 12:45PM Teacher Pro Dev.
April 25th	Plaza School Board Mtg. @ 3:00PM
April 29th-May 3rd	Teacher Appreciation Week
May 3rd	Mother-Son Softball Games
May 7th	PCC Tri-Tip Dinner Fundraiser @ Orland Fire Hall
May 16th	PCC Mtg. @ Orland Round Table @ 6:00PM
May 27th	No School: Memorial Day
May 29th	Minimum Day Dismissal @ 12:45 Teacher Pro Dev.
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



Plaza Community Club

Savings, Period Ending 03/31/2024

RECONCILIATION REPORT

Reconciled on: 04/15/2024

Reconciled by: Kadie Salazar

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

Summary	USD
Statement beginning balance	18,903.47
Interest earned	.63
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>18,904.10</u>
Register balance as of 03/31/2024	18,904.10



March 31, 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: December 31, 2023
This statement: March 31, 2024

COMMUNITY BUSINESS SAVINGS

Account number	XXXXXX3348
Beginning balance	\$18,903.63
Ending balance	\$18,904.10
Low balance	\$18,903.94
Average balance	\$18,903.94
Interest paid year to date	\$0.47
Interest earned	\$0.47

Other Deposits/ Additions

Date	Description	Additions
01-31	Interest Credit	16
02-29	Interest Credit	15
03-31	Interest Credit	16
Total Other Deposits/ Additions		\$0.47

Daily Balances

Date	Balance	Date	Balance	Date	Balance
12-31	18,903.63	02-29	18,903.94	03-31	18,904.10
01-31	18,903.79				

Interest Information

Annual percentage yield earned	.01%
Interest-bearing days	91
Average balance for APY	\$18,903.79
Interest earned	\$0.47
Interest paid year to date	\$0.47
Statement period	01/01 to 03/31

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

Plaza Community Club

COMMUNITY BUSINESS CHECKING (5514) - 1, Period Ending 03/31/2024

RECONCILIATION REPORT

Reconciled on: 04/15/2024

Reconciled by: Kadie Salazar

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

Summary

USD

Statement beginning balance	12,015.33
Checks and payments cleared (5)	-860.37
Deposits and other credits cleared (1)	1,436.11
Statement ending balance	12,591.07
Uncleared transactions as of 03/31/2024	-335.71
Register balance as of 03/31/2024	12,255.36
Cleared transactions after 03/31/2024	0.00
Uncleared transactions after 03/31/2024	-556.86
Register balance as of 04/15/2024	11,698.50

Details

Checks and payments cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/12/2024	Check	3136	Mary McDade	-217.45
03/12/2024	Check	3138	Jennifer Crane	-350.00
03/18/2024	Expense		Quickbooks	-106.45
03/22/2024	Expense		Round Table Pizza	-158.85
03/28/2024	Expense		Wal-Mart	-27.62
Total				-860.37

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/29/2024	Deposit	2069637465	Drive Thru Dinner 2023	1,436.11
Total				1,436.11

Additional Information

Uncleared checks and payments as of 03/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/12/2024	Check	3137	Mandy Edson	-335.71
Total				-335.71

Uncleared deposits and other credits as of 03/31/2024

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 03/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2024	Expense		USPS	-108.80
04/11/2024	Expense		Target	-415.80
04/12/2024	Expense		Raleys	-32.26
Total				-556.86



March 31, 2024

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

Customer Service:
1-866-486-7782

Last statement: February 29, 2024
This statement: March 31, 2024

COMMUNITY BUSINESS CHECKING

Account number	XXXXXX5514	Beginning balance	\$12,015.33
Low balance	\$11,154.96	Deposits/Additions	\$1,436.11
Average balance	\$11,813.47	Withdrawals/Subtractions	\$860.37
Interest earned	\$0.00	Ending balance	\$12,591.07

Deposits/Additions

Date	Description	Additions
03-29	Deposit	1,436.11
Total Additions		\$1,436.11

Card Transactions/Withdrawals

Date	Description	Subtractions
03-18	POS Purchase Terminal Vbase2 Intuit *Qbooks Onl Inc CI Intuit CA XXXXXXXXXXXX6903	106.45
03-22	POS Purchase Terminal 01763439 Round Table Pizza 953/ 530-87222 CA XXXXXXXXXXXX6861	158.85
03-28	POS Purchase Terminal 19030010 Wal Wal-Mart Super 650 Yuba City CA XXXXXXXXXXXX6903	27.62
Total Card Transactions/Withdrawals		\$292.92

Daily Balances

Date	Amount	Date	Amount	Date	Amount
02-29	12,015.33	03-19	11,341.43	03-28	11,154.96
03-18	11,908.88	03-22	11,182.58	03-29	12,591.07
				03-31	12,591.07

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

<u>Check #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Date</u>
3136	\$217.45	03-19	*3138	\$350.00	03-19

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

Total Checks paid: 2 for **-\$567.45**

Plaza Community Club

COMMUNITY BUSINESS CHECKING (5514) - 1, Period Ending 02/29/2024

RECONCILIATION REPORT

Reconciled on: 03/18/2024

Reconciled by: Kadie Salazar

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

Summary	USD
Statement beginning balance	12,284.18
Checks and payments cleared (2)	-268.85
Deposits and other credits cleared (0)	0.00
Statement ending balance	12,015.33
Uncleared transactions as of 02/29/2024	-30.00
Register balance as of 02/29/2024	11,985.33
Cleared transactions after 02/29/2024	0.00
Uncleared transactions after 02/29/2024	-903.16
Register balance as of 03/18/2024	11,082.17

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/16/2024	Expense		Round Table Pizza	-168.85
02/20/2024	Expense		Quickbooks	-100.00
Total				-268.85

Additional Information

Uncleared checks and payments as of 02/29/2024

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

Uncleared deposits and other credits as of 02/29/2024

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
07/31/2023	Expense		Audible.com	0.00
Total				0.00

Uncleared checks and payments after 02/29/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/12/2024	Check	3138	Jennifer Crane	-350.00
03/12/2024	Check	3136	Mary McDade	-217.45
03/12/2024	Check	3137	Mandy Edson	-335.71
Total				-903.16



UMPQUA BANK

February 29, 2024

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Customer Service:
1-866-486-7782

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

Last statement: January 31, 2024
This statement: February 29, 2024

COMMUNITY BUSINESS CHECKING

Account number	XXXXXX5514	Beginning balance	\$12,284.18
Low balance	\$12,015.33	Deposits/Additions	\$0.00
Average balance	\$12,168.18	Withdrawals/Subtractions	\$268.85
Interest earned	\$0.00	Ending balance	\$12,015.33

Card Transactions/Withdrawals

Date	Description	Subtractions
02-16	POS Purchase Terminal 01763439 Round Table Pizza 953/ 530-87222 CA XXXXXXXXXXXX6861	168.85
02-20	POS Purchase Terminal Vbase2 Intuit *Qbooks Onl Inc Cl.Intuit CA XXXXXXXXXXXX6903	100.00
Total Card Transactions/Withdrawals		\$268.85

Daily Balances

Date	Amount	Date	Amount	Date	Amount
01-31	12,284.18	02-16	12,115.33	02-20	12,015.33
				02-29	12,015.33

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

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

Total Checks paid: 0 for **-\$0.00**

Member FDIC

Equal Housing Lender 
C00002329657

SBA Preferred Lender

Plaza Elementary School Modernization
Plaza Elementary School District
Estimate of Probable Costs

updated: 4/9/2024

	Construction Total (UBC)	=	\$1,573,209	<u>Notes</u>
Additional Project Costs:				
PCO 1 - Flooring Changes			\$16,610.00	
PCO 2 - Add IP Phones and Cameras			\$24,479.93	
PCO 3 - Data Infrastructure Upgrade			\$34,057.80	
PCO 4 - Remove and Replace Insulation at T-Bar			\$17,367.89	
PCO 5 - Abatement in Bldg A			\$40,484.70	
PCO 6 - CCD 1 & 3, Sitework			(\$16,819.75)	
PCO 7 - CCD 4			\$16,885.02	
PCO 8 - Additional demo & prep at drywall			\$27,805.94	
PCO 9 - Electrical Punch List Credit (pending)			(\$6,200.00)	
Subtotal Construction Costs	Subtotal	=	\$1,727,881	
AE Fees (Based on Adds only)		12% =	\$210,108	
Total DSA Fees (both already paid and reconciling with final cost)	estimated	=	\$23,300	
Other Fees (reconcile with any other fees)	estimated	=	\$5,215	Estimate only - District to confirm
T&I (reconcile with MPE bills)	estimated	=	\$5,000	Estimate only - District to confirm
Inspections (reconcile with Ray Dalton bills)	estimated	=	\$65,000	Estimate only - District to confirm
Project Total		=	\$2,036,504	
Full OPSC Apportionment				
		=	\$2,299,031	
Difference			\$262,527	
Contingency (included in bid)				
	UBC	=	\$78,660	
	District	=	\$78,660	

Plaza Elementary School Additions
Plaza Elementary School District
Estimate of Probable Costs

updated: 4/10/2024

	Construction Total (UBC)	=	\$6,611,249.00	Notes
Additional Project Costs:				
PCO 1 - Floor Plan Changes to Modular (pending)			\$46,652.28	
PCO 2 - Convert Well to Domestic			\$21,205.80	
PCO 3 - Instahot in Modular			\$2,590.33	
PCO 4 - Reinstallation of Sewer System			\$40,692.65	
PCO 5 - Manual Height Adjusters at Backstops			\$5,345.89	
PCO 6 - Baserock at Traffic Rated Fire Lane (pending)			\$19,033.54	
PCO 7 - Future Domestic Water Connection (pending)			\$46,130.73	
PCO 8 - Lightning Protection at Water Tanks (pending)			\$6,710.94	
PCO 9 - Fire Sprinkler Main Line Attachment (pending)			\$20,213.90	
PCO 10 - Cross Court Volleyball Posts and Net (pending)			\$9,000.00	
Additional Well Depth and Pump (pending)			\$20,000.00	
TK Yard and Fencing (pending)			\$60,000.00	
Standpipe (pending)			\$6,000	
Lighting VE Credit (pending)			(\$20,000.00)	
Subtotal Construction Costs	Subtotal =		\$6,894,825.06	
AE Fees (Includes Additive PCOs only)	9% =		\$622,334.26	
DSA Fees (already paid)	=		\$49,500.00	
Additional Estimated DSA Fees	estimated =		\$14,500.00	
Other Fees (reconcile with any other fees)	estimated =		\$88,874.00	Estimate only - District to confirm
T&I (reconcile with MPE bills)	estimated =		\$101,000.00	Estimate only - District to confirm
Inspections (reconcile with Ray Dalton bills)	estimated =		\$143,000.00	Estimate only - District to confirm
Project Total	=		\$7,914,033.32	
Full OPSC Apportionment	=		\$8,176,149	
Difference			\$262,115.68	
Contingency (included in \$6.9m GMP)			\$330,562	

From: Jennifer Huang <jennifer.huang@hmcarchitects.com>
Sent: Friday, March 29, 2024 12:05 PM
To: Patrick Conklin <pconklin@plazaschool.org>; Mark Luzi <mark.luzi@hmcarchitects.com>; Calvin Jackson <calvinj@unitedbuildingcontractors.com>
Cc: Jeffrey Grau <jeffrey.grau@hmcarchitects.com>
Subject: RE: Gym Bathroom

Patrick,

There are a number of issues that come into play with this request:

1. Utilities - plumbing is already in and so we would be talking about cutting up the new slab.
2. Design considerations – a second toilet room will displace some other space in the gym. Wherever it goes, there will not likely be utilities set up.
3. DSA – A CCD would need to be created and sent in for DSA review and comment. So, realize that they will need to be involved as well (time and money).
4. Time – Calvin will confirm, but a major change like this will cause delays for completion. Design time, DSA review time, delays in the overall schedule, etc.

We will draw up a quick plan option (minus utilities) and send to Calvin for a rough pricing. If it is something the board wants to move forward with, we can go from there.

Thanks,
Jennifer

Jennifer Huang
Senior Project Architect
100% Employee Owned
T 916.669.1003

Fast Company Most Innovative Companies 2024
ENR California's 2023 Design Firm of the Year



Patrick Conklin <pconklin@plazaschool.org>

Gym Bathroom

Jennifer Huang <jennifer.huang@hmcarchitects.com>

Fri, Mar 29, 2024 at 3:33 PM

To: Patrick Conklin <pconklin@plazaschool.org>, Calvin Jackson <calvinj@unitedbuildingcontractors.com>

Cc: Jeffrey Grau <jeffrey.grau@hmcarchitects.com>, Mark Luzi <mark.luzi@hmcarchitects.com>

Patrick,

Please see attached for a couple of quick options.

Option 1 (blue):

Locate a second toilet room at the end of the storage room.

Pros: Keep custodial and electrical room intact.

Cons: May not be possible structurally to put another opening in this wall (we are checking). Very visually open to the gym, so little privacy. Utilities are not in this area, so likely a lot of rework.

Option 2 (red):

Locate a second toilet room in the space currently planned for the custodial closet.

Pros: Close to utilities.

Cons: Shares space with the electrical panels, so a closet may need to be included within the toilet room for security. Also very little privacy from the main gym. Loses the custodial function entirely, which may not be practical.

Calvin, we would welcome your input or ideas.

Thanks,

Jennifer



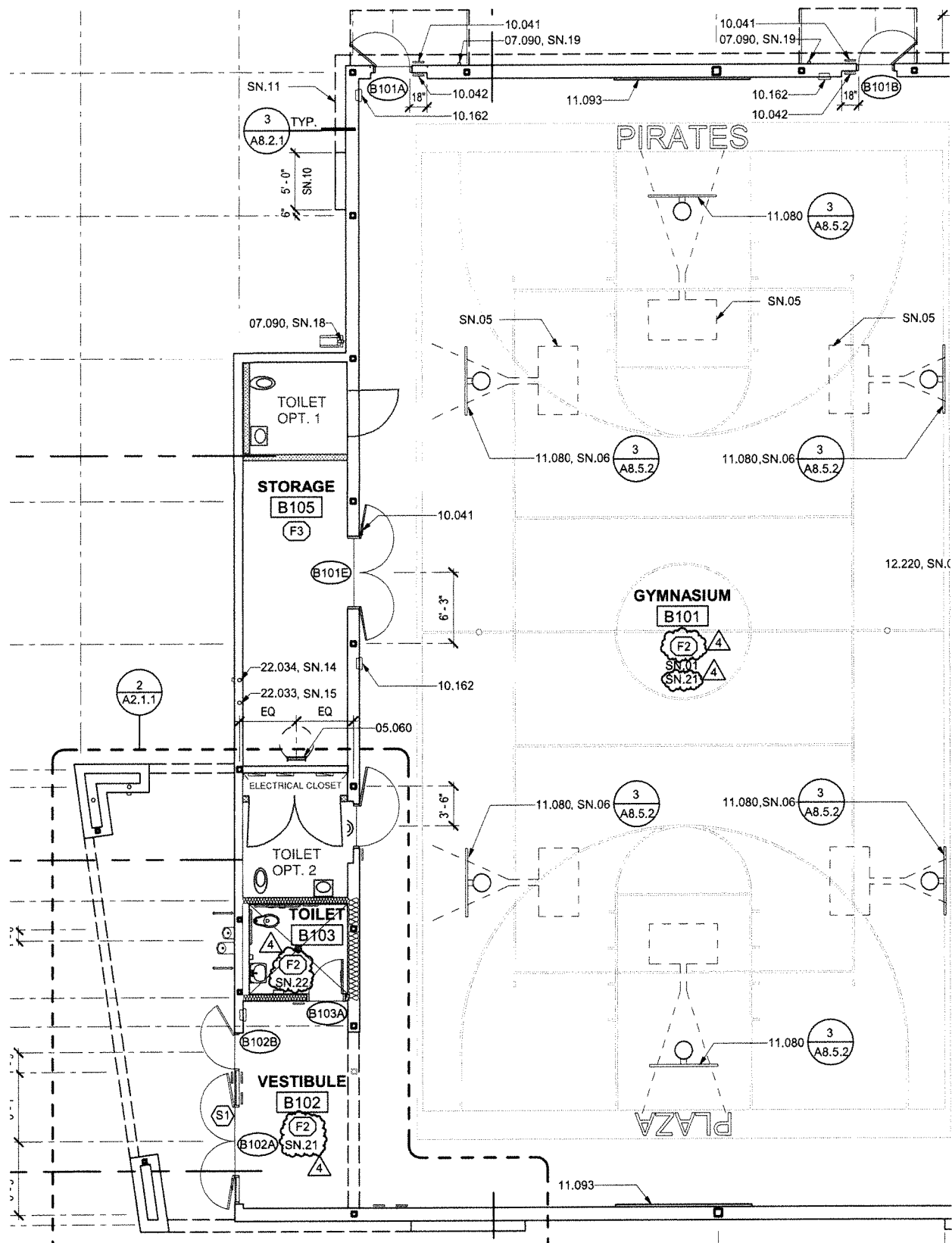
Jennifer Huang
Senior Project Architect

100% Employee Owned
T 916.669.1003

Fast Company Most Innovative Companies 2024
ENR California's 2023 Design Firm of the Year

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Plaza Elementary School District Wellness Policy

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Plaza Elementary School District Wellness Policy

Preamble

Plaza School District (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks.^{1,2,3,4,5,6,7} Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students.^{8,9,10} In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically.^{11,12,13,14} Finally, there is evidence that adequate hydration is associated with better cognitive performance.^{15,16,17}

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff and schools in the District. Specific measureable goals and outcomes are identified within each section below.

Plaza Elementary School District Wellness Policy

I. School Wellness Committee

Committee Role and Membership

The District will convene a representative district wellness committee through School Site Council (hereto referred to as the SSC or work within an existing school health committee) that meets at least three times per to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred as "wellness policy").

The SSC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); school administrators (e.g., superintendent, principal, vice principal), school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-EDEDSNAP-Ed).

Leadership

The Superintendent or designee(s) will convene the SSC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

Name	Title / Relationship to the School or District	Email address	Role on Committee
Patrick Conklin	Superintendent/Principal	pconklin@plazaschool.org	SSC Member
Jacky Orsua	Cafeteria Manager	jorsua@plazaschool.org	Assists in the evaluation of the wellness policy implementation
Mandy Edson Kim Fifield	Teacher	medson@plazaschool.org kfifield@plazaschool.org	SSC Member
Shauna Jones Kadie Salazar Scott Fleharty Cody Stilwell Rocio Gonzalez Shane Anderson	Parent		SSC Member

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. Refer to Appendix A for a list of school-level wellness policy coordinators.

Plaza Elementary School District Wellness Policy

II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at:

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at 7322 County Road 24, Orland, CA 95963. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the SSC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

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- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Patrick Conklin, Superintendent/Principal pconklin@plazaschool.org

The SSC will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The SSC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of SSC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

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III. Nutrition

School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and after school snack program. The District is committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following marketing and merchandising techniques:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - All available vegetable options have been given creative or descriptive names.
 - Daily vegetable options are bundled into all grab-and-go meals available to students.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - White milk is placed in front of other beverages in all coolers.
 - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
 - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options.

Free and Reduced Meals

All parents will be notified of the availability of free and reduced meals and the eligibility requirements for them. The school will make every effort to prevent the identification of those children to eliminate any social stigma attached to this program.

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Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

[NOTE: In some cases, states have passed more stringent nutrition standards for competitive foods and beverages in addition to the USDA Smart Snacks in School nutrition standards. In these states, districts and schools must also comply with their state standards.]

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day* will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the Alliance for a Healthier Generation and from the USDA.
2. Classroom snacks brought by parents. The District will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward,

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or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. The District will make available to parents and teachers a list of healthy fundraising ideas [examples from the Alliance for a Healthier Generation and the USDA].

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using marketing and merchandising techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/>.

Nutritional Standards-Public Notice

These Standards, in accordance with Board Policy and Administrative Regulations #3550, adopted November 16, 2011 shall be posted in public view within the cafeteria.

- The only food that may be sold to students during breakfast and lunch periods is food that is sold as a full meal. However, fruits, non-fried vegetables, legumes, beverages, dairy products or grain products may be sold as individual food items if:
 1. Not more than 35% of the total food calories, excluding nuts or seeds, are from fat.
 2. Not more than 10% of the food items total calories are from saturated fat.
 3. Not more than 35% of the total weight of the food item, excluding fruits and vegetables, is comprised of sugar.
 4. Its total calories do not exceed 175 calories.
- Any individual food item sold to students during morning or afternoon breaks shall meet the standards in #1 above.
- Regardless of the time of day, the only beverages that may be sold to elementary students are water, milk, and 100 percent fruit juices, fruit-based drinks that are comprised of no less than 50% fruit juice and have no added sweeteners, or vegetable-based drinks that are comprised of no less than 50% vegetables and have no additional sweeteners.

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- The only beverages that may be sold to middle school students (students in grades six through eight) from one half hour before the start of the school day until the end of the last period are:
 1. Fruit based drinks that are comprised of no less than 50% fruit juice and have no added sweeteners.
 2. Drinking water
 3. Milk, including but not limited to chocolate milk, soy milk, rice milk, and other similar dairy or non-dairy milk.
 4. An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20 ounce serving.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety

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- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.¹⁵ This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.

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- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

IV. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to participate in *Let's Move! Active Schools* (www.letsmoveschools.org) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District **elementary students** in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

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The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all grades (elementary). The District will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least **20 minutes of recess** on all days during the school year. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather is feasible for outdoor play.

In the event that the school or district must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

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Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school by encouraging participation in: appropriate and reasonable options such as physical activity clubs, physical activity in aftercare, intramurals or interscholastic sports, and insert approaches here.

V. Procurement Policy for Plaza Elementary School District

Food Service Department

This policy is in compliance with the Government Code of the State of California, sections 54202 and 54204, which mandate the following:

54202: Every local agency shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency. Purchases of supplies and equipment by the local agency shall be in accordance with said duly adopted policies and in accordance with all provisions of law governing same. No policy, procedure, or regulation shall be adopted which is inconsistent or in conflict with this statute.

54204: If the local agency is other than a city, county, or city and county, the policies provided for in Section 54202 shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.

Plaza Elementary School District will adhere to the following policy requirements for any procurement related to food service:

Purchases:

- ***Purchases greater than \$80,000:***
 - If the amount exceeds eighty thousand dollars (\$80,000) this is considered a formal purchase, and contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published at least once in a newspaper of general circulation in the district, as well as published in a newspaper generally circulated state-wide and posted on the district's website. The call for bids or proposals may also be published in a regional newspaper. No contract shall be divided for the purpose of avoiding this paragraph.
- ***Purchases greater than \$10,000 and less than \$25,000:***
 - **Plaza Elementary School District** will obtain competitive bids (quotes) when any purchase will cost more than ten thousand dollars (\$10,000.00) and less than twenty-five thousand dollars (\$25,000.00).
- ***Purchases less than \$10,000:***
 - Any purchase greater than three thousand dollars (\$3,000.00) and less than ten thousand dollars (\$10,000.00) is considered a small purchase and does not require a bid process, however, the small purchase shall be made on a competitive basis.
 - Any purchase below three thousand dollars (\$3,000.00) is considered a

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micro-purchase. Micro-purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, the district must distribute micro-purchases equitably among qualified suppliers.

Bid Specifications:

Plaza Elementary School District contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

Geographic Preference:

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School Plaza Elementary School District may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

Buy American:

Plaza Elementary School District will adhere to “**Buy American**” for the food service program. Therefore Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. However, Exceptions are allowed when:

- Food preferences can only be met with foreign goods
- Insufficient quantity and/or quality is available in the USA
- Domestic cost is significantly higher

Debarment and Suspension:

All food service contracts to be paid with Federal assistance expected to equal or exceed \$25,000.00. Plaza Elementary School District will obtain verification regarding debarment, suspension, ineligibility, and voluntary exclusion.

- To meet this requirement Plaza Elementary School District will use the state-approved Debarment and Suspension Certification Form to be included as an attachment to all contracts and bid documents.

Standard of Conduct for Plaza Elementary School District Employees:

Plaza Elementary School District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:

- No Plaza Elementary School District employees will engage in any procurement when there is a conflict of interest, real or perceived, and employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors

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- No Plaza Elementary School District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
 - The employee
 - Any member of his/her immediate family
 - People with whom there is an affectionate personal relationship
 - An organization which employs or is about to employ any of the above
- Plaza Elementary School District would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
- Plaza Elementary School District employees, officers, or agents shall neither solicit nor accept gratuities, favors, prizes, or anything of monetary value from contractors, political contractors, or parties to sub-agreements, or vendors to exceed a value of \$50.00

Contract Administration:

Plaza Elementary School District will maintain a contract administration system which will ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Plaza Elementary School District Business Manager will review all aspects of any contractor bid documents, expenditures, processes, and procedural aspects to ensure compliance with all federal, state, and school district regulations.

Discounts, Rebates, Credits:

Plaza Elementary School District will verify that all food program contracts and procurements are net of all applicable discounts, rebates, and credits. All contractors will maintain records and source documents in support of all costs, discounts, rebates, and credits.

Records Retention:

The District will retain all food program records for three years after final payments and/or three years after any pending matters have been closed and completed.

Bid Protest Procedures:

Any vendor who desires to protest the award of a bid pursuant to this policy shall, within fifteen (15) days after award of the bid, give notice of their protest. The notice shall state in detail the basis of the claimant's bid protest and the resolution requested. The bid protest shall be provided to the Food Service Director or other person designated by the school district to handle bid protests pursuant to the food service procurement policy. The Food Service Director or other person so designated shall investigate the claim and issue a written

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decision within fifteen (15) days after receipt. If the claimant is not satisfied with the decision of the Food Service Director, the claimant may appeal the decision to the board of trustees of the school district. The notice of appeal shall be filed with the board of trustees at the office of the Superintendent of Schools within fifteen (15) days after issuance of the decision being appealed from. The appeal shall state the basis of the appeal and provide to the board the original bid protest, together with a copy of the decision being appealed from. The specific grounds for the appeal shall be stated in the appeal and shall not include additional claims or information not provided with the original bid protest.

The board of trustees at the next regular board meeting following the receipt of the appeal shall either hear the appeal or set a time to consider the appeal. The board may in its discretion render a decision based upon the information and records before the board of trustees or, in the board's discretion, may request the claimant and a representative of the school district to each present information pertaining to the bid protest. In the event the board chooses to hear from the bid protester and a representative of the school district, each will be entitled to present or have someone on their behalf present their position to the board.

Thereafter, the board shall render its decision either at that meeting or at the next regular board meeting.

Glossary:

Extended School Day – the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

School Campus - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day – the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

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Title	Allocation Expenses Allocation Expenses Allocation Expenses Current						
	2021-22	2021-22	2022-23	2022-23	2023-24	2023-24	Balance
Expanded Learning Opp. Program (\$ 59,710.00	\$ (9,972.52)	\$ 159,537.00	\$ (96,134.31)	\$ 139,619.00	\$ (101,094.97)	\$ 151,664.20
Child Nutrition: School Prog.	\$ 404,413.31	\$ (235,791.15)	\$ 391,831.93	\$ (243,744.82)	\$ 351,623.00	\$ (244,620.22)	\$ 423,712.05
Child Nutrition: Supply Chain Assist:	\$ 14,247.78	\$ -	\$ 17,100.16	\$ (14,247.78)	\$ 15,789.55	\$ -	\$ 32,889.71
UPK Planning and Imp. Grant	\$ 28,949.00	\$ -	\$ 33,800.00	\$ (44.15)	\$ -	\$ -	\$ 62,704.85
Educator Effect. Block Grant	\$ 46,214.00	\$ -	\$ -	\$ (13,929.46)	\$ -	\$ (404.92)	\$ 31,879.62
Arts, Music, & Instruct. Grant	\$ -	\$ -	\$ 118,848.00	\$ (3,059.85)	\$ -	\$ (21,485.17)	\$ 94,302.98
Arts & Music in Schools (Prop 28)	\$ -	\$ -	\$ -	\$ -	\$ 29,284.00	\$ -	\$ 29,284.00
2021 Kitchen Infrastructure (KIT I)	\$ 25,000.00	\$ -	\$ -	\$ (1,495.76)	\$ -	\$ (7,780.08)	\$ 15,724.16
2021 Kitchen Training (KIT I)	\$ 8,533.00	\$ -	\$ -	\$ (8,533.00)	\$ -	\$ -	\$ -
2022 Kitchen Infra. & Train. (KIT II)	\$ -	\$ -	\$ 159,178.00	\$ -	\$ -	\$ (4,750.00)	\$ 154,428.00
Expanded Learning Opp. Grant (EL)	\$ 58,482.00	\$ (43,787.94)	\$ -	\$ (3,112.36)	\$ -	\$ (446.60)	\$ 11,135.10
Learning Recovery Emergency Bloc	\$ -	\$ -	\$ 204,387.00	\$ -	\$ -	\$ (66,240.13)	\$ 138,146.87
Multi-Tiered System of Support (MT)	\$ -	\$ -	\$ 50,000.00	\$ (37,478.77)	\$ -	\$ -	\$ 12,521.23
ESSER III Summer	\$ -	\$ -	\$ 55,200.00	\$ -	\$ 55,200.00	\$ -	\$ 110,400.00

Spend by Spend by Spend by Spend by No Expenditure									
06/30/2024	09/30/2024	06/30/2025	09/30/2025	06/30/2026	06/30/2028	Deadline	Title		
\$ 12,045.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139,619.00	Expanded Learning Opp. I		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	423,712.05	Child Nutrition: School Prc		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	32,889.71	Child Nutrition: Supply Ch.		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	UPK Planning and Imp. G		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	Educator Effect. Block Gre		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	Arts, Music, & Instruct. Gr		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	Arts & Music in Schools (F		
\$ 15,724.16	\$ -	\$ -	\$ -	\$ -	\$ -	-	2021 Kitchen Infrastructur		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	2021 Kitchen Training (KIT		
\$ -	\$ -	\$ 154,428.00	\$ -	\$ -	\$ -	-	2022 Kitchen Infra. & Trair		
\$ -	\$ 11,135.10	\$ -	\$ -	\$ -	\$ -	-	Expanded Learning Opp. I		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,146.87	-	Learning Recovery Emerg		
\$ -	\$ 12,521.23	\$ -	\$ -	\$ -	\$ -	-	Multi-Tiered System of Su		
\$ -	\$ 55,200.00	\$ -	\$ 55,200.00	\$ -	\$ -	-	ESSER III Summer		

Plaza School District
7322 County Road 24
Orland, CA 95963
BOARD OF TRUSTEES
Regular Board Meeting
March 14th, 2024
3:00PM
Minutes

- I. **Call to Order** – The meeting was called to order at 3:00PM
- II. **Pledge of Allegiance**
- III. **Members Present** – Board Trustees Jake Cecil, PJ Davis, and Connie King. Superintendent Conklin and Business Manager Alex Hinely
- 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. **Plaza Promise**
 - i. **Student Citizen of the Month** - Mr. Conklin presented Baylie R. and Rosario L.
 - ii. **Community Engagement Night Thursday, February 29th, 2024** – Mr. Conklin explained that the event was a success and there was a good turnout. Teachers did a great job. Mrs. King appreciated the younger kids working through difficult math problems during the 7th-8th grade activity
 - iii. **Open House Thursday, April 11th, 2024** – Mr. Conklin reminded the board of the event
 - iv. **Club Live/Student Leadership** – Mr. Conklin discussed how the school is promoting the Plaza Promise, including CLub Live working on class presentations and a whole school assembly. He showed the Plaza Promise swag students will receive
 - B. **February and March Pirates Post** – Mr. Conklin presented the newsletters
 - C. **Plaza Community Club** – Mr. Conklin discussed PCC activities and presented their financial report
 - D. **Facilities**
 - i. **New Construction and Modernization** – Mr. Conklin updated the board on the projects and the board did a walk through of the buildings. The gym should be substantially completed before school starts. The modular should be substantially completed by May
 - ii. **Phase III**
 - 1. **HVAC** – The HVAC project was completed
 - 2. **Painting** – The board directed Mr. Conklin to issue a RFP following CUPCCAA procedures
 - 3. **Furniture** – Mr. Conklin discussed the quotes for bookshelves and cabinets, including two local custom made cabinet makers and a

Plaza School District
7322 County Road 24
Orland, CA 95963
BOARD OF TRUSTEES
Regular Board Meeting
March 14th, 2024
3:00PM
Minutes

national vendor. The board directed Mr. Conklin to choose a local cabinet maker after negotiating prices and checking references

- 4. Kitchen/Cafeteria** – Mr. Conklin discussed the quotes and the board directed him to issue a RFP following a traditional formal bid process

E. OPEB Actuarial Study GASB 75 – Mr. Conklin presented the report

F. June Board Meeting Dates – The board will reschedule the June 19th meeting to June 18th.

G. Quarterly Report on Williams Complaints as of January 2024 – No complaints made

H. Universal Pre-Kindergarten

i. **Teacher** – Mr. Conklin discussed the interviews

ii. **Classroom Aide(s)** – The board directed Mr. Conklin to hire a full time classroom aide for the UPK classroom

I. 2023-24 Enrollment – Mr. Conklin informed the board that there are 193 students enrolled

J. Glenn County Educators Hall of Fame – The board chose Martha Bradshaw

K. Enrollment Lottery – The board conducted a random unbiased lottery for families requesting enrollment

IX. 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 18th, 2024 Regular Board Meeting**

b. **Approve Warrant Registers January 12th, 2024 – March 7th, 2024**

c. **Approve Budget Transfers— None**

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

2. Approve Plaza School 2024-25 Home to School Transportation Service Plan

Connie King moved to Approve Plaza School 2024-25 Home to School Transportation Service Plan and PJ Davis seconded. All approved

3. Approve Hiring Katie Love as the 2024-25 UPK/TK Teacher

PJ Davis moved to Approve Hiring Katie Love as the 2024-25 UPK/TK Teacher and Connie King seconded. All approved.

4. Approve 7th Grade Field Trip Request to Old Sacramento in May

Connie King moved to Approve 7th Grade Field Trip Request to Old Sacramento in May and PJ Davis seconded. All approved

5. Approve Certification of 2nd Interim Report as of January 31st, 2024

Plaza School District
7322 County Road 24
Orland, CA 95963
BOARD OF TRUSTEES
Regular Board Meeting
March 14th, 2024
3:00PM
Minutes

PJ Davis moved to Approve Certification of 2nd Interim Report as of January 31st, 2024 and Connie King seconded. All approved

- X. **Adjournment – Next Regularly Scheduled Meeting Thursday, April 25th, 2024 @ 3PM** – The meeting adjourned at 5:21PM

Plaza School District
7322 County Road 24
Orland, CA 95963
BOARD OF TRUSTEES
Special Board Meeting
March 28th, 2024
3:00PM
Minutes

- I. **Call to Order** - The meeting was called to order at 3:01PM
- II. **Pledge of Allegiance**
- III. **Members Present** - Board Trustees Jake Cecil, PJ Davis, and Connie King, Superintendent Patrick Conklin and Business Manager Alex Hinely
- 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. **Action**
 - A. **New Business**
 - i. **Approve TK Instructional Aide Job Description**

Connie King made a motion to Approve TK Instructional Aide Job Description and PJ Davis seconded. All approved.

- IX. **Discussion**
 - A. **Phase III Campus Beautification**

The board directed Mr. Conklin to assemble a committee of staff, parents, and a board member to meet and make recommendations for campus beautification. The board's goal is simple, sharp, and clean

- X. **Adjournment – Next Regularly Scheduled Meeting Thursday, April 25th, 2024 @ 3PM** – The meeting was adjourned at 4:21PM

Checks Dated 03/08/2024 through 04/18/2024

Board Meeting Date April 25, 2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
40351802	03/13/2024	ADVANCED DOCUMENT	01-5890	USAGE CHARGE 02/01/24 -02/29/24		390.05
40351803	03/13/2024	CORNELL DISTRIBUTING	13-4700	CAFETERIA FOOD		317.90
40351804	03/13/2024	DEBORAH ARIZA	13-4700	CAFETERIA FOOD		126.00
40351805	03/13/2024	DNA	01-5890	WEBSITE HOSTING SERVICE FEE		50.00
40351806	03/13/2024	ELIAS VARGAS	01-5890	MILEAGE REIMBURSEMENT 12/04/23 - 03/04/24		202.23
40351807	03/13/2024	EXPLORELEARNING	01-4100	REFLEX-FRAX2-BUNDLE		11,651.85
40351808	03/13/2024	GLENN COUNTY	01-5890	45 DAY SAFETY INSPECTION		225.00
40351809	03/13/2024	HUNT PROPANE INC.	01-5540	299.50 GALLONS OF PROPANE	928.31	
			01-5890	ANNUAL TANK RENT - FEB. 2024	21.45	949.76
40351810	03/13/2024	NORTH VALLEY VOICE STUDIOS	01-5890	MUSIC/CHOIR JAN. 10,17,24,29 FEB. 7,14,28		1,300.00
40351811	03/13/2024	ORLAND ACE HARDWARE	01-4300	SITE SUPPLIES		366.50
40351812	03/13/2024	PROPACIFIC FRESH	13-4700	CAFETERIA FOOD	392.12	
			35-5815	CAFETERIA FOOD - WALDEN	896.11	1,288.23
40351813	03/13/2024	RAY DALTON CONSTR. CONSULTING		PLAZA - ADDITIONS	8,000.00	
				PLAZA - MODERNIZATION	2,000.00	10,000.00
40351814	03/13/2024	SIERRA WATER UTILITY	01-5890	OPERATOR SERVICE CHARGE - DROUGHT REPORTING 2023		765.77
40351815	03/13/2024	SNYDER & SONS PLUMBING	01-5630	SLIP JOINT WASHER - SINK DRAIN 3RD GRADE		269.11
40351816	03/13/2024	TCG ADMINISTRATORS/CALSTRS	01-5890	MONTHLY ADMINISTRATION FEES	124.86	8.00
40351817	03/13/2024	THE DANIELSEN CO.	13-4300	CAFETERIA SUPPLIES	51.25	
				CAFETERIA SUPPLIES - WALDEN	1,713.88	
			13-4700	CAFETERIA FOOD	1,146.62	3,036.61
				CAFETERIA FOOD - WALDEN		
40351818	03/13/2024	US BANK	01-4300	CAFETERIA STORAGE CABINET	171.31	
				ELECTRIC FRUIT PEELER	105.31	
				ELO - P CANOPY	55.74	
				ELO - P MATH GAMES	93.19	
				ELO - P SUPPLIES	165.33	
				ELO - P SUPPLIES - PAINTING CANVAS, WATERCOLORS	125.41	
				ELO - P SUPPLIES - PAPER, CUBE TRAY, SPRAY BOTTLES	469.66	
				ELO - P SUPPLIES - STICKERS	495.25	
				ELO - P SUPPLIES FOR FEB. BREAK	46.95	
				ENGAGEMENT NIGHT SUPPLIES	261.70	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 03/08/2024 through 04/18/2024 Board Meeting Date April 25, 2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
40351818	03/13/2024	US BANK		EXTERNAL DVD DRIVE	246.60	
				SUPPLIES - DISPOSABLE CUPS, FLASH CARDS	46.47	
				WALDEN CAFETERIA - KNIFE SET, CUTTING BOARDS	65.53	
				WALDEN CAFETERIA - ROASTER OVEN	117.96	
			01-5890	ACCELERATED READER SUBSCRIPTION	114.30	
				CLEARINGHOUSE - J.FELIX	1.25	
				LATE CHARGE	2.00	
				SPOTIFY MONTHLY CHARGE	10.99	
			13-4300	GARDEN BED FOR VEGETABLES	492.24	
40351819	03/13/2024	WASTE MANAGEMENT	13-4700	CAFETERIA FOOD	371.00	3,458.19
40352240	03/21/2024	AT&T	01-5520	SERVICE CHARGE 02/01/24 - 02/29/24		421.68
			01-5910	MONTHLY SERVICE CHARGE 02/10/24 - 03/09/24		67.15
40352241	03/21/2024	CDW GOVERNMENT	01-4400	PLAZA - 13917 PLAZA LINES		17,553.31
40352242	03/21/2024	CORNELL DISTRIBUTING	13-4700	CAFETERIA FOOD		297.20
40352243	03/21/2024	LOVELL, JOHN D	01-5200	138 MILES @ .655 \$90.39 / 84.80 MILES @ .67 \$56.82		147.21
40352244	03/21/2024	MID PACIFIC ENGINEERING, INC.	35-5200	GEOTECHNICAL REPORT - MODERNIZATION		10,039.60
40352245	03/21/2024	NAPA AUTO PARTS	01-4300	SITE SUPPLIES - CREDIT	206.71-	
				SITE SUPPLIES - HOSE, GAUGE	213.58	6.87
40352246	03/21/2024	NORCAL PUMPING	01-5630	SEPTIC SERVICES - LABOR 01/12/24 & 01/29/24		437.50
40352247	03/21/2024	PG&E	01-5545	MONTHLY CHARGE 02/01/24 -03/03/24		26.28
40352248	03/21/2024	PROPACIFIC FRESH	13-4700	CAFETERIA FOOD	255.80	
				CAFETERIA FOOD - WALDEN	1,094.05	1,349.85
40352249	03/21/2024	THE DANIELSEN CO.	13-4300	CAFETERIA SUPPLIES	81.69	
				CAFETERIA SUPPLIES - WALDEN	114.65	
			13-4700	CAFETERIA FOOD	1,917.50	
				CAFETERIA FOOD - WALDEN	972.53	3,086.37
40352250	03/21/2024	UNITED BUILDING CONTRACTORS	35-6200	PLAZA - ADDITIONS		90,842.80
40352308	03/27/2024	CDE Cashier's Office	13-4700	COMMODITY - CAFETERIA		23.40
40352309	03/27/2024	CORNELL DISTRIBUTING	13-4700	CAFETERIA FOOD		297.90
40352310	03/27/2024	FELIX, JOHN A	01-5200	MILEAGE REIMBURSEMENT - 152 MILES		101.84
40352311	03/27/2024	GREG'S HEATING & A/C	01-6400	5 BRYANT 3 TON UNITS		62,500.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ReqPay12d

Board Report

Checks Dated 03/08/2024 through 04/18/2024

Board Meeting Date April 25, 2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
40352312	03/27/2024	HMC ARCHITECTS C/O RGA	35-6200	PROFESSIONAL SERVICES RENDERED FEB. 2024		5,355.11
40352313	03/27/2024	NORCAL FOOD EQUIPMENT, INC.	01-5630	LABOR, PARTS, FRIEGHT, WOLF RANGE, DISHWASHER	842.18	
40352314	03/27/2024	PACE ANALYTICAL SERVICES LLC	01-5660	WALK-IN FREEZER REPAIR	1,914.83	2,757.01
40352315	03/27/2024	PG&E	01-5545	DRINKING WATER MONITORING		145.96
40352316	03/27/2024	PROPACIFIC FRESH	01-5545	STREET LIGHT - 02/15/24 - 03/15/24		12.07
40352317	03/27/2024	SAV MOR FOODS	13-4700	CAFETERIA FOOD	314.59	
40352318	03/27/2024	SGONTZ, CHELSEY J	CAFETERIA FOOD - WALDEN		813.52	1,128.11
40352319	03/27/2024	THE DANIELSEN CO.	13-4700	CAFETERIA FOOD		38.58
			01-4300	METER STICKS		36.37
			13-4300	CAFETERIA SUPPLIES	105.61	
			CAFETERIA SUPPLIES - WALDEN		100.95	
40352538	04/03/2024	CORNELL DISTRIBUTING	13-4700	CAFETERIA FOOD	2,193.92	3,384.47
40352539	04/03/2024	CRANE, JENNIFER M	CAFETERIA FOOD - WALDEN		983.99	217.90
40352540	04/03/2024	FOREFRONT EDUCATION	13-4700	CAFETERIA FOOD		4.99
40352541	04/03/2024	HUNT PROPANE INC.	01-4300	RICE/MACARONI FOR SCIENCE EXPERIMENT		690.00
40352542	04/03/2024	MACQUARIE EQUIPMENT CAPITAL, I NC.	01-5890	ANNUAL SUBSCRIPTION 2024-25		989.93
40352543	04/03/2024	ORLAND ACE HARDWARE	01-5540	423.40 GALLONS OF PROPANE		338.91
			01-5890	LEASE PAYMENT		
			01-4300	SITE SUPPLIES - CLOROX SPLASHLESS, TRIMMER	65.91	
40352544	04/03/2024	PROPACIFIC FRESH	SITE SUPPLIES - THREAD SEAL TAPE		3.86	69.77
40352545	04/03/2024	SAV MOR FOODS	13-4700	CAFETERIA FOOD	265.63	
40352546	04/03/2024	SIERRA WATER UTILITY	CAFETERIA FOOD - WALDEN		691.32	956.95
40352547	04/03/2024	TEAM SPORTS UNIFORMS INC.	13-4700	CAFETERIA FOOD		54.50
40352548	04/03/2024	THE DANIELSEN CO.	01-5890	OPERATOR SERVICE CHARGE - END OF YEAR REPORT		358.27
			01-4300	UNIFORMS FOR SPORTS		10,435.36
			13-4300	CAFETERIA SUPPLIES	96.76	
			CAFETERIA SUPPLIES - WALDEN		156.00	
40352841	04/10/2024	ADVANCED DOCUMENT	13-4700	CAFETERIA FOOD	2,342.98	3,629.90
40352842	04/10/2024	CHRISTY WHITE ACCT CORP	CAFETERIA FOOD - WALDEN		1,034.16	364.09
			01-5890	USAGE CHARGE 03/01/24 - 03/31/24		5,557.00
			01-5810	2022-23 DISTRICT AUDIT 2ND PROGRESS		
40352843	04/10/2024	CORNELL DISTRIBUTING	13-4700	CAFETERIA FOOD		217.20

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 03/08/2024 through 04/18/2024

Board Meeting Date April 25, 2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
40352844	04/10/2024	CRANE, JENNIFER M	01-4300	MEASURING SPOON SET FOR CLASS		6.73
40352845	04/10/2024	DNA	01-5890	CMS WEBSITE HOSTING SERVICE FEE		50.00
40352846	04/10/2024	DWK ATTORNEYS AT LAW	01-5815	PROFESSIONAL SERVICES RENDERED		3,250.00
40352847	04/10/2024	GLENN COUNTY	01-5890	45 DAY SAFETY INSPECTION		225.00
40352848	04/10/2024	HUNT PROPANE INC.	01-5540	119.10 GALLONS OF PROPANE		320.38
40352849	04/10/2024	NORCAL FOOD EQUIPMENT, INC.	01-5630	CONVECTION OVEN - REPAIR		1,270.03
40352850	04/10/2024	OFFICE DEPOT	01-4300	K-8TH SUPPLIES	407.80	
				OFFICE SUPPLIES	66.00	
				PAPER, CARD STOCK, COPIER PAPER	523.60	997.40
40352851	04/10/2024	ORLAND ACE HARDWARE	01-4300	SITE SUPPLIES - EDGER BLADE, DUSTER	54.26	
				SITE SUPPLIES - ELO	7.76	
				SITE SUPPLIES -ELO	87.21	149.23
40352852	04/10/2024	PACE ANALYTICAL SERVICES LLC	01-5560	DRINKING WATER MONITORING		304.08
40352853	04/10/2024	PG&E	01-5545	SERVICE CHARGE 03/04/24 - 04/01/24		23.82
40352854	04/10/2024	PROPACIFIC FRESH	13-4700	CAFETERIA FOOD	535.57	
				CAFETERIA FOOD - WALDEN	642.64	1,178.21
40352855	04/10/2024	RAY DALTON CONSTR. CONSULTING	35-5815	PLAZA - ADDITIONS	10,400.00	
				PLAZA MODERNIZATION	2,600.00	13,000.00
40352856	04/10/2024	RELF, ELIZABETH J	01-4300	ELO-P SUPPLIES		70.63
40352857	04/10/2024	SAV MOR FOODS	13-4700	CAFETERIA FOOD - ELO		19.74
40352858	04/10/2024	SGONTZ, CHELSEY J	01-4300	BOOKS FOR CLASS - THE ONE AND ONLY IVAN		201.21
40352859	04/10/2024	THE DANIELSEN CO.	13-4300	CAFETERIA SUPPLIES - WALDEN	190.44	
			13-4700	CAFETERIA FOOD - WALDEN	1,423.26	1,613.70
40352860	04/10/2024	TRI-COUNTY SCHOOLS INS GROUP (TCSIG)	01-9571	APRIL 2024 DISTRICT PAID INS	19,929.84	
				APRIL 2024 EMPLOYEE PAID INS	4,286.24	
			01-9573	APRIL 2024 RETIREE PAID INS	936.00	25,152.08
40352861	04/10/2024	VERIZON WIRELESS	01-5910	ELO-P/SPARK CELL PHONE		106.00
40352862	04/10/2024	WASTE MANAGEMENT	01-5520	SERVICE CHARGE 03/01/24 - 03/31/24		421.68
40353086	04/17/2024	CONKLIN, PATRICK M	01-5890	AMAZON PRIME MEMBERSHIP		149.08
40353087	04/17/2024	CORNELL DISTRIBUTING	13-4700	CAFETERIA FOOD		179.30
40353088	04/17/2024	DEMCO INC	01-4300	LABELS FOR LIBRARY		97.17
40353089	04/17/2024	NORCAL PUMPING	01-5630	SEPTIC TANK PUMPING, TANK CORING		2,450.00
40353090	04/17/2024	ORLAND ACE HARDWARE	01-4300	SITE SUPPLIES - ELBOW, BATTERY AA	23.83	
				SITE SUPPLIES - ELBOW, RISER 1/2	2.50	26.33
40353091	04/17/2024	PROPACIFIC FRESH	13-4700	CAFETERIA FOOD - WALDEN		409.52

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 03/08/2024 through 04/18/2024

Board Meeting Date April 25, 2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
40353092	04/17/2024	TCG ADMINISTRATORS/CALSTRS	01-5890	MONTHLY ADMINISTRATION FEES		8.00
40353093	04/17/2024	THE DANIELSEN CO.	13-4300	CAFETERIA SUPPLIES	159.12	
			13-4700	CAFETERIA FOOD	1,943.96	2,103.08
40353094	04/17/2024	US BANK	01-4300	CAFETERIA SUPPLIES - KITCHENAID	117.94	
				ELECTRIC PEELER RETURN	103.20-	
				ENGAGEMENT NIGHT	258.28	
				ENGAGEMENT NIGHT SUPPLIES	109.43	
				SITE SUPPLIES	8.58	
				SITE SUPPLIES - AMAZON	10.71-	
			01-5890	SPOTIFY MONTHLY MEMBERSHIP	10.99	
			13-4700	CAFETERIA FOOD	121.73	513.04
Total Number of Checks					83	312,642.05

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	55	157,464.95
13	CAFETERIA	25	25,939.59
35	COUNTY SCHOOL FACILITIE:	5	129,237.51
Total Number of Checks		83	312,642.05
Less Unpaid Tax Liability			.00
Net (Check Amount)			312,642.05

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

FIELD TRIP REQUEST FORM



Major Field Trip (over 20 miles)



Minor Field Trip (local/20 miles or less)

Teacher Henning

Destination (Place) / Activity White-water rafting on the American River

City Coloma, CA

Distance in miles, one way 120 mi

Purpose 8th grade trip

Date of proposed trip May 29-30

Departure Time: 1:00 pm Return Time: 7:00 pm

Method of Transportation Parent drivers

Minor Field Trip Approval

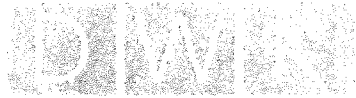
Signature _____ Date _____

Superintendent

Major Field Trip Approval

Signature _____ Date _____

Clerk, Board of Trustees



DANNIS WOLIVER KELLEY

Attorneys at Law

MATTHEW P. JUHL-DARLINGTON

Attorney at Law

mdarlington@DWKesq.com

Chico

March 20, 2024

VIA EMAIL

Patrick Conklin
Principal/Superintendent
Plaza Elementary School District
7322 County Road 24
Orland, CA 95963-9777

Re: 2023-2024 Agreement for Professional Services

Dear Superintendent Conklin:

For more than 45 years, we have provided legal advice and counseling services to California school and community college districts. We appreciate more than ever the opportunity to be your partner in achieving your core mission to educate and prepare all children and young adults to be responsible, mindful citizens in the global marketplace of ideas. Together, we have met the challenges of a worldwide pandemic and have stood by your side to help you change course repeatedly, pivot often and innovate in the moment. We remain your steadfast allies and will support you with our full range of expertise to provide quality education programs to millions of California students.

Attached is our Agreement for Professional Services for the 2023-2024 school year. Other than updating the term of agreement to reflect the upcoming school year, there are no other changes to the agreement. This means there will be no changes to the billing ranges during this time period; however, individual attorney hourly rates may be adjusted within the existing ranges during the term of the agreement.

We will continue to offer the Plaza Elementary School District efficient and prompt service and the highest quality legal advice and counsel you have come to expect.

We look forward to serving the District in the coming school year and continuing our mutually rewarding partnership. Please sign the attached Agreement, insert the date of Board approval, and return to the undersigned via email.

Best regards,

Dannis Woliver Kelley

Matthew P. Juhl-Darlington
Matthew P. Juhl-Darlington
MJD:clb

SAN FRANCISCO
200 California Street
Suite 400
San Francisco, CA 94111
TEL 415.543.4111
FAX 415.543.4384

LONG BEACH
444 W. Ocean Blvd.
Suite 1750
Long Beach, CA 90802
TEL 562.366.8500
FAX 562.366.8505

SAN DIEGO
750 B Street
Suite 2600
San Diego, CA 92101
TEL 619.595.0202
FAX 619.702.6202

CHICO
2485 Notre Dame Blvd.
Suite 370-A
Chico, CA 95928
TEL 530.343.3334
FAX 530.924.4784

SACRAMENTO
555 Capitol Mall
Suite 645
Sacramento, CA 95814
TEL 916.978.4040
FAX 916.978.4039

EAST BAY
2087 Addison Street
2nd Floor
Berkeley, CA 94704
TEL 510.345.6000
FAX 510.345.6100

FRESNO
7170 N Financial Drive
Suite 135
Fresno, CA 93720
TEL 559.388.5802
FAX 559.388.5803

www.DWKesq.com

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into on March 20, 2024, by and between the Plaza Elementary School District, hereinafter referred to as District, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney.

In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

SCOPE OF SERVICES. District appoints Attorney to represent, advise, and counsel it from March 20, 2024, through and including June 30, 2024, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of Board action approving this Agreement are hereby ratified by said Board approval. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

CLIENT DUTIES. District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, ensure access for Attorney to communicate with the District's governing board as appropriate, perform the obligations it has agreed to perform under this Agreement and pay Attorney bills in a timely manner.

FEES AND BILLING PRACTICES. Except as hereinafter provided, District agrees to pay Attorney two hundred sixty-five dollars (\$265) to three hundred seventy-five dollars (\$375) per hour for Shareholders and Of Counsel; two hundred forty-five dollars (\$245) to three hundred dollars (\$300) for Special Counsel; one hundred ninety-five dollars (\$195) to two hundred sixty-five dollars (\$265) per hour for Associates; and one hundred thirty dollars (\$130) to one hundred ninety-five dollars (\$195) per hour for Paralegals and Law Clerks. The rate range for Gregory J. Dannis and Shareholder Emeritus shall be three hundred ninety-five dollars (\$395) to four hundred fifty dollars (\$450) per hour. Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services provided. Mr. Dannis' hourly rate shall be \$450. Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects, particular scopes of work, or for attorneys with specialized skills. The rates specified in this Agreement are subject to change at any time by Attorney following written notice to Client and shall apply to all services rendered after such notice is given. Time is billed in minimum increments of one-tenth (.1) of an hour, except the first communication (e.g., by telephone, voice-mail, e-mail, text) of any day containing substantive advice which is charged a minimum of three-tenths (.3) of an hour. Actual travel time and time spent attending in-person or remote meetings is charged at the rates above. In the course of travel for, or attending meetings with or for District, it may be necessary for Attorney to work for and bill other clients. If, during the course of representation of District, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, District shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the parties.

OTHER CHARGES. District further agrees to reimburse Attorney for actual and necessary expenses and costs with respect to providing the above services, including support services such as copying charges (charged at \$0.10 per page), postage (only charged if in excess of \$1.00), and computerized legal research and electronic record review platforms (i.e., Westlaw, e-discovery). Any discount received on such services is passed along to Client by Attorney. District agrees that such actual and necessary expenses may vary according to special circumstances necessitated by request of District or emergency conditions which occasionally arise. Such expenses shall be provided at cost unless otherwise specified.

District further agrees to pay third parties, directly or indirectly through Attorney, for major costs and expenses including, but not limited to, costs of serving pleadings, filing fees

and other charges assessed by courts and other public agencies, arbitrators' fees, court reporters' fees, jury fees, witness fees, investigation expenses, consultants' fees, and expert witness fees. Upon mutual consent of District and Attorney, District may either advance or reimburse Attorney for such costs and expenses.

Occasionally Attorney may provide District officials and/or employees with food or meals at Attorney-sponsored trainings or when working with District officials and/or employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the District under this Agreement.

BILLING STATEMENT. Attorney shall send District a statement for fees and costs incurred every calendar month. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. Upon District office's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request. District shall pay Attorney's statements within thirty (30) days after each statement's date.

INDEPENDENT CONTRACTOR. It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District. Attorney does not anticipate that in the course and scope of performing legal services it will have any interaction with any pupil that is not under the immediate supervision and control of a District employee or a pupil's parent or guardian. If District requests legal services in which Attorney will have unsupervised interaction with pupils, Attorney will complete fingerprinting and background check clearances as required by Education Code Section 45125.1 prior to commencing such services. Attorney further agrees to comply with applicable, prevailing state vaccine or testing requirements.

CONSENT TO USE OF E-MAIL AND CLOUD SERVICES. In order to provide District with efficient and convenient legal services, Attorney will communicate and transmit documents using e-mail. Because e-mail continues to evolve, there may be risks communicating in this manner, including risks related to confidentiality and security. By entering into this Agreement, District is consenting to such e-mail transmissions with District and District's representatives and agents. In addition, Attorney uses cloud computing services with servers located in a facility other than Attorney's office. Most of Attorney's electronic data, including emails and documents, are stored in this manner. By entering into this Agreement, District understands and consents to having communications, documents and information pertinent to the District's matters stored through such cloud-based services.

PRIVACY NOTICE OF COLLECTION OF PERSONAL INFORMATION. Attorney respects the District's privacy and aims to be transparent with District. For this reason, Attorney has adopted a privacy policy that describes all the information Attorney collects from or about District employees in the course of providing the District with legal services, as well as how Attorney uses this information and how long Attorney will retain it. Attorney's privacy policy, which also describes the District's rights as a consumer under applicable law, is accessible on Attorney's website at <https://www.dwkesq.com/ccpa/>. The terms and disclosures of this privacy policy are incorporated herein, and the signature on the agreement below confirms that District has read or will read Attorney's privacy policy. If the District has any questions regarding Attorney's privacy policy or its rights, the District should email Attorney at DataSecurity@dwkesq.com.

CONFLICT OF INTEREST. In some situations, where Attorney has relationships with other entities, the Rules of Professional Conduct and Business & Professions Code may require Attorney to provide disclosure or to obtain informed written consent before it can provide legal services for a client. Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs and other entities throughout California. The statutory and regulatory structure of the provision of education

services results in many ways in which these entities interact which could result in a conflict between the interests of more than one of Attorney's clients. If Attorney becomes aware of a specific conflict of interest involving District, Attorney will comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

TERMINATION OF CONTRACT. District or Attorney may terminate this Agreement by giving reasonable written notice of termination to the other party.

COUNTERPARTS. This Agreement may be executed in duplicate originals, including facsimiles, each of which shall fully bind each party as if all had signed the same copy. Electronic copies of signatures shall be treated as originals for all purposes.

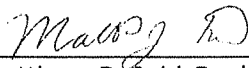
IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

PLAZA ELEMENTARY SCHOOL DISTRICT

Patrick Conklin
Principal/Superintendent

Date

DANNIS WOLIVER KELLEY



Matthew P. Juhl-Darlington
Attorney at Law

March 20, 2024
Date

At its public meeting of _____, 2024, the Board approved this Agreement and authorized the Board President, Superintendent or Designee to execute this Agreement.

Workplace Violence Prevention Plan for Plaza Elementary School District

Effective Date: July 1, 2024

1. Policy Statement

Plaza Elementary School District (PESD) is dedicated to providing a safe, secure, and respectful working and learning environment for all staff, students, parents, and visitors. We strictly enforce a zero-tolerance policy for any acts of violence, threats, harassment, or intimidation within our schools or during any school-related activities. This plan outlines our proactive measures to prevent workplace violence, in accordance with California state law and our unwavering commitment to the safety and well-being of our community.

2. Risk Assessment

An annual risk assessment will be conducted to identify potential risks and vulnerabilities related to workplace violence. This assessment will take into account:

- Analysis of incidents occurring within the last year.
- Consultations with staff, law enforcement, and security experts.
- Examination of school facilities and existing security measures.
- Consideration of external factors, including community safety trends.

3. Training and Education

Mandatory training will be provided to all PESD employees, which will include:

- Identification of behavior that may indicate potential for workplace violence.
- Strategies for conflict resolution and de-escalation.
- Detailed review of PESD's policies for reporting and managing incidents.
- Comprehensive emergency response protocols, tailored to each school's layout and resources.

This training will be conducted upon employment and annually thereafter, with additional sessions as needed to address emerging issues.

4. Reporting Procedures

PESD establishes a confidential, accessible reporting system for violence or threats, featuring:

- Diverse reporting channels, including direct contact with trusted staff members.
- Assurance against retaliation for individuals reporting concerns.
- Immediate and appropriate follow-up actions on all reports received.

5. Response Plan

Upon the report of an incident, PESD will:

- Activate immediate measures to secure the safety of all individuals involved.
- Provide necessary medical and psychological support to affected persons.
- Initiate a thorough investigation to ascertain facts and determine necessary disciplinary or corrective actions.
- Communicate with the school community as appropriate, respecting the privacy and confidentiality of those involved.

6. Review and Improvement

The Workplace Violence Prevention Plan will be reviewed annually or following any significant incident, with adjustments made based on feedback from the school community, insights gained from incident reviews, and changes in legal or policy requirements.

7. Collaboration with Law Enforcement and Community Resources

PESD will collaborate closely with local law enforcement agencies and community organizations to enhance our violence prevention capabilities, through:

- Shared training programs.
- Exchange of relevant safety and security information.
- Access to support and recovery resources for staff and students.

8. Documentation and Record-Keeping

All records of training, incident reports, investigations, and response actions will be maintained confidentially to support compliance, effectiveness assessment, and continuous improvement of the prevention plan.

Compliance and Legal Considerations

This plan has been developed to align with the requirements of California state law and will be regularly reviewed to ensure ongoing compliance with all applicable legal and regulatory mandates. PESD commits to upholding the highest standards of safety and respect within our community.

Workplace Violence Prevention Risk Assessment Template

Plaza Elementary School District

Introduction: This document serves as a template for conducting an annual risk assessment aimed at identifying and mitigating potential risks of workplace violence within the Plaza Elementary School District (PESD). The purpose of this assessment is to ensure a safe and secure environment for all students, staff, and visitors.

Section 1: Data Collection

1.1 Incident Review:

- Summary of reported incidents of violence or threatening behavior in the past year.
- Analysis of trends or patterns (e.g., time, location, type of incident).

1.2 Input from School Community:

- Surveys or interviews with staff, students, and parents about their perceptions of safety and any concerns regarding workplace violence.
- Meetings with school safety committees or teams to discuss observations and suggestions.

1.3 Physical Security Assessment:

- Inspection of school buildings and grounds to identify security vulnerabilities (e.g., unsecured entrances, lack of surveillance cameras).
- Review of current security measures (e.g., access control systems, emergency communication tools).

1.4 Review of External Factors:

- Consideration of community safety trends or events that may impact school safety.
- Coordination with local law enforcement for insights on local threats or patterns of violence.

Section 2: Risk Analysis

2.1 Identification of Risks:

- Listing of identified potential risks based on data collected, categorized by likelihood and severity.

2.2 Vulnerability Assessment:

- Evaluation of existing safeguards and their effectiveness in mitigating identified risks.
- Identification of areas lacking sufficient protective measures.

Section 3: Action Plan

3.1 Prioritization of Risks:

- Prioritization of identified risks based on their potential impact on school safety and the likelihood of occurrence.

3.2 Development of Mitigation Strategies:

- Specific actions to address each prioritized risk (e.g., enhancements to physical security, changes to policies or procedures, additional training for staff and students).

3.3 Implementation Timeline:

- Timeline for implementing proposed mitigation strategies, including responsible parties and milestones.

Section 4: Monitoring and Review

4.1 Monitoring Procedures:

- Establishment of processes for ongoing monitoring of risk factors and the effectiveness of implemented mitigation strategies.

4.2 Annual Review:

- Commitment to an annual review of the risk assessment and action plan to ensure they remain relevant and effective, with adjustments made as needed based on new information or changing conditions.