

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
April 2<sup>nd</sup>, 2026  
4:00PM  
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. Board Trustee Reports
- VII. Superintendent Report/Information
  - A. Plaza Community Club
  - B. Facilities
  - C. 2026-27 Local Control and Accountability Plan
  - D. Workers Compensation
  - E. Board Member for 8<sup>th</sup> Grade Graduation on Tuesday, June 9<sup>th</sup> at 7:00pm
  - F. Board Policy 1<sup>st</sup> Read BP 5145.13 Response to Immigration Enforcement
  - G. Board Policy 1<sup>st</sup> Read BP 6158 Independent Study
- VIII. Action
  - A. Old Business
  - B. New Business
    1. Consent Agenda: Routine matters that can be approved with one motion
      - a. Approval of the Minutes of the March 5<sup>th</sup>, 2026 Regular Board Meeting
      - b. Approve Warrant Registers March 26<sup>th</sup>, 2026 through April 2<sup>nd</sup>, 2026
      - c. Approve Budget Transfers— None
      - d. Approve 8<sup>th</sup> Grade Trip to White Water Rafting on May 28<sup>th</sup>-29<sup>th</sup>, 2026
      - e. Approve 7<sup>th</sup> Grade Trip to Old Sacramento on May 22<sup>nd</sup>, 2026
    2. Approve Plaza Elementary School District Board Member Application
    3. Approve Scheduling Special Board Meeting on Thursday, April 30<sup>th</sup>, 2026 at 4:00PM
- IX. Closed Session
  - A. Negotiations
- X. Reopen to Open Session
  - A. Approve the Tentative Agreement between the Plaza School District and the Plaza Teachers Association for the 2025–2026 through 2027-2028 school year
  - B. Approve 2025-26 Certificated Salary Schedule with 5% Increase to Step 1 Column 1, 3% Increase to Step 20 Column 20
- XI. Adjournment – Next Meeting Thursday April 28<sup>th</sup>, 2026 @ 4PM

# Plaza Community Club

7322 County Road 24

Orland CA 95963

## Meeting Agenda

March 5, 2026

Plaza Elementary School, Orland

1. Call Meeting to Order - Chera Molleson, President
  2. Approve Minutes from February 2026 Meeting
  3. Financial Reports from February - Kate Simas, Treasurer
- Old Business
    - Coin Drive Dates February 23<sup>rd</sup> – 27<sup>th</sup>
      - How it went - \$705.49, 5<sup>th</sup> grade class Winner \$179.09
    - Digital Marque
      - We have purchased!!!
  - New Business
    - Date of the Drive thru Dinner, March 20<sup>th</sup>
    - Tickets went home 2/27
    - Raffle Items
      - Volunteers to organize/keep track of items
        - Where are we going to store the prizes?
        - Large items- BBQ, Safe, Experiences, Etc.? Something new/different
        - Contacting Rivercats, Oakland A's, SF Giants, Disneyland about ticket donations?
          - Send Remind to parents, and put up signs
  - Adjourn Meeting

Next Meeting - April 2, 2026 @ 6pm

Thank you for Attending!!

# Plaza Community Club

7322 County Road 24  
Orland CA 95963

## Meeting Minutes

February 5, 2026

Plaza Elementary School, Orland

1. Call Meeting to Order 6:04pm- Natalie Hubbard, Vice President
  2. Approve Minutes from January 2026 Meeting - Kristina Madden, Secretary Henning approved and Sgontz 2nd
  3. Financial Reports from January 2026/ dance – Natalie Hubbard, Vice President
    1. Getting taxes done, Kate sent information to our tax representative waiting for the results.
    2. Father Daughter dance- \$337.71
- Old Business
    - Father/Daughter Dance recap
    - Digital Marque-outdoor sign
      - Quote and location- in progress but moving forward, Plaza to split with PCC-Conklin
  - New Business
    - Date of the Drive-thru Dinner, March 20th
      - What are we cooking? -Carnitas, rice, beans, sides and dessert for dinner for 4
      - Que brava helping
      - Venmo for PCC-under Kate's name -or cheddar up
      - Time- 4pm-7pm
      - Raffle- larger items in the office.
      - Contact city to put digital. -Kate
      - Signs- Ashley Teerlink- in front of plaza, 32 and S, and in town
      - Ask Mitsubishi about putting up on big screen-Kristina
      - Savemore advertising our drive-thru letter. -Chera
      - Start sign up genius for volunteers -Kate
    - Raffle Items
      - Volunteers to organize/keep track of items.
        - Where are we going to store the prizes?- Conklin approved in the staff room
        - Large items- BBQ (from tractor supply secured), Safe, etc.? Something new/different- we asked for ideas from all on experiences. Henning is helping a lot with organizing. Looking to add A's tickets and Giants tickets.
        - Dinner tickets and raffle tickets to be mocked up by beginning of February to Mrs. Henning, print at Plaza-Kate working on these
        - Idea- basket or 50/50 for Mandy Edson fundraiser part-% of raffles – add vote or 2nd grade class auction item all funds go to Edson family. Shaun approved and Gerald seconded the motion to give all proceeds from the 2<sup>nd</sup> grade basket to the Edson family.
      - Feb 13 deadline for tickets to Mrs. Henning to organize and get out to students, and teacher themes for silent auction.
        - Dinner- White printed ticket
        - \$1 raffle- White printed ticket/old tickets to use up
        - Chromebook raffle-student only -blue Printed ticket
        - \$10 raffle -green printed ticket
    - Finalize Sponsor letter.

- Letter is complete and copies are available at meeting or by request
  - Send Remind to parents, and home with student's 1st week back from break.
- Coin Drive Dates 2/23-2/27 get new coin buckets to teachers, and send reminder to all next week
- Fundraiser Flyer edits were made and ready for distribution Friday after Natalie makes edits.
- Calendar edits were made and ready for distribution Friday after Natalie makes edits.
- 
- Adjourn Meeting- Chera Molleson  
Next Meeting – March 5, 2026 @ 6pm ---Thank you for Attending!!

Customer Service:  
 1-866-486-7782

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

 Last statement: January 31, 2026  
 This statement: February 28, 2026

**COMMUNITY BUSINESS CHECKING**

Account number	XXXXXX5514	Beginning balance	\$19,068.34
Low balance	\$18,638.26	Deposits/Additions	\$155.00
Average balance	\$18,725.69	Withdrawals/Subtractions	\$497.23
Interest earned	\$0.00	Ending balance	\$18,726.11

**Deposits/Additions**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
02-23	Deposit	155.00
<b>Total Additions</b>		<b>\$155.00</b>

**Card Transactions/Withdrawals**

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
02-02	POS Purchase Terminal 99101114 Costco Whse #1011 Chico CA XXXXXXXXXXXX1881	92.96
02-05	POS Purchase Terminal N14mjdes Farwoodbar* Farwoo D Ba Farwoodba CA XXXXXXXXXXXX1881	88.69
02-09	POS Purchase Terminal Hldsodzp Amazon Reta* 0z9hi 6093 Www.Amazo WA XXXXXXXXXXXX1881	36.69
02-09	POS Purchase Terminal Hldsodzp Amazon Reta* 8w0si 7j13 Www.Amazo WA XXXXXXXXXXXX1881	12.39
02-17	POS Purchase Terminal Vbase2 Intuit *Qbooks Onl Ine Cl.Intuit CA XXXXXXXXXXXX1881	38.00
02-23	POS Purchase Terminal 00009920 Walmart.Com 800925 6278 Bentonvil Ar XXXXXXXXXXXX1881	35.95
02-23	POS Purchase Terminal 99999999 Usps Po 05570009 8 31 4 Orland CA XXXXXXXXXXXX1881	31.20
<b>Total Card Transactions/Withdrawals</b>		<b>\$335.88</b>

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
01-31	19,068.34	02-04	18,814.03	02-17	18,638.26
02-02	18,975.38	02-05	18,725.34	02-23	18,726.11
02-03	18,964.03	02-09	18,676.26	02-28	18,726.11

**Overdraft Fee Summary**

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

**Checks**

<u>Check #</u>	<u>Amount</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Date</u>
3224	\$150.00	02-04	3225	\$11.35	02-03

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

Total Checks paid: 2 for -\$161.35

Plaza Community Club

COMMUNITY BUSINESS CHECKING (5514) - 1, Period Ending 02/28/2026

RECONCILIATION REPORT

Reconciled on: 03/05/2026

Reconciled by: Kaitlyn Simas

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

<b>Summary</b>	USD
Statement beginning balance	19,068.34
Checks and payments cleared (9)	-497.23
Deposits and other credits cleared (1)	155.00
Statement ending balance	<u>18,726.11</u>
Register balance as of 02/28/2026	18,726.11

**Details**

Checks and payments cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/01/2026	Expense		Costco	-92.96
02/03/2026	Expense		Wal-Mart	-11.35
02/04/2026	Check	3224	Hector Guerrero	-150.00
02/05/2026	Expense		Farwood Bar & Grill	-88.69
02/09/2026	Expense		Amazon	-36.69
02/09/2026	Expense		Amazon	-12.39
02/17/2026	Expense		Quickbooks	-38.00
02/22/2026	Expense		Wal-Mart	-35.95
02/23/2026	Expense		USPS	-31.20
<b>Total</b>				<b>-497.23</b>

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/23/2026	Deposit		Father Daughter Dance	155.00
<b>Total</b>				<b>155.00</b>

Transaction Detail by account  
February 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LOCATION	ITEM CLASS	MEMO/DESCRIPTION	ITEM SPLIT ACCOUNT	AMOUNT	BALANCE
<b>COMMUNITY BUSINESS CHECKING (5514) - 1</b>									
02/01/2026	Expense		Costco					-92.96	-92.96
02/03/2026	Expense		Wal-Mart					-11.35	-104.31
02/04/2026	Check	3224	Hector Guerrero			CHECK PAID	Father Daughter Dance	-150.00	-254.31
02/05/2026	Expense		Farwood Bar & Grill			ATM DEBIT POS PURCHASE TERMINAL N14MJDES FARWOODBAR* FARWOOD BA FARWOODBA CAXXXXX XXXXXXX1881	PCC Monthly Meeting Dinner	-88.69	-343.00
02/09/2026	Expense		Amazon			Cardstock for raffle tickets ATM DEBIT POS PURCHASE TERMINAL HLDSODZP AMAZON RETA* 029HI6093 WWW.AMAZO WAXXXXX XXXXXXX1881	Drive Thru Dinner Expenses	-36.69	-379.69
02/09/2026	Expense		Amazon			Paper Clips for ticket packets ATM DEBIT POS PURCHASE TERMINAL HLDSODZP AMAZON RETA* 8W0SI7J13 WWW.AMAZO WAXXXXX XXXXXXX1881	Drive Thru Dinner Expenses	-12.39	-392.08
02/17/2026	Expense		Quickbooks			ATM DEBIT POS PURCHASE TERMINAL VBASE2 INTUIT *QBOOKS ONLINE CL.INTUIT CAXXXXX XXXXXXX1881	Software & apps	-38.00	-430.08
02/22/2026	Expense		Wal-Mart			Clear totes for carnival prizes	Fall Carnival Expenses	-35.95	-466.03
02/23/2026	Expense		USPS			Stamps for mailing Sponsor Letters ATM DEBIT POS PURCHASE TERMINAL 99999999 USPS PO 05570009 831 4 ORLAND CAXXXXX XXXXXXX1881	Drive Thru Dinner Expenses	-31.20	-497.23
02/23/2026	Deposit		Father Daughter Dance			DEPOSIT from photo sales	Office/General Administrative Expenditures	155.00	-342.23
<b>Total for COMMUNITY BUSINESS CHECKING (5514) - 1</b>								<b>-342.23</b>	
<b>Drive Thru Dinner Expenses</b>									
02/01/2026	Expense		Costco			Jasmine Rice	COMMUNITY BUSINESS CHECKING (5514) - 1	74.97	74.97
02/09/2026	Expense		Amazon			Cardstock for raffle tickets ATM DEBIT POS PURCHASE TERMINAL HLDSODZP AMAZON RETA* 029HI6093 WWW.AMAZO WAXXXXX XXXXXXX1881	COMMUNITY BUSINESS CHECKING (5514) - 1	36.69	111.66
02/09/2026	Expense		Amazon			Paper Clips for ticket packets ATM DEBIT POS PURCHASE TERMINAL HLDSODZP AMAZON RETA* 8W0SI7J13 WWW.AMAZO WAXXXXX XXXXXXX1881	COMMUNITY BUSINESS CHECKING (5514) - 1	12.39	124.05
02/23/2026	Expense		USPS			Stamps for mailing Sponsor Letters ATM DEBIT POS PURCHASE TERMINAL 99999999 USPS PO 05570009 831 4 ORLAND CAXXXXX XXXXXXX1881	COMMUNITY BUSINESS CHECKING (5514) - 1	31.20	155.25
<b>Total for Drive Thru Dinner Expenses</b>								<b>\$155.25</b>	
<b>Fall Carnival Expenses</b>									
02/22/2026	Expense		Wal-Mart			walmart- clear totes for carnival prizes	COMMUNITY BUSINESS CHECKING (5514) - 1	35.95	35.95
<b>Total for Fall Carnival Expenses</b>								<b>\$35.95</b>	
<b>Father Daughter Dance</b>									
02/03/2026	Expense		Wal-Mart			Bottled Water	COMMUNITY BUSINESS CHECKING (5514) - 1	5.47	5.47
02/04/2026	Check	3224	Hector Guerrero			CHECK PAID	COMMUNITY BUSINESS CHECKING (5514) - 1	150.00	155.47
<b>Total for Father Daughter Dance</b>								<b>\$155.47</b>	
<b>Office/General Administrative Expenditures</b>									
02/03/2026	Expense		Wal-Mart			Box for Cards for Mandy Edson	COMMUNITY BUSINESS CHECKING (5514) - 1	5.88	5.88
02/23/2026	Deposit		Father Daughter Dance			DEPOSIT	COMMUNITY BUSINESS CHECKING (5514) - 1	-155.00	-149.12
<b>Total for Office/General Administrative Expenditures</b>								<b>-\$149.12</b>	
<b>PCC Monthly Meeting Dinner</b>									
02/01/2026	Expense		Costco			Lasagna	COMMUNITY BUSINESS CHECKING (5514) - 1	17.99	17.99
02/05/2026	Expense		Farwood Bar & Grill			ATM DEBIT POS PURCHASE TERMINAL N14MJDES FARWOODBAR* FARWOOD BA FARWOODBA CAXXXXX XXXXXXX1881	COMMUNITY BUSINESS CHECKING (5514) - 1	88.69	106.68
<b>Total for PCC Monthly Meeting Dinner</b>								<b>\$106.68</b>	
<b>Office expenses</b>									
<b>Software &amp; apps</b>									
02/17/2026	Expense		Quickbooks			ATM DEBIT POS PURCHASE TERMINAL VBASE2 INTUIT *QBOOKS ONLINE CL.INTUIT CAXXXXX XXXXXXX1881	COMMUNITY BUSINESS CHECKING (5514) - 1	38.00	38.00
<b>Total for Software &amp; apps</b>								<b>\$38.00</b>	
<b>Total for Office expenses with sub-accounts</b>								<b>\$38.00</b>	

**Response to Immigration Enforcement**

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents, and shall not seek or require information or documents to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members. (Education Code 234.7)

In accordance with law, Board Policy 0410 - Nondiscrimination in District Programs and Activities, and Board Policy 5145.3 - Nondiscrimination/Harassment, no student shall be denied equal rights and opportunities, nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status. (Education Code 200, 220, 234.1)

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

The Superintendent or designee shall develop procedures for addressing any immigration-related requests by a law enforcement officer for access to district records, school sites, or students.

The Superintendent or designee may provide training to staff regarding immigration issues, including information on responding to a request from a law enforcement officer to visit a school site or to have access to a student.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by a law enforcement officer for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

**Response to Immigration Enforcement**

Responding to Requests for Immigration-Related Information or Documents

**Upon receiving any verbal or written request for information or documents related to a student's or family's immigration or citizenship status, district staff shall:**

1. Record or otherwise document the request and notify the Superintendent or designee about the request
2. Provide the student's parent/guardian or, if the student is at least 18 years old, the student, with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a court order, judicial subpoena/warrant, or in cases involving investigation of child abuse, neglect, or dependency

Information or documents related to a student's immigration or citizenship status shall not be disclosed to a law enforcement officer without consent by the parent/guardian or, if the student is at least 18 years old, by the student, a court order, or judicial subpoena/warrant. To obtain written consent, the release of student information shall include the following information:

1. The signature and signature date of the parent/guardian, or student if the student is at least 18 years old
2. A description of the records to be disclosed
3. The reason for the release of information
4. The parties or class of parties receiving the information
5. A copy of the records to be released, if requested by the parent/guardian or student

In accordance with law and Board Policy 5125 - Student Records, the Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena/warrant.

**Responding to Requests for Access to Students or School Grounds**

District staff shall receive parent/guardian consent or, if the student is at least 18 years old, the student's consent, before the student is interviewed or searched by any law enforcement officer for immigration enforcement purposes, unless the officer presents a court order or a judicial warrant.

A student's parent/guardian shall be immediately notified when a law enforcement officer requests or

**Response to Immigration Enforcement**

is able to interview, search, detain, or otherwise interact with the student for immigration enforcement purposes, unless prohibited by a court order or a judicial warrant, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

A law enforcement officer who requests to enter district property which is not open to all visitors shall register in accordance with Board Policy 1250 - Visitors/Outsiders, except in cases where the officer states that exigent circumstances exist or as stated in a court order or judicial warrant. (Penal Code 627.2, 627.3)

As early as possible, district staff shall notify the Superintendent or designee of any immigration enforcement-related request by a law enforcement officer for access to a student or to district property, including service of lawful warrants, subpoenas, petitions, complaints, or other similar documents.

**Responding to Law Enforcement Officers on District Property**

District staff shall report the presence of any law enforcement officer on district property for immigration enforcement purposes to on-site district police and other appropriate administrators.

Unless a law enforcement officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall take the following actions when such an officer is actually or imminently present on district property for immigration enforcement purposes:

1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent, principal, or designee, except under exigent circumstances that necessitate immediate action
2. Request to see and record or otherwise document the officer's credentials, including the officer's name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information
3. Ask the officer for, and then record or otherwise document, the officer's reason for being on district property
4. Request that the officer produce any documentation that authorizes the officer's school access, make copies of all such documentation, and retain at least one copy for district records
5. Contact and consult with the district's legal counsel or Superintendent or designee
6. Follow the direction from the district's legal counsel or Superintendent or designee

**Response to Immigration Enforcement**

If the officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall comply with the officer's orders and immediately contact the Superintendent or designee and then the district's legal counsel.

Regardless of whether the officer declares that exigent circumstances exist, district staff shall not attempt to physically impede the officer, even if the officer appears to be acting outside the law or in excess of the officer's stated or documented authorization. If an officer enters the premises without consent, district staff shall document the officer's actions while on campus but only to the extent that it does not impede the officer's actions.

After the officer leaves district property, district staff shall promptly make written notes of all interactions with the officer, including:

1. A list or copy of the officer's credentials and contact information, if known
2. The identity of all other district staff known to have communicated with the officer
3. A description of the officer's request and activities
4. The type of documentation, such as a warrant or subpoena, that authorized the officer's request or actions, what was requested by the documentation, and whether the documentation was signed by a judge
5. District staff's response to the officer's request
6. Any further action taken by the officer
7. Copies of any documents presented by the officer

District staff shall promptly provide a copy of these notes and any associated documents district staff has collected from the officer to the district's legal counsel or other district official designated by the Superintendent.

The district's legal counsel or the Superintendent or designee shall submit a timely report to the Governing Board regarding the officer's requests and actions and the district's response. (Education Code 234.7)

The Superintendent or designee shall also email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a school site or a student for immigration enforcement purposes.

**Response to Immigration Enforcement**

**Responding to the Detention or Deportation of Student's Parent/Guardian**

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the district will only use information provided on the emergency cards in response to specific emergency situations and not for any other purpose.

The Superintendent or designee may also encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a student's parent/guardian is detained or deported.

In the event that a student's parent/guardian is detained or deported, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit.

In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designated in the student's emergency contact information and any individual who presented a caregiver's authorization affidavit on behalf of the student, that the student continues to meet the residency requirements for attendance in the district if the student and the student's parent/guardian who was detained or deported satisfy the conditions as specified in Education Code 48204.4.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, an U.S. Immigrant and Customs Enforcement detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

**Response to Immigration Enforcement**

The Board of Trustees is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law. (Education Code 234.7)

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status. (Education Code 200, 220, 234.1)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent/Principal or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

(cf. 5145.6 - Parental Notifications)

Consistent with requirements of the California Office of the Attorney General, the Superintendent/Principal or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Teachers, school administrators, and other school staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent/Principal or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

*Legal Reference:*

*EDUCATION CODE*

- 200 Educational equity
- 220 Prohibition of discrimination
- 234.1 Safe Place to Learn Act
- 234.7 Student protections relating to immigration and citizenship status
- 48204.4 Evidence of residency for school enrollment
- 48980 Parental notifications
- 48985 Notices to parents in language other than English

*GOVERNMENT CODE*

- 8310.3 California Religious Freedom Act

*PENAL CODE*

- 422.55 Definition of hate crime
- 627.1-627.6 Access to school premises, outsiders

*UNITED STATES CODE, TITLE 20*

- 1232g Family Educational Rights and Privacy Act

*COURT DECISIONS*

- Plyler v. Doe, 457 U.S. 202 (1982)

*Management Resources:*

*CSBA PUBLICATIONS*

- Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

*CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS*

- Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

*WEB SITES*

- CSBA: <http://www.csba.org>
- California Office of the Attorney General: <http://oag.ca.gov>
- California Department of Education: <http://www.cde.ca.gov>

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>  
California Department of Justice: <http://www.justice.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
U.S. Immigration and Customs Enforcement: <https://www.ice.gov>  
U.S. Immigration and Customs Enforcement, Online Detainee Locator System: <https://locator.ice.gov/odls>

Policy  
Adopted: June 13<sup>th</sup>, 2019

PLAZA ELEMENTARY SCHOOL DISTRICT  
Orland, CA

**INDEPENDENT STUDY****Definitions**

*Live interaction* means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in-person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

*Student-parent-educator conference* means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

*Synchronous instruction* means classroom-style instruction or designated small group or one-on-one instruction delivered in-person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by a teacher(s) of record for that student pursuant to Education Code 51747.5 or the certificated employee providing instruction for course-based independent study. (Education Code 51745.5)

**Educational Opportunities**

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Continuing and special study during travel
4. Volunteer community service activities and leadership opportunities that support and strengthen student achievement
5. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance

## **INDEPENDENT STUDY**

6. In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

### **Equivalency**

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and district-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

### **Eligibility for Independent Study**

To participate in independent study, a student shall be enrolled in a district school. (Education Code 51748)

The Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study shall be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is

**INDEPENDENT STUDY**

based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

A student with disabilities, as defined in Education Code 56026, may participate in independent study if the student's individualized education program (IEP) specifically provides for such participation. If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement. A student's inability to work independently, need for adult support, or need for special education or related services shall not preclude the IEP team from determining that the student can receive FAPE in an independent study placement. (Education Code 51745)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through independent study. (Education Code 51745)

Except for students participating in independent study due to an emergency as described in Education Code 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their child(ren), no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program shall be enrolled in independent study. (Education Code 51745)

**Monitoring Student Progress**

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether independent study is in the student's best interest. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

## **INDEPENDENT STUDY**

(Ed Code 51747, 51749.5; 5 CCR 11701)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation, and if the student transfers to another public school in California, the record shall be forwarded to that school. (Education Code 51747, 51749.5)

### **Responsibilities of Independent Study Administrator**

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

### **Assignment and Responsibilities of Independent Study Teachers**

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

**INDEPENDENT STUDY**

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with Item #4 in "Records" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student, including time that the student engaged in asynchronous instruction
8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

## INDEPENDENT STUDY

### Definitions

*Live interaction* means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in-person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

*Student-parent-educator conference* means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

*Synchronous instruction* means classroom-style instruction or designated small group or one-on-one instruction delivered in-person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by a teacher(s) of record for that student pursuant to Education Code 51747.5 or the certificated employee providing instruction for course-based independent study. (Education Code 51745.5)

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Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Continuing and special study during travel
4. Volunteer community service activities and leadership opportunities that support and strengthen student achievement
5. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic

## **INDEPENDENT STUDY**

progress in the student's regular classes.

### **Equivalency**

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and district-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

### **Eligibility for Independent Study**

To participate in independent study, a student shall be enrolled in a district school. (Education Code 51748)

The Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study shall be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

## **INDEPENDENT STUDY**

A student with disabilities, as defined in Education Code 56026, may participate in independent study if the student's individualized education program (IEP) specifically provides for such participation. If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement. A student's inability to work independently, need for adult support, or need for special education or related services shall not preclude the IEP team from determining that the student can receive FAPE in an independent study placement. (Education Code 51745)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through independent study. (Education Code 51745)

Except for students participating in independent study due to an emergency as described in Education Code 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their child(ren), no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program shall be enrolled in independent study. (Education Code 51745)

### **Monitoring Student Progress**

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether independent study is in the student's best interest. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program. (Education Code 51747, 51749.5; 5 CCR 11701)

## **INDEPENDENT STUDY**

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation, and if the student transfers to another public school in California, the record shall be forwarded to that school. (Education Code 51747, 51749.5)

### **Responsibilities of Independent Study Administrator**

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

### **Assignment and Responsibilities of Independent Study Teachers**

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

**INDEPENDENT STUDY**

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with Item #4 in "Records" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student, including time that the student engaged in asynchronous instruction
8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

## INDEPENDENT STUDY

The Governing Board authorizes independent study as an optional alternative instructional strategy for eligible students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6200 - Adult Education)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, a home-based format, and an online course.

(cf. 0420.4 - Charter School Authorization)

(cf. 6181 - Alternative Schools/Programs of Choice)

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code 51747; 5 CCR 11700)

Parents/guardians of students who are interested in independent study shall contact the Superintendent or designee. The Superintendent or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom setting.

The minimum period of time for any independent study option shall be five consecutive school days.

## Written Agreements

The Superintendent or designee shall ensure that a written master agreement and, as appropriate, a learning agreement for students participating in course-based independent study exist for each participating student as prescribed by law. (Education Code 51747, 51749.5)

The master agreement shall specify the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers and increase the risk of dropping out of school, independent study assignments shall be no more than one week for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student misses three assignments, unless the student's written agreement specifies a lower or higher number of missed assignments based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.

## Student-Teacher Conferences

Supervising teachers should establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Teachers are expected to monitor student progress and work closely with each student to determine the amount and type of contact needed for the student to be successful in the program.

Missing appointments with the supervising teacher without valid reasons may trigger an evaluation to determine whether the student should remain in independent study.

## Home-Based Independent Study

The Superintendent or designee shall encourage parents/guardians desiring to teach their children at home to have their children participate in independent study. Such participation allows continued contact and cooperation between the school system and the home-based student and ensures that the student will be offered a standards-based education substantially equivalent in quality and quantity to the district's classroom instruction.

## Program Evaluation

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

(cf. 0500 - Accountability)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

Legal Reference:

EDUCATION CODE

17289 Exemption for facilities

41976.2 Independent study programs; adult education funding

42238 Revenue limits

42238.05 Local control funding formula; average daily attendance

44865 Qualifications for home teachers and teachers in special classes and schools

46200-46208 Instructional day and year

46300-46307.1 Methods of computing average daily attendance

47612.5 Independent study in charter schools

48204 Residency

48206.3 Home or hospital instruction; students with temporary disabilities

48220 Classes of children exempted

48340 Improvement of pupil attendance

48915 Expulsion; particular circumstances

48916.1 Educational program requirements for expelled students

48917 Suspension of expulsion order

49011 Student fees

51225.3 Requirements for high school graduation

51745-51749.6 Independent study programs

52522 Adult education alternative instructional delivery

52523 Adult education as supplement to high school curriculum; criteria

56026 Individuals with exceptional needs

58500-58512 Alternative schools and programs of choice

FAMILY CODE

6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

19819 State audit compliance

UNITED STATES CODE, TITLE 20

6301 Highly qualified teachers

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

EDUCATION AUDIT APPEALS PANEL DECISIONS

Lucerne Valley Unified School District, Case No. 03-02 (2005)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Elements of Exemplary Independent Study

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

## INDEPENDENT STUDY

Educational opportunities offered through independent study may include, but are not limited to:  
(Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

(cf. 6143 - Courses of Study)

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum

3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum

4. Continuing and special study during travel

(cf. 5112.3 - Student Leave of Absence)

5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement

(cf. 0420.4 - Charter School Authorization)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6181 - Alternative Schools/Programs of Choice)

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

No course required for high school graduation shall be offered exclusively through independent study.  
(Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

### Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

#### Eligibility for Independent Study

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

(cf. 5111.1 - District Residency)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

(cf. 6200 - Adult Education)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6184 - Continuation Education)

**AR 6158(b)**

### Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources, including materials and personnel, that will be made available to the student
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, by grade level and type of program, which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate
8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

(cf. 5144.1 - Suspension and Expulsion/Due Process)

9. Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

The district shall offer a course-based independent study program for students in grades K-12 subject to the following requirements: (Education Code 51749.5)

1. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

(cf. 4112.2 - Certification)

2. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality as equivalent classroom-based courses and shall be aligned to all relevant local and state content standards. This certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses.

3. Students enrolled in these courses shall meet the applicable age requirements established pursuant to Education Code 46300.1 and 46300.4 and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 48204, and 51747.3.

4. Teachers shall communicate with each student in person, by telephone, or by any other live visual or audio connection at least twice per calendar month to assess whether the student is making satisfactory educational progress. For this purpose, satisfactory educational progress includes, but is not limited to, applicable statewide accountability measures and the completion of assignments, examinations, or other indicators that the student is working on assignments, learning required concepts, and progressing toward successful completion of the course, as determined by the teacher providing instruction.

Written or computer-based evidence of satisfactory educational progress shall be retained for each course and student, including, at a minimum, a grade book or summary document that lists all assignments, examinations, and associated grades for each course.

If satisfactory educational progress is not being made, the teacher shall notify the student and, if the student is under age 18 years, his/her parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether he/she should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

(cf. 5125 - Student Records)

5. Examinations shall be administered by a proctor.

6. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

(cf. 6162.51 - State Academic Achievement Tests)

**AR 6158(d)**

7. A student shall not be required to enroll in courses included in this program.

8. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.

9. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

10. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.

11. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

(cf. 3260 - Fees and Charges)

12. A student shall not be prohibited from participating in independent study solely on the basis that he/she does not have the materials, equipment, or Internet access necessary to participate in the course.

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, his/her parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to this program

2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above

3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years

4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program

5. The specific resources, including materials and personnel, that will be made available to the student

6. A statement that the student is not required to enroll in courses in this program

7. Signatures of the student, the student's parent/guardian if the student is under age 18 years, and all teachers providing instruction

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

#### Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.

#### Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements

4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

#### Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

(cf. 3580 - District Records)

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
March 5th, 2026  
4:00PM  
Minutes

- I. **Call to Order** - The meeting was called to order at 4:01PM
- II. **Pledge of Allegiance**
- III. **Members Present** – Board Trustees Jake Cecil, PJ Davis, and Connie King. Superintendent Conklin and CBO 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. Sean Furgeson, CTA representative, addressed the board for 35 minutes to present CTA and PTA's position regarding negotiations. Mr. John Lovell, PTA representative, thanked the board for allowing Mr. Ferguson to present what he previously shared with the PTA.
- VI. **Board Trustee Reports**
- VII. **Superintendent Report/Information**
  - A. **Plaza Community Club** – Mr. Conklin presented PCC's agenda, minutes, and financial statements.
  - B. **Facility**
    - i. **Cafeteria Floor** – Mr. Conklin updated the board on the floor.
  - C. **June Board Meeting Dates** - Mr. Cecil informed the board that he will not be available for the two June board meeting dates.
  - D. **Quarterly Report on Williams Complaints as of January 2026** – Mr. Conklin presented the report. No complaints were made.
  - E. **Glenn County Educator's Hall of Fame** – Mr. Conklin informed the board that teachers recommended Mr. Fissori.
- VIII. **Action**
  - A. **Old Business**
  - B. **New Business**
    1. **Consent Agenda: Routine matters that can be approved with one motion**
      - a. **Approval of the Minutes of the February 5<sup>th</sup>, 2026 Regular Board Meeting**
      - b. **Approve Warrant Registers January 30th, 2026 through February 26<sup>th</sup>, 2026**
      - c. **Approve Budget Transfers— None**

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

2. **Approve Hiring Katie Love as 1.0FTE Temporary 2026-27 UPK/TK Teacher**

**Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
March 5th, 2026  
4:00PM  
Minutes**

Connie King moved to Approve Hiring Katie Love as 1.0FTE Temporary 2026-27 UPK/TK Teacher and PJ Davis seconded. All approved.

**3. Approve Hiring Nonie Randles as .8FTE Temporary 2026-27 Response to Intervention Teacher**

PJ Davis moved to Approve Hiring Nonie Randles at .8FTE Temporary 2026-27 Response to Intervention Teacher and Connie King Seconded. All approved.

**4. Approve Certification of 2<sup>nd</sup> Interim Report as of January 31<sup>st</sup>, 2026**

PJ Davis moved to Approve Certification of 2nd Interim Report as of January 31st, 2026 and Connie King seconded. All approved.

**IX. Closed Session** The board went into Closed Session at 4:55PM and reopened at 6:23PM

**A. Negotiations**

The board gave direction for negotiations.

**X. Adjournment – Next Meeting Thursday April 2<sup>nd</sup>, 2026 @ 4PM** – The meeting was adjourned at 6:24PM

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
40380152	03/04/2026	Cornell Distributing	13-4700	CAFETERIA FOOD	556.85	556.85
40380153	03/04/2026	FGL Environmental	01-5520	WATER SAMPLING	1,913.00	1,913.00
40380154	03/04/2026	Kingsley Bogard, LLP	01-5880	CURRENT SERVICES RENDERED 13/31/25	122.40	122.40
40380155	03/04/2026	MARTINEZ, EMILY M	01-4300	SPARK CANDY	27.55	27.55
40380156	03/04/2026	Northwest Pest Control	01-5540	COMMERCIAL PEST CONTROL	275.00	275.00
40380157	03/04/2026	PG&E	01-5510	STREET LIGHT 01/15/26 -02/13/26	11.68	11.68
40380158	03/04/2026	Plaza Elementary School Dist. Revolving Account	73-7299	MR. K SCHOLARSHIP - G. VELASQUEZ	250.00	250.00
40380159	03/04/2026	ProPacific Fresh	13-4700	CAFETERIA FOOD	485.90	485.90
40380160	03/04/2026	Sierra Water Utility, LLC		CAFETERIA FOOD - WALDEN	1,862.08	2,347.98
40380161	03/04/2026	TCG Administrators/CalSTRS	01-5520	OPERATOR SERVICE CHARGE	241.45	241.45
40380162	03/04/2026	Tri-County Schools Insurance Group	01-5890	MONTHLY ADMINISTRATION FEES	8.00	8.00
40380163	03/04/2026	US Foods, Inc.	01-9571	MAR. 2026 EMPLOYEE PAID INS.	7,641.91	7,641.91
40380343	03/11/2026	Advanced Document Concepts	01-9572	MAR. 2026 EMPLOYEE PAID INS.	26,151.05	26,151.05
40380344	03/11/2026	Cabrera's Lawn Care Marcos Cabrera	01-9573	MAR. 2026 EMPLOYEE PAID INS.	1,188.00	1,188.00
40380345	03/11/2026	Cornell Distributing	13-4300	CAFETERIA FOOD - SERVICE CHARGE	127.57	34,980.96
40380346	03/11/2026	HENNING, KELLY A	13-4700	CAFETERIA FOOD	746.73	874.30
40380347	03/11/2026	Hillyard, Inc.	01-5825	USAGE CHARGE 02/01/26 - 02/28/26	410.53	410.53
40380348	03/11/2026	Hunt Propane, Inc.	01-5800	PROPERTY MAINTENANCE	700.00	700.00
40380349	03/11/2026	ProPacific Fresh	13-4700	CAFETERIA FOOD	455.40	455.40
40380350	03/11/2026	US Foods, Inc.	01-4300	SHELVING 7TH/8TH GRADE	162.38	162.38
			01-4300	SITE SUPPLIES	16.73	16.73
			01-5510	297.20 GALLONS OF PROPANE	953.06	953.06
			13-4700	CAFETERIA FOOD	601.32	601.32
			13-4300	CAFETERIA FOOD/SUPPLIES	384.80	384.80
				CAFETERIA FOOD/SUPPLIES - WALDEN	488.31	488.31
				CAFETERIA SUPPLIES	23.78	23.78
			13-4700	CAFETERIA FOOD	287.77	287.77
				CAFETERIA FOOD/SUPPLIES	2,400.28	2,400.28
				CAFETERIA FOOD/SUPPLIES - WALDEN	922.26	922.26
40380690	03/18/2026	Cornell Distributing	13-4700	CAFETERIA FOOD	4,507.20	4,507.20
40380691	03/18/2026	CRANE, JENNIFER M	01-4300	CLEAR TUBS	455.85	455.85
40380692	03/18/2026	Gold Star Foods	13-4300	CAFETERIA FOOD/SUPPLIES	39.31	39.31
			13-4700	CAFETERIA FOOD	314.06	314.06
				CAFETERIA FOOD	1,550.70	1,550.70
				CAFETERIA FOOD - CREDIT	327.88-	327.88-
40380693	03/18/2026	Hunt Propane, Inc.	01-5510	125.90 GALLONS OF PROPANE	2,814.29	4,351.17
				CAFETERIA FOOD/SUPPLIES	403.73	403.73

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.

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
40380693	03/18/2026	Hunt Propane, Inc.	01-5620	ANNUAL TANK RENTAL 02/2026	21.45	425.18
40380694	03/18/2026	ODP Business Solutions, LLC	01-4300	TK - 8TH GRADE SUPPLIES		396.51
40380695	03/18/2026	Orland Ace Hardware	01-4300	SITE SUPPLIES		12.19
40380696	03/18/2026	PG&E	01-5510	MONTHLY SERVICE CHARGE 02/02/26 - 03/03/26		24.64
40380697	03/18/2026	ProPacific Fresh	13-4700	CAFETERIA FOOD	411.98	
40380698	03/18/2026	Shawn Molleson		CAFETERIA FOOD - WALDEN	1,088.55	1,500.53
40380699	03/18/2026	TCG Administrators/CalSTRS	01-5800	MOWING SERVICE 02/23/26		133.98
40380700	03/18/2026	US Bank Corporate Payment Systems	01-5890	MONTHLY ADMINISTRATION FEES		8.00
			01-4300	BOOKS FOR RESOURCE ROOM	289.30	
				ELO P SUPPLIES - EMILY	12.63	
				ELO P SUPPLIES - MONICA	305.25	
				ELOP SUPPLIES - EMILY	99.69	
				P.D. SNACKS	51.93	
				TIRES FOR THE BUS	1,034.19	
			01-5835	CHATGPT SUBSCRIPTION	20.00	
				SPOTIFY MONTHLY CHARGE	12.99	
			01-5865	CLEARING HOUSE - J FELIX	1.25	
			13-4300	CAFETERIA SUPPLIES	40.71	
			13-4700	CAFETERIA FOOD	215.45	2,083.39
40380701	03/18/2026	US Foods, Inc.	13-4300	CAFETERIA FOOD/SUPPLIES - WALDEN	160.06	
			13-4700	CAFETERIA FOOD	1,471.74	
				CAFETERIA FOOD/SUPPLIES - WALDEN	633.95	2,265.75
40380702	03/18/2026	WM Corporate Services, Inc. As Payment Agent	01-5530	MONTHLY SERVICE 02/01/26 - 02/28/26		656.05
40381041	03/25/2026	Cornell Distributing	13-4700	CAFETERIA FOOD		455.85
40381042	03/25/2026	FGL Environmental	01-5520	WATER MONITORING		114.00
40381043	03/25/2026	Gold Star Foods	13-4300	CAFETERIA FOOD/SUPPLIES	315.55	
			13-4700	CAFETERIA FOOD - WALDEN	393.75	
				CAFETERIA FOOD/SUPPLIES	802.09	1,511.39
40381044	03/25/2026	Orland Ace Hardware	01-4300	SITE SUPPLIES		84.22
40381045	03/25/2026	ProPacific Fresh	13-4700	CAFETERIA FOOD	661.61	
				CAFETERIA FOOD - WALDEN	852.95	1,514.56
40381046	03/25/2026	US Foods, Inc.	13-4300	CAFETERIA FOOD/SUPPLIES	70.99	
				CAFETERIA FOOD/SUPPLIES - WALDEN	112.63	
			13-4700	CAFETERIA FOOD	693.89	
				CAFETERIA FOOD/SUPPLIES	999.01	
				CAFETERIA FOOD/SUPPLIES - WALDEN	1,016.97	2,893.49

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 02/27/2026 through 03/26/2026 Board Meeting Date April 2, 2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
40381047	03/25/2026	USI, Inc.	01-4300	LAMINATING FILM	40	281.90
Total Number of Checks					40	68,623.75

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	25	43,825.95
13	CAFETERIA	15	24,547.80
73	FOUNDATION PRIVATE TRUS	1	250.00
Total Number of Checks		40	68,623.75
Less Unpaid Tax Liability			.00
<b>Net (Check Amount)</b>			<b>68,623.75</b>

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 28-29, 2020

Departure Time: 1:00pm (PM) Return Time: 7:00pm (PM)

Method of Transportation parent drivers (maybe 1 van)

## Minor Field Trip Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent

## Major Field Trip Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

Clerk, Board of Trustees

# FIELD TRIP REQUEST FORM



Major Field Trip (over 20 miles)



Minor Field Trip (local/20 miles or less)

Teacher Dave Lee

Destination (Place) / Activity Old Sacramento

City Sacramento

Distance in miles, one way 102 miles

Purpose Visit the underground shops of Sacramento before the floods as well as an old time print shop.

Date of proposed trip May 22

Departure Time: 8:00am Return Time: 3pm

Method of Transportation 3 Vans

## Minor Field Trip Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent

## Major Field Trip Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

Clerk, Board of Trustees

PLAZA ELEMENTARY SCHOOL DISTRICT  
7322 COUNTY ROAD 24  
ORLAND, CALIFORNIA 95963

(530) 865-1250

BOARD OF EDUCATION APPLICATION FOR MEMBERSHIP

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ Are you a registered voter within CJUESD? \_\_\_\_\_

Please fill in the information requested in the following questions:

1. The appointment for which you are applying would run until December, 2026. If appointed, would you run for election in 2026? \_\_\_\_\_
2. The Board meets once a month for about two hours per meeting. In addition, special meetings can take considerable time. Board members, of course, need time to prepare for meetings. Do you feel you have the time to perform these functions? \_\_\_\_\_
3. Have you had children in the PESD? \_\_\_\_\_
4. List all the activities related to the PESD:
  - a. School Level: \_\_\_\_\_  
Offices Held: \_\_\_\_\_
  - b. District Level: \_\_\_\_\_  
Offices Held: \_\_\_\_\_
5. Have you served in other capacities related to public schools:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD OF EDUCATION

APPLICATION FOR MEMBERSHIP

PAGE 2

6. Briefly describe your reasons for wanting to serve on the PESD Board of Education

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7. What is the role of the school board?

8. What should be the relationship between the board members and the administration in handling school concerns?

9. In what area of function as a board member would you have a particular interest or skill (public relations, budget, evaluation, long range planning, policies, facilities)?

10. What, as you see, are the strengths of the district?

11. What, as you see, are the areas most needing improvement within the district?

**Tentative Agreement between  
Plaza Elementary School District (“District”) &  
Plaza Elementary Teachers Association (“PTA”)  
2025-26 through 2027-28 School Years**

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The Parties have convened in joint negotiations and have reached the following Tentative Agreement to reach a final Agreement between the Parties effective through the 2027-2028 school years.

**2025-26 ARTICLE XIV – Salaries**

- 5% increase to Step 1 Column 1 only
- Change language to: **After Step 20**, employees will advance in one year increments with an increase of \$750.00 per step until the maximum of Step 32
- Remove “In order to advance to Step 28, unit members will be required to have either (A) completed 75 units above a BA or (B) possess a MS or MA Degree. Any unit member hired by the district after 7/1/13 shall be required to possess a MA or MS to advance to Step 32.”
- The remainder of the salary structure, including column/step formula, will remain the same.
- Salary will be retroactive to July 1<sup>st</sup>, 2025

**2025-26 ARTICLE XVII – Leaves**

- **Bereavement Leave 17.6.1.1** – remove out of state travel requirement to qualify for 5 days of paid bereavement

**2026-27 ARTICLE XIV – Salaries**

- COLA increase to Step 1 Column 1 only. The remainder of the salary structure, including column/step formula, will remain the same.

**2026-27 ARTICLE XV – Work Day Work Year**

- **Add 15.10 Minimum Days** – All minimum days, with the exception of Parent-Teacher Conference days, shall be reserved exclusively for teacher-directed preparation and planning. No meetings, trainings, or other mandatory activities shall be scheduled during this time.

**2026-27 ARTICLE XVIII – Health and Welfare**

- Increase Health and Welfare cap from \$17,500 to \$18,250 for 1.0 FTE Active Certificated Employees only

**2027-28 ARTICLE XIV – Salaries**

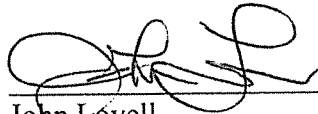
- COLA increase to Step 1 Column 1 only. The remainder of the salary structure, including column/step formula, will remain the same.

**2027-28 ARTICLE XVIII – Health and Welfare**

- Increase Health and Welfare cap from \$18,250 to \$19,000 for 1.0 FTE Active Certificated Employees only

Except as delineated above, the Parties agree to maintain the current language in the 2024-25 Agreement.

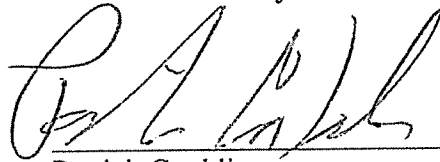
**Plaza Elementary Teachers Association**



John Lovell  
Teacher

3/19/26  
Date

**Plaza Elementary School District**



Patrick Conklin  
Superintendent/Principal

3/19/26  
Date



David Lee  
Teacher

3/19/26  
Date

**PLAZA ELEMENTARY SCHOOL DISTRICT  
CERTIFICATED**

**2025-26 DRAFT SALARY SCHEDULE**

*5% Increase Over 2024-25 w/ 3% to Step 20*

**Board Draft 4-2-26**

<b>Step</b>	<b>BA+30</b>	<b>BA+45</b>	<b>BA+60</b>
<b>1</b>	\$53,155	\$54,750	\$56,392
<b>2</b>	\$54,750	\$56,392	\$58,084
<b>3</b>	\$56,392	\$58,084	\$59,826
<b>4</b>	\$58,084	\$59,826	\$61,621
<b>5</b>	\$59,826	\$61,621	\$63,470
<b>6</b>	\$61,621	\$63,470	\$65,374
<b>7</b>		\$65,374	\$67,335
<b>8</b>			\$69,355
<b>9</b>			\$71,436
<b>10</b>			\$73,579
<b>11</b>			\$75,786
<b>12</b>			\$78,060
<b>13</b>			\$80,402
<b>14</b>			\$82,814
<b>15</b>			\$85,298
<b>16</b>			\$87,857
<b>17</b>			\$90,493
<b>18</b>			\$93,208
<b>19</b>			\$96,004
<b>20</b>			\$98,884
<b>21</b>			\$99,634
<b>22</b>			\$100,384
<b>23</b>			\$101,134
<b>24</b>			\$101,884
<b>25</b>			\$102,634
<b>26</b>			\$103,384
<b>27</b>			\$104,134
<b>28</b>			\$104,884
<b>29</b>			\$105,634
<b>30</b>			\$106,384
<b>31</b>			\$107,134
<b>32</b>			\$107,884

Teacher in Charge Stipend - \$1,000

Master of Arts/Science Stipend - \$750

After Step 20, employees will advance in one year increments with an increase of **\$750.00** per step until the maximum of 32 steps.