

# CENTER JOINT UNIFIED SCHOOL DISTRICT

www.centerusd.org

## Local Control Accountability Plan Goals:

1. CJUSD Students will be challenged and supported to achieve academic success in a clean, safe environment through Multi-Tiered Systems of Support (MTSS)
2. CJUSD students will be College and Career ready through Multi-Tiered Systems of Support (MTSS) Actions/Services
3. CJUSD students and families will be engaged and informed regarding the educational process and opportunities through Multi-Tiered Systems of Support (MTSS)

## **BOARD OF TRUSTEES REGULAR MEETING**

**District Board Room, Room 503  
Wilson C. Riles Middle School  
4747 PFE Road, Roseville, CA 95747**

**Wednesday, January 16, 2019 - 6:00 p.m.**

## STATUS

- I. **CALL TO ORDER & ROLL CALL - 5:30 p.m.**
- II. **ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
  1. Conference with Labor Negotiator, (David Grimes), Re: CSEA and CUTA (G.C. §54957.6)
  2. Student Expulsions/Readmissions (G.C. §54962)
- III. **PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**
- IV. **CLOSED SESSION - 5:30 p.m.**
- V. **OPEN SESSION - CALL TO ORDER - 6:00 p.m.**
- VI. **FLAG SALUTE**
- VII. **ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** Info/Action
- VIII. **ADOPTION OF AGENDA** Action
- IX. **STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each)** Info
  1. Center High School - Maximus Gomez
  2. McClellan High School - Asirah Jackson

*Note: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Superintendent's Office at (916) 338-6409 at least 48 hours before the scheduled Board meeting. [Government Code §54954.2] [Americans with Disabilities Act of 1990, §202.]*

**NOTICE:** The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the schedule meeting, can be viewed at Center Joint Unified School District, Superintendent's Office, located at 8408 Watt Avenue, Antelope, CA. For more information please call 916-338-6409.

- |                  |   |                         |
|------------------|---|-------------------------|
|                  | <b>X. ORGANIZATION REPORTS</b> (3 minutes each)   | Info                    |
|                  | 1. CUTA - Venessa Mason, President  |                         |
|                  | 2. CSEA - Marie Huggins, President  |                         |
|                  | <b>XI. COMMITTEE UPDATES</b> (8 minutes each)   | Info                    |
| Facilities & Op. | 1. <b>Facilities Update</b> - Craig Deason  |                         |
|                  | <b>XII. REPORTS/PRESENTATIONS</b> (8 minutes each)  | Info                    |
| Facilities & Op. | 1. <b>Bond Oversight Committee Annual Report</b> - Craig Deason   |                         |
|                  | <b>XIII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA</b>   | Public Comments Invited |
|                  | <i>Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board <u>may not</u> discuss or take action on any item which is not on this agenda except as authorized by Government Code Section 54954.2. A speaker shall be limited to 3 minutes (Board Policy 9323). All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.</i>                       |                         |
|                  | <b>XIV. BOARD / SUPERINTENDENT REPORTS</b> (10 minutes)   | Info                    |
|                  | <b>XV. CONSENT AGENDA</b> (5 minutes)   | Action                  |
|                  | <i>NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.</i>   |                         |
| Governance       | 1. Approve Adoption of Minutes from December 19, 2018 Regular Meeting   |                         |
| Personnel        | 2. Approve Classified Personnel Transactions  |                         |
| ↓                | 3. Approve Certificated Personnel Transactions  |                         |
| Facilities & Op. | 4. Approve 2018-2019 Safe School and Emergency Preparedness Plan - Spinelli   |                         |
| ↓                | 5. Approve Notice of Completion - Biondi Paving, Inc. - Campus Fencing Upgrade at Dudley Elementary and Spinelli Elementary and Basketball Court Replacement at Spinelli Elementary   |                         |
| ↓                | 6. Approve Disposal of Surplus Equipment:<br>2001 Ford F250 Pickup, VIN# 3FTNX21S61MA35928, License Plate Number 1260570  |                         |
| Business         | 7. Approve Certification of Corrective Actions For the 2017/18 Audit Finding  |                         |
| ↓                | 8. Approve Payroll Orders: July - December 2018   |                         |
| ↓                | 9. Approve Supplemental Agenda (Vendor Warrants): December 2018   |                         |
|                  | <b>XVI. BUSINESS ITEMS</b>  |                         |
| Governance       | <b>A. <u>Resolution # 16/2018-19: Resolution of the Board of Education of the Center Joint Unified School District Initiating the Transfer of Territory from the Center Joint Unified School District to the Roseville Joint Union High School District and the Roseville City School District and the transfer of Territory from the Roseville Joint Union High School District and the Roseville City School District to the Center Joint Unified School District</u></b> | Action                  |
| Business         | <b>B. <u>Approval of Form J-13A - Request for Allowance of Attendance Due To Emergency Conditions</u></b><br>This Form is for a waiver for the school closure on November 16, 2018. The closure was due to Hazardous Air Quality.   | Action                  |
|                  | <b>XVII. BOARD WORKSHOP</b>   | Info                    |
|                  | 1. Facilities Planning & Information  |                         |

- XVIII. ADVANCE PLANNING** Info
- a. *Future Meeting Dates:*
    - i. *Regular Meeting: Wednesday, February 20, 2019 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
  - b. *Suggested Agenda Items:*
- XIX. CONTINUATION OF CLOSED SESSION (Item IV)** Action
- XX. ADJOURNMENT** Action

**CJUSD Mission:**

*Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well-rounded education, and being active citizens of our diverse community.*

# Center Joint Unified School District

<b>Dept./Site:</b> Maintenance & Operations	<b>AGENDA REQUEST FOR:</b>
<b>To:</b> Board of Trustees	Action Item _____
<b>Date:</b> January 16, 2019	Information Item <u>  X  </u>
<b>From:</b> Craig Deason, Asst. Superintendent	# Attached Pages <u>  1  </u>
<b>Principal/Administrator Initials:</b> <u>  CD  </u>	

**SUBJECT: Bond Oversight Committee Annual Report**

The Bond Oversight Committee, established in January of 2009, will present their annual report at the January Board meeting.

The attached memo from the Bond Oversight Committee provides an overview of the committee, as well as its responsibilities, actions, and membership during the past year.

# Memorandum

Date: January 16, 2019

To: CJUSD Board of Trustees

From: Craig Deason, CJUSD Bond Oversight Committee

RE: Annual Report

---

During the 2018 reporting period no bonds were sold and no expenditures incurred, and as such the Center Joint Unified School District Bond Oversight Committee has no activities to report to the Board.



# CENTER JOINT UNIFIED SCHOOL DISTRICT

## BOARD OF TRUSTEES REGULAR MEETING

District Board Room, Room 503  
Wilson C. Riles Middle School  
4747 PFE Road, Roseville, CA 95747

Wednesday, December 19, 2018

### MINUTES

**OPEN SESSION - CALL TO ORDER** - Trustee Anderson called the meeting to order at 5:30 p.m.

**ROLL CALL** - Trustees Present: Mrs. Anderson, Mr. Hunt, Mr. J'Beily, Mrs. Pope,  
Mr. Wilson

Administrators Present: Scott Loehr, Superintendent  
Lisa Coronado, Director of Fiscal Services  
David Grimes, Director of Personnel/Student Services  
Mike Jordan, Director of Curriculum/Instruction/Special Ed.

Administrators Absent: Craig Deason, Assist. Supt., Operations & Facilities

#### **ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

1. Conference with Labor Negotiators, (David Grimes), Re: CSEA and CUTA (G.C. §54957.6)
2. Student Expulsions/Readmissions (G.C. §54962)

**PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION** - None

**CLOSED SESSION** - 5:30 p.m.

**OPEN SESSION - CALL TO ORDER** – 6:00 p.m.

**FLAG SALUTE** - led by Nancy Anderson

**ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** – the Board met in Closed Session and it was announced that the following action was taken during Closed Session:

2. Student Expulsions/Readmissions (G.C. §54962)  
Student Expulsion 18/19-02 – Recommendation approved.

**Motion:** Wilson  
**Second:** Hunt

**Vote:** General Consent

Student Readmission 17/18-08 – Recommendation approved.

**Motion:** Wilson  
**Second:** Pope

**Vote:** General Consent

Student Readmission 17/18-04 – Recommendation approved.

**Motion:** Wilson  
**Second:** Pope

**Vote:** General Consent

**ADOPTION OF AGENDA** - There was a motion to approve the adoption of the agenda as amended: pull Consent Agenda Item #1 & #13 for separate consideration.

**Motion:** Wilson  
**Second:** Hunt

**Vote:** General Consent

**DECLARATION OF ELECTION RESULTS** – Scott Loehr read the election results from the Sacramento County Office of Voter Registration for both the Sacramento and Placer Counties.

**ADMINISTRATION OF OATHS OF OFFICE** - Scott Loehr, Superintendent, administered the Oath of Office to Milad J'Beily, Donald Wilson, and Jeremy Hunt.

Trustee Anderson welcomed Milad J'Beily to the Board. Mr. Loehr noted that he has spoken to Mr. J'Beily many times over the last couple of months and he has seemed very excited to get started, and can not wait to get going. Mr. Loehr noted that all 3 of the Board members sworn in tonight are all graduates from Center High School. That says a lot about our community and the commitment to our community that these folks have. Milad will be a great addition to the team.

#### **STUDENT BOARD REPRESENTATIVE REPORTS**

1. Center High School – Maximus Gomez

- Dear Santa was held this month. To do this the 4 classes had Penny Wars and the money collected was used to buy presents for unfortunate families. They were able to raise over \$700. They will be helping a family of 19 that was affected by the fires. They will also be helping a family of 8. Boosters will also be helping a family of 8.
- Operation Santa was held today. Center HS students went to the elementary sites, did activities with the students and brought some presents.
- Finals are being held this week.
- Basketball team won the Elk Grove Tournament earlier this month.
- everyone is excited about the break coming up.

2. McClellan High School – Asirah Jackson

- thanks to the generosity of the Lion's Club and McClellan staff, 5 students have each received a \$100 WalMart gift card. Other staff gave input to select the students.
- Volleyball team played in the Alternative Athletic League Championship on December 12th and won the trophy.
- Basketball players are practicing. The AAL season starts after break. The playoffs will be held in March at the Hardwood Palace in Rocklin.
- On November 13th 20 students received recognition for honor roll and outstanding attendance from the last grading period. Fifteen families were in attendance at the awards assembly.
- The current grading period ends this Friday and the awards assembly will be held on January 15th. All staff and board members are invited to attend.
- McClellan is continuing to offer online driver's ed courses for only \$20. This is the 30 hour course that the DMV requires to get a permit.
- Center Adult School ESL classes for citizenship & the high school diploma will be moving over Winter Break to the District Annex. The Center Adult School and Family Resource Center will also be moving to the District Annex location.

### **STUDENT BOARD REPRESENTATIVE REPORTS (continued)**

- Adult School Construction classes will remain at Center High School. Construction has begun on their tiny home project. They will also be building Little Libraries. Oak Hill PTA has already purchased 2 of them.
- Firefighters visited the Center Preschool on November 28th and 29th.
- Preschool will have a Pajama Day tomorrow. There will also be a book exchange for all of the students.

### **ORGANIZATION REPORTS**

1. CUTA - Venessa Mason, President, was not available to report. Mr. Loehr noted that he received a message from Mrs. Mason that she would not be available for the meeting tonight but that she wished everyone a Merry Christmas, a Happy New Year, and she will see everyone in January.
2. CSEA - Marie Huggins, President, welcomed the new and returning Board members. She noted that it is neat to hear that they are all graduates from Center High School. She noted that Chapter elections this month for 2 officers and 3 negotiating team members. They have some changes happening within their chapter and will be moving forward and start negotiating with the district with a few new faces. She wished everyone a Merry Christmas and a Happy New Year. She thanked Mr. Loehr for giving her report last month; she had been with family members that had been evacuated from the Camp Fire in Paradise.

### **COMMITTEE UPDATES**

**Facilities Committee Update** - Craig Deason, Assistant Superintendent of Operations & Facilities, was not available to report. Mr. Loehr noted that they learned yesterday that the plaza project for the high school will be done in mid January. The sign will be replaced over break. They received word that our modernization project for the high school 2 years from now has been approved by the Department of State Architecture. We have continued our work with Caldwell Flores Winters. He noted that a Facilities Meeting will be added to our meeting on January 16 meeting, and will hold a Special Workshop on February 6. The meeting on February 6th will be for sharing the Implementation Plan with the Board.

### **REPORTS/PRESENTATIONS**

1. **Special Education Comprehensive Review Presentation** - Mike Jordan, Director of Curriculum, Instruction & Special Education, noted that 18 months ago the district was selected for a comprehensive review of Special Education programs. The Department of Education looks at 40 random IEPs, looking for anything of non-compliance. The district has, since that time, corrected any items that were not compliant, done training for staff and administration on the non-compliant areas, and have been deemed compliant. The Department of Education is now going to come and review 20 more IEPs in January. If those are determined to be 100% accurate the district will be out of the Comprehensive Review cycle. Some of the files that the select may be our kids but attend county schools, pre-school, or non-public schools. A lot of the errors found were not from our schools in our district. Our district is now being used as a model. The credit goes to Tracy Ramirez.
2. **Dashboard Report/Presentation** - Mike Jordan, Director of Curriculum, Instruction & Special Education, noted that about 2 weeks ago the Dashboard become live. He gave each of the Board members copies of the overview. He showed a brief video about what the Dashboard is.

**COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA** - None

## **BOARD/SUPERINTENDENT REPORTS**

### **Mr. Hunt**

- welcomed Mr. J'Beily to the Board. Noted that it is nice to see Milad's family here to support him.
- wished everyone a Merry Christmas and a Happy New Year.

### **Mr. Wilson**

- welcomed Milad to the Board.
- noted that his student was to do an assignment but couldn't involve Christmas in it at all because they don't want to offend anyone.
- attended the high school play. He noted that it was a phenomenal production; Mr. Hughey did a great job.

### **Mrs. Pope**

- was disappointed that the play was only one weekend. She was not able to attend during the weekend that it was held.
- had the pleasure of attending the criminal justice mock trial on Monday. It was a huge success.
- noted that she was watching KVIE in late November and saw Susan Erickson was on Inside California Education and talking about our MCA program
- stopped by Oak Hill, Dudley, and North County to take a tour with Mr. Loehr. Thanked the success of each site.
- congratulated Mr. J'Beily on joining the team.

### **Mr. J'Beily**

- noted that he is excited and looking forward to serving as a Board Member.
- was pleasantly surprised by the welcoming from Mr. Loehr and the district staff.
- wished everyone a Merry Christmas and a Happy New Year.

### **Mr. Loehr**

- welcomed Mr. J'Beily to the Board, and noted it was nice to see the excitement when going around to the sites with him.
- noted that there will be some Board Workshops coming up.
- reminded that Board that we will be coming up with a group to look at the Naming Policy. Donald and Nancy have asked to serve on that committee.
- noted that he appreciates everything that the teachers and staff do, but want to thank the Administrators for what they do every day.
- noted that the Mock Trial was wonderful.
- noted that regarding the Dashboard we received a call today from the county. They will work with us on ways to get our needle to move.
- wished everyone a Merry Christmas and a Happy New Year.

### **Mrs. Anderson**

- jokingly noted that she is sad that Milad didn't get to participate in a full election. She welcomed him to the Board.
- wished everyone a Merry Christmas and a Happy New Year.

## **CONSENT AGENDA**

1. *This item was pulled for separate consideration.*
2. Approved Classified Personnel Transactions

**CONSENT AGENDA (continued)**

3. Approved 2018/2019 Individual Services Agreements:
  - 2018/19-144 Alder Academy
  - 2018/19-145 Capitol Academy
  - 2018/19-146 Placer Learning Center
  - 2018/19-147 Sierra Foothills Academy
  - 2018/19-148-149 Sierra School
4. Approved Memorandum of Understanding Agreement #19029 between Sacramento County Office of Education and Center Joint Unified School District for the 2018-2019 K-6 Professional Development for the History / Social Studies Framework and Curriculum Adoption
5. Approved 2018-19 Title III Plan
6. Approved Field Trip: 5th Grade Alliance Redwoods Trip - North Country
7. Approved Field Trip: GATE Students to Donner Summit - Riles MS
8. Approved Field Trip: Chico High School Wrestling Tournament - CHS
9. Approved Field Trip: 6th Grade Alliance Redwood Trip - Oak Hill
10. Approved Inspector Services Agreement Amendment #1 - MHL Enterprises for the Center High School New Campus Enter Plaza Project
11. Approved Notice of Completion - Boberg Hardwood Floors - Gym Floor Replacement at Wilson C. Riles Middle School
12. Approved Amendment 1 to CCTR-8179, Local Agreement for Child Development Services
13. *This item was pulled for separate consideration.*
14. Approved Amendment #1 Consultant Service Agreement - Terracon Consultants, Inc. - Center High School New Entry Plaza Project
15. Approved Contract Amendment #5 - Proposition 39, California Clean Energy Jobs Act with Capital Program Management for Planning Implementation Services
16. Approved Disposal of Surplus Equipment:
  - 1986 Chevy G-30/Wayne Bus, VIN # 2GDHG31M7FF4520334, License Plate Number E063495
17. Approved Disposal of Surplus Equipment:
  - 1996 Chevy G-30/US Bus, VIN # 2GBHG31Y7SF215576, License Plate Number E028126
18. Approved Disposal of Surplus Equipment:
  - 1991 Blue Bird (TC 2000 FE) Bus, VIN# 1BAADCSAXMF040843, License Plate Number E330695
19. Approved Payroll Orders: July - November 2018
20. Approved Supplemental Agenda (Vendor Warrants): November 2018

**Motion:** Wilson  
**Second:** Pope

**Vote:** General Consent

**CONSENT AGENDA ITEMS PULLED FOR SEPARATE CONSIDERATION**

1. Approved Adoption of Minutes from November 14, 2018 Regular Meeting

**Motion:** Hunt  
**Second:** Wilson

**Ayes:** Anderson, Hunt, Pope, Wilson  
**Noes:** None  
**Abstain:** J'Beily

**CONSENT AGENDA ITEMS PULLED FOR SEPARATE CONSIDERATION (continued)**

13. Approved SyTech Solutions Document Scanning Service Agreement  
Trustee Wilson noted that he was concerned when he saw this item of people having access to records; what safeguards do we have for staff. SyTech is a notable company. They will maintain our documents. Instead of archiving them in the warehouse, they would be archived/scanned. Mr. Loehr noted that people in particular departments can see their scanned documents in relation to their duties (ie. Accounts Payables, Accounts Receivables, etc.).

**Motion:** Wilson  
**Second:** Pope

**Ayes:** Anderson, Hunt, J'Beily, Pope, Wilson  
**Noes:** None

**BUSINESS ITEMS**

**A. APPROVED - Annual Organizational Meeting for Governing Board**

Trustee Anderson, Board President, opened the nominations for Officers of the Board for 2019.

- 1) **Office of the Board President:** Trustee Wilson made a motion, seconded by Trustee Anderson, to nominate Trustee Hunt as President of the Board. There were no other nominations.  
**Ayes:** Anderson, Hunt, J'Beily, Pope, Wilson  
**Noes:** None
- 2) **Clerk of the Board:** Trustee Hunt made a motion, seconded by Trustee Pope, to nominate Trustee Wilson as Clerk of the Board. There were no other nominations.  
**Ayes:** Anderson, Hunt, J'Beily, Pope, Wilson  
**Noes:** None
- 3) **Board Representative to SCOE:** Trustee Hunt made a motion, seconded by Trustee Wilson, to nominate Trustee Pope to serve as Board Representative to the Sacramento County Office of Education. There were no other nominations.  
**Ayes:** Anderson, Hunt, J'Beily, Pope, Wilson  
**Noes:** None
- 4) **Date, Time, Place of Board Meetings:** Trustee Hunt made a motion, seconded by Trustee Wilson, to continue meeting at 6:00 p.m. (start of Open Session) on the third Wednesdays of the month, with special meetings to be held on the first Wednesdays whenever possible. Meetings will continue to be held in the District Board Room.  
**Vote:** General Consent

**RECESS:** At 6:52 p.m. Trustee Anderson, President of the Board, called a recess of the regular meeting of the CJUSD Board of Trustees to convene the Organizational Meeting of the Board of Directors of the CJUSD Financing Corporation. The meeting of the CJUSD Financing Corporation was adjourned at 6:53 p.m., at which time the regular meeting of the Center Joint Unified Board of Trustees was reconvened.

Mr. ??? J'Beily inquired on how to obtain copies of the agenda. It was noted that it is posted the Friday prior to the meeting on our district website. If wanting one mailed, a written request can be submitted to the Superintendent's Secretary.

Mr. Loehr presented Trustee Anderson with a commemorative gavel for her service as President for 2018.

**BUSINESS ITEMS (continued)**

**B. APPROVED - Instructional Materials Adoption Grades 7-8: History Social Studies Textbooks**

Mr. Loehr noted that this is the adoption of materials for the middle school in History Social Studies.

**Motion:** Hunt  
**Second:** Pope

**Vote:** General Consent

**C. APPROVED - Resolution #15/2018-19: Resolution Supporting Full Day Kindergarten Facilities Grant Program Applications and Supporting Full Day Kindergarten Instruction**

Mr. Loehr noted that there is current funding available through the state to 100% full the construction of facilities for Full-Day Kindergarten. This action by the Board would authorize the district to pursue it. If it comes back as a go, we will come back to the Board with plans to do it. It would take 2-3 years before it would be materialized. With this we would be able to add about 2 classes to each elementary site. Trustee Pope asked how this would affect transportation. Mr. Loehr noted that this would be better; currently we pick-up/drop-off twice each day for Kindergarten and with the change it would be once per day. Trustee Wilson asked if this was just to keep our options open at this point. Mr. Loehr said that was absolutely correct.

**Motion:** Hunt  
**Second:** Wilson

**Vote:** General Consent

**D. RECEIVED - Audit Report For Fiscal Year 2017/18**

Lisa Coronado, Director of Fiscal Services, introduced Jennifer Hall, Auditor. She highlighted the findings on the last few pages. She noted that the district, and Lisa Coronado, have done a great job. She also thanked the sites for working with them as well. Trustee Pope thanked Lisa for another great audit. Lisa noted that all of the departments and sites have a part in it and thanked them for what they do.

**Motion:** Anderson  
**Second:** Pope

**Vote:** General Consent

Lisa Coronado did note that the one finding had to do with an invoice that was billed in June and paid in July. She noted that she has spoken with her staff and CPM so that this is corrected in the future.

**E. APPROVED - First Interim Report for Fiscal Year 2018/19**

Lisa Coronado, Director of Fiscal Services, noted that the First Interim is the report that looks at the financials from July 1 through October 31. It is the first time that we can look at actual figures, rather than assumptions. She covered district ADA, revenue, expenditures and contributions, and unrestricted revenue vs. expenditure contributions.

**Motion:** Pope  
**Second:** Hunt

**Vote:** General Consent

**F. APPROVED - Second Reading: Board Policies/Regulations/Exhibits**

BP 0420.42 - Charter School Renewal  
BP 1100 - Communication with the Public  
BP 1330 - Use of School Facilities  
BP 3290 - Gifts, Grants and Bequests  
AR 3320 - Claims and Actions Against the District  
AR 3460 - Financial Reports and Accountability

**BUSINESS ITEMS (continued)**

- BP/AR 5144.1 - Suspension and Expulsion/Due Process
- BP/AR 5148.3 - Preschool/Early Childhood Education
- BP 6142.3 - Civic Education
- BP/AR 6145.2 - Athletic Competition
- BP/AR 6152.1 - Placement in Mathematics Courses
- BP 6170.1 - Transitional Kindergarten
- BP 6190 - Evaluation of the Instructional Program
- BB 9110 - Terms of Office

Mr. Loehr noted that these reflect the changes from the Board from the last meeting.

**Motion:** Pope  
**Second:** Hunt

**Ayes:** Anderson, Hunt, J'Beily, Pope  
**Noes:** Wilson

**ADVANCE PLANNING**

- a. *Future Meeting Dates:*
  - i. *Regular Meeting: Wednesday, January 16, 2019 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. *Suggested Agenda Items:*

**ADJOURNMENT – 7:14 p.m.**

**Motion:** Hunt  
**Second:** Pope

**Vote:** General Consent

Respectfully submitted,

---

Scott A. Loehr, Superintendent  
Secretary to the Board of Trustees

---

Donald E. Wilson, Clerk  
Board of Trustees

---

Adoption Date

# Center Joint Unified School District

		<b>AGENDA REQUEST FOR:</b>	
<b>Dept./Site:</b>	<b>Personnel Department</b>	<b>Action Item</b>	<u>X</u>
<b>Date:</b>	<b>January 16, 2019</b>	<b>Information Item</b>	<u>-</u>
<b>To:</b>	<b>Board of Trustees</b>	<b># Attached Pages</b>	<u>1</u>
<b>From:</b>	<b>David Grimes, Director of Personnel and Student Services</b>		

CONSENT AGENDA

**Subject: Classified Personnel Transactions**

**New Hire**

Mauricio Camarena-Ramirez, College Career Coordinator  
Sandra Oliver, Instructional Assistant

**Promotion**

Evelyn Baker, Instructional Assistant  
Ginger Parker, Transition Partnership Program Assistant

**Resignation**

Daniel Palm, Instructional Specialist/PH Autism  
Claudia Ramirez, Instructional Assistant

**Resignation Rescinded**

Jose Orellano-Gomez, Instructional Specialist/PH Autism

**Recommendation: Approve Classified Personnel Transactions as Submitted**

Mauricio Camarena-Ramirez has been hired as the College Career Coordinator at Center High School effective December 17, 2018.

Sandra Oliver has been hired as an Instructional Assistant at Oak Hill Elementary School effective January 7, 2019.

Evelyn Baker has been promoted to Instructional Assistant at Oak Hill Elementary School effective January 7, 2019.

Ginger Parker has been promoted to Transition Partnership Program Assistant at Center High School effective January 7, 2019.

Daniel Palm has resigned from his position as Instructional Specialist/PH Autism at Wilson Riles Middle School effective December 26, 2018.

Claudia Ramirez has resigned from her position as Instructional Assistant at North Country Elementary School effective December 24, 2018.

Jose Orellano-Gomez, an Instructional Specialist/PH Autism at Dudley Elementary School, has rescinded his resignation.



## **Resignation**

Diana Taylor resigned her position as Special Education Teacher, Oak Hill Elementary School, effective end of day on December 21, 2018.

# Center Unified School District

AGENDA REQUEST FOR

DEPT./SITE: Spinelli Elementary

ACTION ITEM

TO: Board of Trustees

INFORMATION ITEM

DATE: December 20, 2018

# ATTACHED PAGES 97

FROM: Julie Opfer 

SUBJECT:

Seeking Board approval of Spinelli's *Safe School and Emergency Preparedness plan* for the 2018-2019 School Year.

CONSENT AGENDA

RECOMMENDATION:

# *Spinelli Elementary*

## *Home Of The Tigers*



**Safe School**

**And**

**Emergency Preparedness Plan**

**Center Joint Unified School District  
Antelope, CA**

Revised December, 2018

## **EMERGENCY PREPAREDNESS PLAN**

The Emergency Response Plan has as its primary objectives:

1. To save lives and avoid injuries;
2. To safeguard school property and records;
3. To promote a fast, effective reaction to coping with emergencies;
4. To restore conditions back to normal with minimal confusion as promptly as possible.

Attaining these objectives will require clear activation procedures and responsibilities, identification of all tasks to be performed and by whom, an organized yet flexible response, and the dedication and cooperation of all.

It is vital to the continued functioning of the school, staff, and students that we are prepared to respond effectively in times of emergencies. Such preparations will also help us meet our obligations to our community.

This plan has been developed to be used in case of an emergency. All members of the faculty and other employees should:

1. familiarize themselves with this plan,
2. be prepared to activate it immediately, and
3. perform any duties to which they are assigned to make its activation effective.

Members of the faculty shall teach the Emergency Response Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.

## Table of Contents

<b>PART 1 CRISIS MANAGEMENT</b>	<b>5</b>
Section 1 Incident Command System	5
Section 2 Staging Areas	10
Section 3 Lockdown Procedures	12
Section 4 Evacuation Procedures	15
Section 5 Student Release Procedures	17
Section 6 School Partnerships	19
Section 7 Resources	20
Section 9 Crisis Phone Directory	23
Section 10 Letters Home	24
Section 11 Aftermath	27
Section 12 Training and Updating	28
<b>PART 2 CRISIS READINESS</b>	<b>29</b>
Section 1 Activity in the Vicinity	29
Section 2 After Hours Crisis Procedures	30
Section 3 Bomb Threat	31
Section 4 Bus Accident	36
Section 5 Chemicals/Biohazard/Gas Odor	37
Section 6 Death/Suicide	38
Section 7 Earthquake	39
Section 8 Fire/Explosion	40
Section 9 Flood	42
Section 10 Gas Odor	43
Section 11 Hostage Situation	44
Section 12 Hostile Visitor	46
Section 13 Kidnapping/Attempted Kidnapping	48
Section 14 Medical Emergency	49
Abdominal Pain	50
Artificial Respiration	50
Bleeding	51
Bone Injuries	51
Breathing - Unconscious Person	51
Burns	52
Choking (Heimlich Maneuver)	53
Convulsions or Seizures	53
Diabetics	54
Dog/Animal Bites	54
Ears	54
Electric Shock	54

Eyes	54
Fainting	54
Fracture	54
Frostbite	55
Head Injury	55
Heart Attack	55
AED Steps	57
Nosebleeds	58
Pandemic Flu Plan	58
Poisoning	59
Puncture Wounds (knife and gunshot)	59
Seizure	60
Shock	61
Sunstroke	61
Wounds	61
Section 15 Missing Student	62
Section 16 Public Demonstration	64
Section 17 School Site as Mass Care and Welfare Shelter	65
Use of Facility:	65
Shelter Management:	65
Condition of Facility:	65
Food Services:	65
Custodial Services:	65
Security:	65
Signage and Publicity:	66
Closing the Shelter:	66
Reimbursement:	66
Section 18 Severe Weather	67
Section 19 Shooting/Stabbing	68
<b>PART 3 SITE ACTION PLAN</b>	<b>69</b>
Section 1 District and Site Mission Statements	69
Section 2 Description of School Climate	70
Section 3 School Climate Goals	71
Section 4 Description of Physical Environment	73
Section 5 Physical Environment Goals	74
APPENDIX A STAFF LIST	77
APPENDIX B STAFF CLASSROOM TELEPHONE NUMBERS	78
APPENDIX C SHUT-OFF	79
APPENDIX D EMERGENCY EVACUATION ROUTES	80
APPENDIX E OFF CAMPUS EVACUATION MAP	81
APPENDIX F EMERGENCY OPERATIONS CENTER (EOC) FORM	82

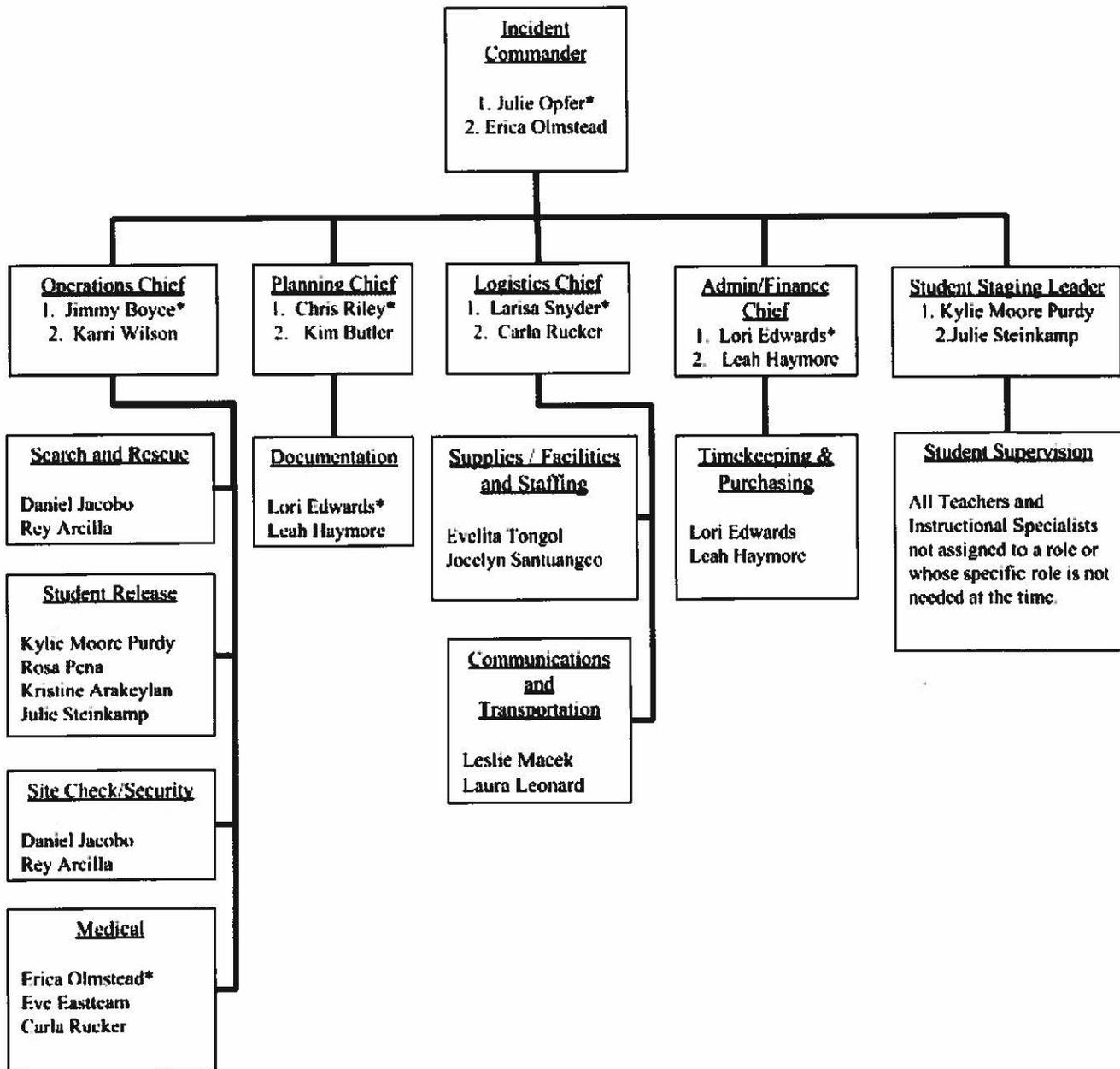
APPENDIX G CHILD ABUSE REPORTING LAW	83
APPENDIX H CHILD ABUSE REPORTING FORM	89
APPENDIX I WILLIAMS UNIFORM COMPLAINT PROCEDURE	90
APPENDIX J DRESS CODE	92
APPENDIX K SUSPENDABLE OFFENSES	93
APPENDIX L PROCEDURES TO NOTIFY TEACHERS OF DANGEROUS PUPILS	94
APPENDIX M HATE MOTIVATED BEHAVIOR	95
APPENDIX N NON DISCRIMINATION/HARASSMENT	96

## **PART 1 CRISIS MANAGEMENT**

### **Section 1 Incident Command System**

The Incident Command System (ICS) is a nationally recognized organizational structure that provides for role assignment and decision-making while planning for and reacting to critical incidents of all types. Implementing ICS will allow for all school personnel to know their area of responsibility during a crisis and to plan and practice the management of their specific role. This type of delegation limits the number of functions under any one manager, allowing each person to focus on just one or two aspects of the incident. These managers then provide information to the incident commander (principal) and help that person make informed decisions. Using this type of organizational system during a critical incident creates clear communication channels that will help limit the chaos and uncertainty associated with emergency incidents. Plans can be made, policy established, and training conducted well in advance of any emergency incident. This type of forward thinking will be needed during a critical incident and is a key component to a school being properly prepared.

# 2018-2019 Spinelli Elementary School Incident Command System



\* ICS Radio

## Incident Command Descriptions

**Incident Commander:** The Incident Commander is the overall leader during an emergency incident. This person is normally the principal or assistant principal of the school. The Incident Commander makes decisions based on the information and suggestions being provided from the Liaison and ICS Section Chiefs.

Assume Command

Establish the Command Post

Conduct briefings of the Command Staff

Identify level of threat by assessing situation

Set specific objectives and direct development of incident action plans

Direct protective actions to stabilize the school

Activate and oversee ICS functions

Establish Unified Command with responding agencies

Update EOC as situation evolves

Approve information to send to the EOC for media briefings

Set objectives for resumption of normal activities

Maintain an activity log (scribe) and oversee action reports

### **Admin/Finance Chief**

The scribe stays with the Incident Commander at all times. The scribe will maintain a written record of the incident including actions taken, actions reported to the Incident Commander, time, names, dates, etc.

Keep an envelope or box for all receipts and overtime cards

Provide a cost-accounting update for the IC as requested

Maintain an activity log (scribe) and write after-action report

Check attendance for that day for both students and adults

*Documentation:* This person will collect, evaluate and document information about the development of the incidents and the status of resources.

**Logistics Chief:** Report to Command Post (immediately or upon handing off students)

The Logistics Chief manages the team and reports directly to the Command Post. This team is responsible for obtaining any needed resource, communication, food and water, and transportation.

Transportation - works with the district Transportation Department to coordinate the arrival of buses and the loading of students onto the proper bus. Responsibilities for this person include: arranging for buses, supervising loading and moving of buses, and arranging alternative forms of transportation as needed. The Operations Chief will direct the team to move students off campus, if necessary.

Participate in briefing sessions, helping to identify required resources and personnel or advising of their availability

Provide equipment, supplies, personnel, busses/cars as required by Operations

Establish and maintain communications (radios, bullhorns, etc.)

Stage resources (or Team Leaders) so they are readily available

Coordinate and re-assign staff to other teams as needed by Operations

Maintain a visible chart of available resources as a reference for Ops and the IC Team

Provide food and water as needed (and available) for staff and students

Off-Site Evacuation Coordinator- organizes the off-site evacuation location during an emergency situation. This includes planning the movement of the students to the location and assisting with accounting of the students once they are moved. Many aspects of this assignment involve planning for the use of a location and planning the evacuation route to safely move the

students. When organizing an evacuation, consider the special needs students and plan for how those students will be moved and what assistance will be required.  
Maintain an activity log (scribe) and write after-action report

**Operations Chief:** The Operations Chief manages the members of the Operations Team. The Chief reports directly to the Command Post. This group, referred to as the "Doers", performs the "hands on" response.

Immediately report to Command Post

Supervise and direct activities of all groups assigned to Operations through the Team Leaders

Identify alternate staging areas as needed (to IC and Logistics)

Identify alternate resource requirements (to IC and Logistics)

Deploy resources/Keep in contact with S & R and Medical

Implement roll call protocol based on Staff List/NoCo building map

Make changes as necessary to action plan based upon reports from group leaders and Planning Chief

Update IC and IC Team with status reports

Maintain an activity log (scribe) and write after-action report

**Planning Chief:** The Planning Intelligence Chief will report directly to the Incident Commander and may stay with the Incident Commander throughout the crisis. This team will gather information to assist with medium/long-range planning related to the ongoing incident and school recovery issues. They will arrange for recovery/aftermath resources so that there is no gap between the end of the incident and necessary support/ services.

Report to Command Post (immediately or upon handing off students)

Collect EOC forms and develop a briefing on incident size and scope for IC Team.

With Ops, gather incident information and updates from team leaders.

Send and supervise runners, if needed, to gather incident information

Share information needed for decision making with IC Team

Prepare estimates of incident escalation or de-escalation for IC Team

Situation Analysis- will provide ongoing analysis of situation and resources status - *What if...*

Report safety conditions that may cause danger

Staffing Assignment- use available personnel to assist with carrying out the core functions associated with an incident. Any teacher not assigned students during an incident and any school personnel arriving at the incident should directly report to this person. Working closely with the Incident Supervisor, the person will direct staff to the areas that need assistance. Those responsible for organizing the various areas will coordinate with this person in requesting manpower during the incident. This person will keep a roster of assignments and manpower needs and make requests of administrative offices when needed.

Maintain an activity log (scribe) and write after-action report

Communications- will work to ensure that a communication system is in place (phones, walkie-talkies, etc). Will communicate crisis progress or changes within the site and with District Office.

**Medical Team:** Members of this team will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. They will then report directly to the Team Leader in a predetermined First Aid Staging Area and organize first aid supplies. The medical area should provide privacy for the injured and easy access for cars used to transport people with major injuries.

If necessary, Medical Team members will take medical supplies and report to classrooms where injuries are being reported by Search and Rescue. They will stay in communication with Operations Chief via radio.

The Medical Team will use the First Aid and START to provide treatment and continue to prioritize injuries. Students with minor injuries can be walked to the medical area for first aid treatment. The Medical Team will determine if a student needs to be transported to the hospital. Written records must be kept of any students who are to be transported. If a transported student's name is not known, use a cell phone to take a photo of that student and document where he/she was transported to. Also, get the name of the ambulance company and the badge # of the ambulance personnel.

**Search and Rescue:** This team is responsible to "sweep" the bathrooms, hallways, and other areas for students, visitors, and staff. This team may need to search for unaccounted for people. Emergency responders will perform any major rescue efforts if necessary. Members will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. Search and Rescue Team members should report to their Team Leader in a predetermined location. It may be near (but not in) the Command Post or by the Student Staging Area. The Operations Chief will direct the Team Leader as to the location of the missing or injured. Room by room searches are not conducted by Search and Rescue until after they have gone to all the rooms with known problems and then only if it is deemed safe to do so. As Search and Rescue teams (2 each for safety) proceed, they should check back in with the Team Leader to report progress and/or need for additional help. The Team Leader reports progress/needs to the Operations Chief.

**Site Check/Security Team:** Members of this team will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. The Team Leader will report to the Operations Chief and then, if it is safe, send the team to check on utilities, etc. The Site Check/Security Team will notify the utility companies of a break or suspected break in utilities. The team will then proceed to the entrances where public safety and/or parents may arrive and help direct people to the Command Post or Student Reunification Areas. If neighbors arrive, the team should direct them to help support Traffic Control.

A violent crime or other situation near a school may require that the school staff take steps to quickly secure the school from outside intruders. This will involve developing specific assignments for school personnel during such an emergency and creating a check system to make sure the school is secure. This person would then act as a liaison with the agency handling the local event.

**Student Staging Leader/Student Release a.k.a. Parent Reunion Coordinator:** This team will supervise the release of students. They will document the persons picking up students. They must record the time, signature, and where they will be taking the student. Pictures of each child with the adult picking them up may be useful. Members will take roll with their own class, send in their EOC form, and wait to be called up. Before parents begin arriving, the Team Leader will begin setting up the Reunification Center, with support if needed, in a predetermined location. They will gather information regarding attendance from the Admin/Finance Team. When parents begin arriving, the Team Leader will call up the rest of the team and notify the Operations Chief. As more parents arrive, more teachers and classified staff will be assigned to this staging area. Students will be reassigned to other Supervising Teachers. If evacuating the site, before leaving the school grounds, the Student Release Team will post a notice on the front door informing

parents where to pick up their children. If the front door is no longer there, the notice will be placed on the flagpole.

***Student Supervision Team:*** This team supervises all students unless otherwise assigned. Other teachers who have designated responsibilities that take them away from their class will be reporting to a member of the Student Supervision Team before they leave their class in his care. This team will be working closely with the Student Release Team to make sure that students do not leave until their parent or adult has signed them out from the release area.

***Supplies/Facilities:*** This person will locate and provide facilities, equipment, supplies and materials as needed.

***Timekeeping & Purchasing:*** This person will maintain accurate records of staff hours and of purchases. Report to Command Post if directed to do so; otherwise, maintain finance duties as described. Provide a cost-accounting update for the IC as requested. Keep an envelope or box for all receipts and overtime cards.

## **Section 2 Staging Areas**

### **Indoor Command Post:**

1. Main Office
2. Cafeteria/Multipurpose Room

### **Outdoor Command Post:**

1. Outside Principal's Office on playground inside gates
2. Picnic Table area behind cafeteria

### **Triage Area:**

Indoor-room 10

Outdoor-grassy area next to room 10

### **Parent Reunification Area:**

Cafeteria

Classrooms

Field

### **Bus Staging Area:**

Field

Cafeteria

### **Media Staging Area:**

Grassy area in front of school (outside gates)

### **Off-Site Evacuation Location:**

### **Directions:**

### **Section 3 Lockdown Procedures**

**The school lockdown procedure serves many functions during an emergency situation:**

- **When a lockdown is initiated, the majority of students and teachers will be taken away from the threat.**
- **The dangerous situation can be isolated from much of the school.**
- **Accounting for students can accurately take place in each classroom.**
- **Depending on the situation, an organized evacuation can take place away from the dangerous area.**

**In addition to an onsite emergency, lockdown procedures can be modified for use during a local incident in which the school population is not in direct danger. A local incident might be a sheriff or fire event nearby or an injury on school grounds that requires limiting student movement in the area.**

When a lockdown is announced, several steps should take place. Teachers/Staff need to make sure all outside doors are locked, blinds are drawn and lights turned off. If students/staff are outside, staff needs to help direct students in their vicinity to the nearest building and get students and themselves safely inside. Call the office immediately to warn them of incident. In the event that a staff member and students are clear out in the field, the staff member must make the decision whether or not it is safer to lead students off campus. In this case, proceed to Spinelli Elementary. (See page 12). Upon arrival, call NoCo with names of students in your care. Immediate notification of intruder should be made to the 911, fully explaining what is known at that time. The bells must be held and instructions to ignore the fire alarm should be given.

**When ordering a lockdown, the duck and cover alarm may sound, or the following announcement will be given: “CODE RED LOCKDOWN”, which will identify a real event.**

**A. Classes in progress (not during lunch)**

- a. **Ignore any fire alarms. Assume duck and cover position. Build barrier if CODE RED signal is given.**

**B. Class enroute in progress**

- a. **Direct class to nearest building. Ignore any fire alarms.**

**C. Lunch is in session**

- a. **Duck and cover signal will be initiated. Students in the cafeteria will follow the instructions of the faculty in the cafeteria. All doors should be locked. (If custodian is not available to do this, someone needs to get a key in office) Check door on the stage. Students on the playground follow procedures to get inside.**

**Staff members should check restrooms and other areas where students may be found and guide students who are outside into classrooms. If students are found and are not close to their classroom, students should go into the closest occupied classroom. Then, teachers should stay in a locked room and notify the office of your location. Roll of all students in room must be taken. Ignore any fire alarms.**

During a lockdown, special attention should be given to the areas of the school where numerous students are gathered in an unsecured environment, such as computer labs or empty classrooms. Arrangements should be made so that students are moved to a secure room when possible. If not possible, barricade the doors with tables, desks and chairs.

**When a teacher with a class hears one of the lockdown signals, he or she should follow these directions:**

- 1. Lock the classroom door immediately. Use duct tape in emergency bucket to secure door arm if you cannot lock door or for double protection.**
- 2. Keep all students sitting on the floor, away from the door and windows.**
- 3. Use caution and discretion in allowing students entry into the classroom.**
- 4. Advise the students that there is some type of emergency but you don't know what it is.**
- 5. Take attendance and prepare a list of missing students and extra students in the room. Prepare to take this list with you when you are directed to leave the classroom.**
- 6. If there is a phone in your classroom, do not use the telephone to call out. Lines must be kept open, unless there is an emergency situation in the classroom.**
- 7. Ignore any fire alarm activation. The school will not be evacuated using this method.**
- 8. Project a calm attitude to maintain student behavior.**
- 9. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.**
- 10. Remain in the room until a member of the Crisis Management Team comes to the room with directions, or a sheriff arrives with directions.**

**Teachers should be aware of the emotional response some students may have to a lockdown situation. For example, teachers could prepare for frightened students vomiting, by keeping plastic bags and cleaning supplies available in the classroom. Another idea is to keep a supply of gum, mints, or hard candy in each room to help relax students.**

Depending on the grade level, students will ask many questions that teachers will not be able to answer. Being familiar with the lockdown procedures and the role of the ICS will provide a better understanding of what is taking place and what can be expected.

As a lockdown is taking place, the Incident Command Team should ensure that several functions are taking place. Depending on the situation, the school may need to be completely secured from the inside. This will require specific individuals being assigned to lock any open doors. Notifications will continue to be made to school administration and possibly the sheriff department if the sheriff has not arrived on the scene. Any known injuries should also be reported to the administration, who will relay that information to the sheriff.

**Communication via school radio is permissible as long as the incident does not involve an explosive device or a suspect in possession of a radio or scanner. The sheriff liaison member of the Incident Command Team should be prepared to gather all known information and respond to the first arriving sheriff personnel and brief them on the situation.**

Once a lockdown has been started, wait for the sheriff department to arrive before arranging for evacuation of the school. This will allow for a more secure environment during the evacuation and assist the sheriff if a tactical operation is necessary.

**Special areas of concern:**

Special attention should be paid to the playground area of each school. Teachers must be able to hear the lockdown announcement and an alternate lockdown location must be identified. This location can be indoors or outdoors, if students can be safely hidden on the playground. In

either case the lockdown location must be determined during initial crisis planning and the information should be clearly communicated to all staff members.

## **Section 4 Evacuation Procedures**

### **General Evacuation**

Evacuation decisions are very incident-specific. If the release occurs slowly, or if there is a fire that cannot be controlled within a short time, then evacuation may be the sensible option. Evacuation during incidents involving the airborne release of chemicals is sometimes necessary. If a general evacuation is ordered, the school population will be sent home, to the off site evacuation location, or to another location. Students are evacuated by walking or on school busses. If the school has been evacuated, the response personnel will need to decide when it is safe to return. They will need to verify data collected by the monitoring crews and consider the advice of the health officials concerned.

### **Evacuation of School Grounds**

In the event the school cannot be occupied following an evacuation, it may be necessary to evacuate the school grounds. We will evacuate to the off site evacuation location.

The principal will call the Superintendent. Before leaving the school grounds, the Student Release Team will post a notice on the front door informing parents where to pick up their children. If the front door is no longer there, the notice will be placed on the flagpole.

During evacuation, the students will walk quickly, quietly, and in single file. If busses are available, students will board the bus to the off site evacuation location. When releasing students to the care of parents or other adults, refer to the section entitled, "Release of Students to Parents".

### **School Evacuation Instructions**

#### **Exit the Building**

- Go to the designated assembly area.
- Immediately upon hearing the fire alarm signal or instructions to "leave the building" over the intercom, students, faculty and others in the building shall evacuate the building via prearranged evacuation route quickly, quietly and in single file. The last person out of the room shall pull the door closed, but will not lock it. All will proceed to the designated assembly area.

#### **Teachers**

- Take class lists, red/green cards (folders) and student emergency information.
- Make special provisions to assist handicapped students.
- Exit the building through assigned exit or nearest unblocked exit.
- Lead the class out of the building to pre-designated area at least 500 feet from building. Area must be free from hazards such as overhead power lines, gas lines and motor vehicle traffic.
- Take roll and report any missing students (by name) to the Student Supervision Leader at pre-designated location away from building.
- Necessary first aid should be performed.

#### **Students**

##### **In homeroom class**

- Leave all personal items in classroom.
- Follow their teacher and exit in a quiet and orderly manner.

##### **NOT in homeroom**

- Leave all personal items in classroom.
- Exit with their supervisor, or if alone, exit the nearest unblocked exit.

- Remain with the class with which they exited until it is deemed safe for the student to return to his/her regular class.

**At recess / break**

- During recess, students should go to their assembly area.
- Students should go to the assembly area of the next class on their schedule.

**Staff Not Assigned To Classrooms**

- Will follow as directed in the Incident Command System.
- Assist as directed by principal or designee.

**Principal or Designee**

- Report any missing persons to emergency response personnel.
- If building is determined to be safe to re-enter:
  - Determine WHEN it is safe to re-enter
  - Notify teachers by all clear signal or runner. **DO NOT USE FIRE ALARM SIGNAL** for re-entry.
- If building is unsafe to re-enter, evacuate the school site, using predetermined plan.
 

Instruct teachers to:

  - Release students to responsible adults using predetermined procedure.
  - Students will exit school grounds to the blacktop/field either to board busses or to walk to off site evacuation location.

**Evacuation of Students with Disabilities**

Students with sensory, developmental, cognitive and mobility disabilities will have evacuation protocol in place that meets the requirements of their Individualized Education Plan, their Health Plan and/or Americans with Disabilities Act requirements. During an evacuation:

- A pre-designated staff member will assist with the evacuation.
- The staff member will describe the situation and actions to be taken in advance of beginning the evacuation procedures.
- The staff member will use facial expressions and hand gestures as clues when describing the procedures.
- The staff member will give one direction at a time during the evacuation.
- The student will never be left unattended.

**Exit Route**

An emergency exit route will be posted in the classroom beside the door. All who use this room should be familiar with the fire evacuation route as it applies to that room. When you have a substitute, make sure they are aware of where this map is located and that the roll sheet and student emergency information must be taken with them during the drill.

## **Section 5 Student Release Procedures**

### **Early Dismissal**

The ultimate responsibility for the student's safety from the school to home in cases of emergency lies with the parent or guardian. Parents should work through community emergency preparedness groups to make preparations for the safety of their own children.

If an emergency occurs during the school day, and it is believed advisable to dismiss school, students will be provided shelter and supervision at the school as long as deemed reasonable by the principal.

The school will proceed on the basis that there will be no bus transportation or telephone communication. School will not be dismissed early unless school authorities have been assured by local emergency authorities that routes are safe for student use.

Follow the "Release of Students to Parents" plan.

### **Release of Students to Parents**

Each teacher will have a copy of the student emergency information and a list of students on a clipboard. The adults listed on this card will be the only adults the students will be released to. Any other adult showing up may stay with the student, but he/she will not be permitted to leave with them. This clipboard is to remain with the teacher during any building evacuation exercise including a fire drill.

Prior to the approved adult taking the student, a release form must be filled out and signed. (See student release form.)

Teachers must stay with the students until all their students are picked up and/or the principal or his/her replacement approves of their leaving.

**STUDENT RELEASE FORM**

Student's Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Teacher \_\_\_\_\_

Room # \_\_\_\_\_ Grade \_\_\_\_\_

**PERSON CHECKING OUT STUDENT:**

Signature \_\_\_\_\_

-----

**IF NOT PARENT/GUARDIAN, PLEASE PRINT THE FOLLOWING INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

-----

**STUDENTS UNACCOUNTED FOR**

Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Students unaccounted for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Section 6 School Partnerships**

### **Off Site Partnership**

Directions:

**Section 7 Resources****Staff List/Phone Number/Health Concerns/Special Skills**

(revised 11/28/18)

<b>Staff Member</b>	<b>Phone Number</b>	<b>Health Concerns</b>	<b>Special Skills</b>
AbdelMalek, Samia			
Alcala, Jeffrey			
Arakelyan, Kristine			
Arcilla, Rey			
Bennefeld, Michael			
Biddle, Sharhzad			
Bolton, Lois			
Boyce, Jimmy			
Bryant, Angella			
Bryant, Derrell			
Butler, Kimberly			
Carrasco, Elizabeth			
Chamberlain, Denae			
Chifamba, Boniface			
Cid, Vivian			
Craven, Kimberly			
Croley, Chiu			
Domalakes, Alyssa			
Duong, Lyn			
Eastteam, Eve			
Edwards, Lori			
Erwin, Rita			
Franklin, Mary			
Gallagher, Geneva			
Gamboa, Susanne			
Garland, Lesli			
Goodman, Shelia			
Gray, Ryan			
Haymore, Leah			
Jacobo, Daniel			
Kalmykova, Lyubov			
Klyuchnik, Tatyana			
Kyle, Stephen			
Larrick, Autumn			
Leclair, Kimberlee			
Leonard, Laura			
Luigi, Jean			
Lyons, Anne			

MacCracken, Deanna			
Macek, Leslie			
Magee, Sian			
McCune, Megan			
McDaniel, Mike			
McGuire, Natalya			
McInnis, Kathryn			
McInnis, Megan			
Mendoza, Herminia			
Miller, Vickie			
Miranda, Ryan			
MoorePurdy, Kylie			
Moreno, Margie			
Kneff, Natasha			
Olmstead, Erica			
Opfer, Julie			
Pena, Rosa			
Petrashishin, Irina			
Prince, Sarah			
Raymond, Alejandra			
Reason, Darlene			
Riley, Christian			
Rivero, Elizabeth			
Rucker, Carla			
Santuangco, Jocelyn			
Schaefer, Mary			
Smirnov, Michael			
Snyder, Larisa			
Sorokova, Elena			
Stauffer, Kaela			
Steinkamp, Julie			
Tembey, Stephanie			
Tompkins, Shelley			
Tongol, Evelita			
Trujillo, Jovita			
Van Putten, Keli			
Walters-Cooke, Anne			
Weiser-Lewis, Gloria			
Williams, Kayla			
Wilson, Karri			

## Section 8      Communications

It is likely that the public address system will be operational in most emergencies during which inside-the-building announcements need to be made. If it's not, communication will be made via e-mail or messenger(s) from the office to each teacher.

Communication between the custodial staff and the office staff will be by radio. All Staff members have access to two-way radios.

### Telephone Communication

1.      The school telephones may NOT be used by ANY person for outgoing calls of any kind during an emergency, except when authorized by the principal.
2.      Appropriate authorities will be notified including 911, Twin Rivers Police Department, and the Superintendent.

## **Section 9 Crisis Phone Directory**

- Sheriff/Fire Department: 911
- Twin Rivers Police Department: (916) 566-2777
- Poison Control Center, UCD Medical Center:(916) 734-3692
- Citizens Utilities (Water): (916) 568-4200
- SMUD (Electricity): (916) 456-7683
- PG&E (Gas): (916) 743-5000
- Superintendent's Office: (916) 338-6409
- Maintenance, Operations, Transportation (MOT):
  - Craig Deason, Assistant Superintendent: (916) 338-6337
  - Karen Matre, Assistant Superintendent's Secretary: (916) 338-6337
  - Angela Espinoza, Staff Secretary: (916) 338-6417
- Child Protective Services (CPS): (916) 875-5437
- Spinelli Elementary School: (916) 338-6490
- Dudley Elementary School: (916) 338-6470
- Oak Hill Elementary School: (916) 338-6460
- North Country Elementary School: (916) 338-6480
- Wilson C. Riles Middle School: (916) 787-8100
- Center High School: (916) 338-6420
- McClellan High School: (916) 338-6445

## Section 10 Letters Home



*Established 1858*

8408 Watt Avenue □ Antelope, CA 95843-9116  
(916) 338-6413 □ Fax (916) 338-6322

### **BOARD OF TRUSTEES**

*Nancy Anderson  
Jeremy Hunt  
Milad J'Beily  
Delrae M. Pope  
Donald E. Wilson*

### **SUPERINTENDENT**

*Scott A. Loehr*

Dear Parents:

Please review the following information regarding school and parent responsibilities for emergency school closure. Please help us to be efficient and helpful in caring for your child.

We have developed an emergency preparedness plan that outlines a variety of situations including fire, bomb threat, earthquake and the possibility of evacuation due to an unforeseen emergency. We would like parents to be advised as to what to expect while their children are in school. The following procedures will be implemented in case of an emergency:

1. In case of a fire alarm, students will be evacuated from the building. In the event of an **actual** fire that requires evacuation, students will be evacuated to off site evacuation location. If possible, notification will be sent to parents through the automatic dialing system; otherwise, parents will be informed by school officials during or after the evacuation.
2. If an emergency evacuation occurs before parents can be reached, a notice will be left on the front door informing parents where to find their children. Only parents or adults listed on the emergency information cards will be permitted to pick up students. Please make sure the information on the emergency card includes everyone you would permit to pick up your child. Bused students will only be returned home during regular times and only if it is deemed safe.
3. If there is an earthquake, students will be kept in classrooms until quaking stops. Students will then be evacuated from the building. If there is too much damage to use the school as shelter, see number 1.
4. Floods, power outages, severe storms or any other disaster will normally result in students being held at school in regular classes until the usual departure time or sent home as in number 2.
5. Parents should discuss the above information with their children and assure them that school personnel will care for them just as they do each day, until they can be re-united with parents.

As the new school year starts we would like to remind you that this is a good time to go over the following information with your children:

1. Practice and review emergency plans, family meeting places and emergency telephone numbers regularly with your children.
2. Each year make your child's teacher aware of his/her health or physical needs that would require special action or supplies during an emergency. Make sure the office has a supply of vital medication on hand.
3. Make sure your student's information card has the name, address, and phone number of anyone you want to pick up your child during an emergency. Students will NOT be released to ANYONE not listed on this card.
4. Make sure your child is familiar with the people he/she may leave with and that they know that it is OK to leave with them in the event of an emergency. This may include a family code word.
5. Be aware that you may not be able to get to your child in the event of a large-scale emergency if you work a great distance from your child's school. Be aware that the person picking up your child may have them for several hours or even days.

Sincerely,

Julie Opfer  
Principal

"Respecting our traditions, while embracing new ideas"



Established 1858

8408 Watt Avenue □ Antelope, CA 95843-9116  
(916) 338-6413 □ Fax (916) 338-6322

**BOARD OF TRUSTEES**

Nancy Anderson  
Jeremy Hunt  
Milad J'Beily  
Delrae M. Pope  
Donald E. Wilson

Dear Parents:

**SUPERINTENDENT**

Scott A. Loehr

As part of our disaster preparedness program we ask that each child's family prepare a snack-pack to be kept at school. In the event of major disaster which might delay you from picking up your children from school, this pack will provide a source of nourishment and comfort. Please involve your children in putting together this pack and share a short explanation of its potential use. Have your child bring the bag to his/her classroom the first week of school.

In a heavy-duty 1-gallon ZIP-LOCK bag, place the items listed below:

- (1) can of fruit drink (*no pouches, no boxes because they leak*)
- (1) bottle of water
- (3) small non-perishable snack packages – please choose commercially vacuum-packed items such as beef jerky, a granola bar, a fruit roll-up, cheese and crackers or a small pull-top can of fruit with a plastic spoon
- (1) small packet of wet wipes
- (1) note of reassurance and a small picture, as these may be a source of comfort in the event of an emergency and extended separation

Please do not send items that need to be refrigerated. Items that are perishable or need to be refrigerated will be sent back home with the student.

Please make sure the bag is marked clearly with your child's name, grade, teacher and room. Packs will be returned to students at the end of the school year.

Having these supplies on-site will better enable us to care for the students in an actual emergency, and they will also be a source of comfort to them. Your child will not be permitted to take something from the kit if s/he forgets a snack or wants a drink. The kits are for true emergencies only.

If you have any questions about this program, please contact the school office. Thank you for your cooperation in this very important matter.

Sincerely,

Julie Opfer  
Principal

"Respecting our traditions, while embracing new ideas"

## **Section 11 Aftermath**

### **Counseling**

The need for a proactive counseling program cannot be overlooked.

Many dangerous situations can be avoided with early intervention by trained professionals. Available resources should be identified and used on a regular basis when the first sign of depression, anger, or other alarming changes in a student is observed. During a crisis, the CMT member responsible for counseling must quickly organize a counseling program to help students, parents, faculty, and the community heal from the incident. Counselors at the affected school may handle some incidents, while other incidents could easily require the cooperation of many services. Identifying resources within the school system, county, and community should be planned and well organized before a crisis occurs.

## **Section 12 Training and Updating**

### Drills

The principal shall hold fire drills monthly and intruder alert and earthquake drills each trimester to ensure that all students, faculty members, and others are sufficiently familiar with such drills that they can be activated and accomplished quickly and efficiently. These drills shall be held at both regular and inopportune times to take care of almost any situation. Everyone in the building, including other employees, all office workers, all lunch workers, all custodial staff, and visitors must obey the instructions in the room or area they occupy when the alarm is sounded. Drills will also be carried out for quick evacuation of the multi-purpose room. The school secretary will be responsible to notify Sacramento Fire Department and Twin Rivers Police Department as necessary.

Once yearly, a full scale disaster drill will be held to give the staff an opportunity to fully implement the Incident Command System.

### Training

The staff has participated in the following trainings:

- Arson Prevention (every other year – odd years)
- Bloodborne Pathogens for School Employees (every other year – even years)
- Code Red Lockdown Training (annually)
- CPR Training
- NIMS/ICS video (discuss components annually, can watch video every other year)
- Mandated Child Abuse Reporter Training (annually)
- Triage Training (every other year – even years)
- Automated External Defibrillator (AED) Training (annually)

\* The Power Point Presentations on the Schools Insurance Authority website can be used in lieu of their videos. In either case, sign in sheets must be used.

## **PART 2    CRISIS READINESS**

### **Section 1    Activity in the Vicinity**

Upon notification of a dangerous situation near the school, several steps should be taken to protect the school population from the incident.

- Obtain as much information about the incident as you can. Twin Rivers Police Department will be able to provide an overview of the incident. Call (916) 566-2777.
- Convene a meeting of the Incident Command Team and discuss the situation and/or recommendations from the sheriff or fire department.
- Bring classes being conducted in trailers into the school.
- Secure the school building, if necessary.
- Coordinate with team members and faculty to ensure all doors are secured and post lookouts inside the school who can alert you to approaching danger.
- Notify the Center Joint Unified School District's (CJUSD) Office.
- Assign law enforcement and fire liaison member of Incident Command Team to monitor situation and provide updates as needed.
- Prepare for possible lockdown or evacuation depending on the situations. Follow law enforcement or fire guidance.
- If law enforcement or fire have not resolved the situation by dismissal time, plans will need to be made to alter or delay dismissal of students and transportation should be contacted with information.
- Informational letter for parents should be developed in conjunction with district office and law enforcement or fire officials.

## **Section 2 After Hours Crisis Procedures**

Train custodians on what role they should take during after-hours events. Ensure that custodians have access to the Twin Rivers' Police Department phone number at all times. Also, ensure that custodians carry a phone so they may be communicated with if a crisis occurs.

An After Hours cover page has been provided with the CJUSD "Facilities Use Agreement." This document asks the facility user to meet with the site administrator to discuss the location of the safety plan and to review the "Crisis Management" and "Crisis Readiness" sections of the plan. In addition, facility users must indicate with their signature that they have received and read the CJUSD Emergency Procedures poster, which is posted in all rooms at all sites. Outside facility users must have their copy of the Emergency Procedures with them at all times when using district facilities.

## **Section 3 Bomb Threat**

Because an explosive device can be controlled electronically, school radio usage should not take place inside the school during a bomb threat since radio waves could detonate the device accidentally. Radio usage can resume 300 feet away from the building, allowing for communication from the evacuation staging area.

### **Bomb Threat Procedures**

#### **I. Office Personnel**

- a. If the threat is made by any means other than telephone, immediately notify an administrator.
- b. If the threat is made by telephone, the person receiving the call is to do the following:
  - i. Mentally form a picture of the caller - is the caller male or female? Juvenile or an adult? Does the voice sound familiar? If so, who? As soon as possible, indicate your impressions on the Bomb Threat Form.
  - ii. Ask the caller three questions, in this order:
    1. When is the bomb going to explode? (The caller may or may not respond to this question. If the threat is real, chances are he/she will say something. If the caller just hangs up without any comment to your questions, the chances are great that it is a prank call.)
    2. Where is the bomb located? What kind of bomb is it? (If the caller responds to these questions, he/she will probably lie, but it will keep the caller talking and give you more time to identify him/her.)
    3. Why are you doing this? Where are you now? (The caller's answer to these questions will give you a clue as to whether or not it is a real threat. If he says he wants money, or is representing some group or organization, the chances that it is a real threat are increased. In no event suggest a reason to him by asking something like, "Do you want money?" Let the caller provide the reason.)
  - iii. Note the time the call was received and immediately notify the principal or designee.
- c. Call the Sacramento County Sheriff (911) and ask for a sheriff's unit to be dispatched to the school.

#### **II. Administration**

Make a judgment as to the validity of the threat, and react in the following manner whether or not you believe this to be a prank:

- a. Notify teachers to evacuate their rooms by announcing "code red" followed by the fire drill signal. All students should be at least 500 ft. away from the building.
- b. Wait for the sheriff's unit to arrive. Assist the officers as needed.
- c. Provide a designated employee(s) to assist law enforcement in search of suspicious objects on school grounds.
- d. Administrator must determine if students will need to evacuate the school grounds if no suspicious item is found.
- e. Maintenance, Operations, & Transportation will be called to provide busses for students, if necessary.

#### **III. Teachers**

- a. Upon receiving the notice to evacuate for a "code red", have your students assemble outside your classroom in an orderly manner and wait for you.

- b. Check your room, before you leave, for anything out of the ordinary. Take a 360-degree sweep from eye level to floor and if you see anything suspicious, report it to an administrator.
  - c. Keep your group together and walk with them to the field. Take your roll sheet and emergency information and call roll when you get there. Get your group together in an orderly manner and stay with them. You will probably be there for awhile, so take your time with these tasks and make sure students obey you perfectly.
  - d. When you hear the all clear signal (announcement over the intercom or on the bullhorn) return to your classroom in an orderly manner.
  - e. Do not let the students know that we have a bomb threat. Treat this as a routine "fire drill."
- IV. Custodians, Cooks, and other Classified Employees
- a. Check your work areas. Do a 360 degree visual check of your room(s) as described under "Teachers" above.
  - b. Assist Administration as needed.

# BOMB THREAT FORM

## RECEIVING A BOMB THREAT

### INSTRUCTIONS:

Be calm and courteous: LISTEN! Do not interrupt the caller. Quietly attract the attention of someone nearby, indicating to them the nature of the call. Complete this form as soon as the caller hangs up and the school administration has been notified.

Exact time of call: \_\_\_\_\_

Exact words of caller:

---

---

### Questions to Ask

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to detonate? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### Caller's Voice (Circle):

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent Loud	Slurred	Normal	

### Voice Description (Circle):

Male	Female	
Calm	Nervous	
Young	Old	Middle-Aged
Rough	Refined	

Accent: Yes No Describe \_\_\_\_\_

Speech Impediment: Yes No Describe \_\_\_\_\_

Unusual Phrases \_\_\_\_\_

Recognize Voice? If so, who do you think it was? \_\_\_\_\_

### Background Noises (Circle):

Music            TV  
Traffic            Running Motor (type) \_\_\_\_\_  
Horns            Whistles            Bells  
Machinery      Aircraft            Tape Recorder      Other \_\_\_\_\_

**Additional Information:**

A. Did the caller indicate knowledge of the facility? If so, how? In what ways? \_\_\_\_\_  
\_\_\_\_\_

B. What line did the call come in on? \_\_\_\_\_

C. Is the number listed? Private number? Whose? \_\_\_\_\_  
\_\_\_\_\_

D. Person Receiving Call \_\_\_\_\_

E. Telephone number the call was received at \_\_\_\_\_

F. Date \_\_\_\_\_

G. Report call immediately to: \_\_\_\_\_  
(Refer to bomb incident plan)

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

# THREATENING PHONE CALL FORM

Time call was received \_\_\_\_\_ Time caller hung up \_\_\_\_\_

Try to get another person on the line and record the conversation. Exact words of person: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions to ask if not already covered by caller's statement (record exact words)

1. What is your name? \_\_\_\_\_
2. What are you going to do? \_\_\_\_\_
3. What will prevent you from doing that? \_\_\_\_\_
4. Why are you doing this? \_\_\_\_\_  
\_\_\_\_\_
5. When are you doing this? \_\_\_\_\_
6. Where is the device right now? \_\_\_\_\_
7. What kind of device or material is it? \_\_\_\_\_
8. What does it look like? \_\_\_\_\_

Person receiving the call

Person monitoring the call

Department \_\_\_\_\_

Department \_\_\_\_\_

Dept Phone No. \_\_\_\_\_

Dept. Phone No. \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

Date: \_\_\_\_\_

## **Section 4 Bus Accident**

The definition of a bus accident is: A motor vehicle accident resulting in property damage in excess of one thousand dollars (\$1,000), or personal injury, on public or private property, and involving a school bus, youth bus, school pupil activity bus, or general public paratransit vehicle transporting a pupil.

- CHP will respond to every bus accident with students on board. No students and adults are able to leave the scene without CHP approval.
- All students participate in bus evacuation drills every October to review procedures in the event of an accident.
- In the event of a serious bus accident involving injuries:
  - Call 911 and inform your principal and the CJUSD office 916-338-6409. After hours contact your principal.
  - Evacuate the bus, and move a safe distance away. Take all student emergency information with you.
  - Triage injured passengers using START triage procedures.
  - CHP will want student and adult roster and seat locations.

### **Field Trip Preparedness for Staff Members**

- School buses are required to carry a first aid kit. Make sure it is in the bus.
- Teachers who participate in a large number of field trips should be encouraged to train in CPR and first aid procedures.
- Always take a complete roster and emergency cards of students on a field trip.
- Maintain a complete list of teachers' and chaperones' home phone numbers, emergency contacts.
- Develop an emergency phone number directory for field trips. Directory should contain emergency phone numbers for the school system and main phone numbers to the school and administrative offices.
- Bus drivers review safety and evacuation procedures at the beginning of each field trip before departure.

## **Section 5    Chemicals/Biohazard/Gas Odor**

All chemicals in the building are to be identified and stored according to district policy and procedures. Safety data sheets from vendors shall be on file and available for all chemicals in the office for quick reference. All personnel involved with chemicals in any manner are to be trained in their proper use.

The fire department shall be informed by the principal once each year of all chemicals used in the building and where they are stored. In the event of a hazardous material accident in the building, the principal (or designee) will decide if and how the building will be evacuated. If any accident should occur, the fire department, Center Joint Unified School District Superintendent, and Sacramento County Health Department should be notified.

Responders will decide whether to order people to remain indoors (shelter-in-place), rescue individuals from the area, or order a general evacuation. The "remain indoors" option will be considered when the hazards are too great to risk exposure of evacuees. Rescuing people from the hazardous area may involve supplying protective equipment for evacuees to ensure their safety. A general evacuation requires a significant amount of lead-time, which may not be available.

In order for the "in-place-shelter procedure" to be effective, the affected population must be advised to follow the guidelines listed below:

- An announcement will come over the PA system telling you that the "in-place-shelter procedure" is in effect.
- Close all doors to the outside and close and lock all windows. (Windows seal better when locked.) Seal gaps under doorways and windows with wet towels, and those around doorways and windows with duct tape (or similar thick tape) and sheets of plastic (pre cut and labeled before the incident). Have students assigned to specific tasks ahead of time.
- Ventilation systems should be turned off.
- Turn off all heating systems and air-conditioners.
- Seal any gaps around window type air-conditioners, exhaust fan grills, exhaust fans, and range vents, etc. with tape and plastic sheeting, wax paper, or aluminum wrap.
- Close as many internal doors as possible.
- If an outdoor explosion is possible, close drapes, curtains, and shades over windows. Avoid windows to prevent potential injury from flying glass.
- If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.
- Tune in to the Emergency Alert System on the radio or television for information concerning the hazardous materials incident and in-place-sheltering.

## **Section 6 Death/Suicide**

**Definition - Death or suicide of a student, staff member or significant person close to the school where students and/or staff are affected.**

**Principal or designee shall:**

- 1. Call 911.**
- 2. Contact Superintendent.**
- 3. Notify immediate family - parent or guardian.**
- 4. Identify key staff members at site to disseminate information at site level.**
- 5. Communicate behavioral expectations to staff regarding:**
  - Confidentiality issues**
  - Providing factual information**
  - Available resources**
- 6. Send home written information to parents on facts of incident and any follow-up services available.**
- 7. Consult with psychologist or county office of education staff for intervention strategies including specific activities that can be used in the classroom.**

**If the incident causes a major disruption to school activities, evacuation may be necessary and will be determined by law enforcement, principal or designee.**

## **Section 7 Earthquake**

### During the Quake

Keep these points in mind in the event of an earthquake:

1. If an earthquake occurs, keep calm. Don't run or panic. If you take proper precautions, the chances are you will not be hurt.
2. Remain where you are. If you are outdoors, stay outdoors. If you are indoors, stay indoors. During earthquakes, most injuries occur as people are entering or leaving buildings (from falling walls, electrical wires, etc).
3. The teacher will give the "drop and cover signal" if the bell system is not operable.
4. Everyone will get under his/her desk and cover his/her head. If a desk, table or bench (best choice) is not available, sit or stand against an inside wall or in an inside doorway. Stay away from the windows, outside walls, and outside doors.
5. If you are outside, stay away from the building, electrical wires, poles, or anything else that might shake loose and fall. Look for open space and stay low.

### After the Quake

For your own safety and that of others, you should carefully do the following:

1. About two minutes after the shaking stops, the fire bell will sound. If we have lost power, the teacher will give the command to evacuate the building.
2. Use the "Building Evacuation" plan.
3. Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster.
4. Stay away from fallen or damaged electrical wires, which may still be dangerous.
5. The custodian will check for leaking gas pipes. Do this by smell only - don't use matches or candles. If you smell gas:
  - Open all windows and doors.
  - Turn off the main gas valve at the meter.
  - Leave the building immediately.
  - Notify the gas company, police, and fire departments.
  - Don't re-enter the building until it is safe.
6. The principal will confer with the Superintendent about evacuation of the school. If necessary, follow the "Evacuation of School Grounds" policy. Do not evacuate to another building unless it has received an inspection by a qualified person.

### Re-entry of Building

Follow the procedures of the re-entry instructions (after "Building Evacuation") except: the building should be inspected by a qualified person who has been trained in Building Analysis. This person will perform an inspection on structural soundness, electrical wiring, water distribution, oil, gas, and other fuel systems, and boiler and heating systems.

A damaged structure will be occupied only after authorization by the responsible local agency. Building supervisors will be notified of the corrective actions to be taken to return building to use.

## **Section 8 Fire/Explosion**

### Fire

1. In the event of a natural gas fire, sound alarm and then turn off main gas valves. If the fire is small, use the fire extinguisher AFTER the gas is turned off.
2. In the event of an electrical fire, sound alarm and then turn off electricity. Do not use water or water-acid extinguishers on electrical supported fires. Only small fires should be fought with an extinguisher.
3. The person locating the fire will sound the school alarm.
4. Follow the "Building Evacuation" instructions.
5. The principal will notify the superintendent's office.
6. The office staff will notify the utility companies of a break or a suspected break in utilities.
7. Keep access road open for emergency vehicles.
8. All staff will be responsible to peek in the door of classroom on either side and make sure they were informed of the fire.
9. The custodian is responsible for checking exits daily to make sure they are functional. All exits should be obvious, maintained and clear of obstructions.

### Lunchrooms and Kitchens

1. Emergency preparedness to control fire in school kitchen areas:
  - Have automatic extinguishers over deep fryers and grills.
  - Have fire extinguishers for all types of fires in proper location.
  - Make sure that all of the kitchen personnel know where the extinguishers are located and how to operate them.
  - Make sure that the kitchen personnel know which exit to take in case of fire.

Whether it's a real fire or a drill, try to evacuate the building in fewer than two minutes.

### Fire Drill Procedures

The secretary will call the fire department to inform them it is a drill. The principal or designee shall sound the alarm.

1. When the signal is sounded, the teaching staff will proceed to the evacuation assembly area (blacktop/field) with their classes. Staff not assigned a regular class of children will report to the same area to render any needed assistance to teachers.
2. Once each month, all teachers will instruct their classes in the correct procedures and behaviors to utilize during fire drills.
3. Once each month, a fire drill will be conducted by the school staff.
4. Students stand facing away from the building in silent lines.
5. Supervising staff will take roll. The whereabouts of all students should be known.
6. Any student in attendance at school but not with class or in a special class should be reported immediately to the Student Supervision Leader.

### Fire Extinguishers

Fire extinguishers are placed in strategic locations as recommended by the fire department. Faculty members and other staff personnel shall be instructed in the use of the fire extinguisher.

All extinguishers, unless stated, are dry chemical types which are needed to put out type A, B, and C fires which include wood, textiles, gasoline, oil, greases, and electrical fires. In discharging a fire extinguisher, it should be held upright while the pin is pulled. The lever is then pressed while aiming at the base of the fire.

### Fire Extinguisher Inspections

The district maintenance department will be responsible for checking for possible building code violations and making sure all fire extinguishers are checked yearly for the following:

1. Check gauge for full charge. Report discharge or overcharge reading immediately to control office.
2. Check seal for breakage.
3. Check hose for crack, leaks, tears, etc.
4. Check casing for leaks or breakage.

Custodians check fire extinguishers monthly and log that they are functioning properly.

## **Section 9 Flood**

### When there is a flood at the school site

- Notify parents via radio and television.
- Notify bus drivers for an early/late dismissal.
- The custodian or site security team will shut off water to prevent contaminated water from entering the school supply.
- The custodian or site security team will shut off electricity to prevent electrical shock.
- If school is a designated emergency shelter and time permits, check all supplies and provisions prior to emergency operations.

### After the danger is over

Beware of contaminated food, water, broken gas lines, and wet electrical equipment. Resume classes only after a qualified person has done a building assessment (see returning to building under earthquake.)

### Minor Flooding

If the school experiences minor flooding (one or a few classrooms), the class(es) affected will evacuate to another part of the building (principal will decide where to go). Classes will continue. The principal will notify the superintendent and they will jointly decide what to do next.

## **Section 10 Gas Odor**

If odors are detected outside the building, it is not necessary to evacuate the building. Call the police and fire non-emergency number to report the smell (874-5115). Call the district office.

If the odor is detected inside a school building, convene the crisis management team and evacuate the building immediately.

- Call 9-1-1
- Arrange to have the students moved to an off-site evacuation location
- The incident command system member responsible for student accounting begins the process of tracking all students
- Make sure the critical incident response kits leave the school with the students

## **Section 11 Hostage Situation**

### Intruder or Hostage Situation

Organized or unorganized terrorists would usually find themselves in one or two places within the school building. Either they would penetrate into the administration office, or they would infiltrate a classroom. The administration and staff have only two "weapons" in which to combat the situation: time and specific procedures. The school staff should not attempt to disarm terrorists.

The procedures for the following situations are as follows:

### Intruder Enters the Classroom

1. The teacher will try to make contact with the office via intercom phone.
2. If the teacher cannot get to the communication system, he/she should attempt to send a note out the door with a student. Do not take a chance if there is any doubt that the child will be seen exiting. If one is able to leave, he/she should crawl past any windows so as not to be seen.
3. Any teacher receiving the note from a student or other adult should immediately lock all doors, inform the office, and close the blinds.
4. If there is another teacher, adult, or student who can safely make a call, call the office at 338-6490. The office's number and instruction on how to reach the office should be posted by your phone for a substitute or parent.
5. Institute Run, Hide, Fight strategies.
6. The office personnel upon receiving a "help" signal will verbally call for a lock down over the intercom. Teachers will immediately lock all outside doors including workroom doors and close the blinds. Students should assume the duck and cover position under their desks.
7. Office will immediately dial 911 and contact the superintendent.
8. No one will evacuate the building unless instructed to do so by the principal or uniformed police officer.
9. Remain in your room until an "all clear" signal is given.
10. Any student finding himself or herself en route to a classroom from the bathroom, office, library, or another classroom needs to go to the nearest classroom or building. If the door is locked, he/she is to knock and loudly announce one's self.

### Intruder Enters the Office

1. If the administrators, secretary, office assistants, or any other staff members are able to phone out of the school without bringing harm to themselves, they will call 911.
2. The principal or secretary will notify the Superintendent, if possible.
3. Follow Run, Hide, Fight procedures: Run to the nearest safe location. Hide in a safe location and remain quiet until the incident is over. Fight the intruder in self defence as a last resort

### Intruder Appears on Campus During Recess

1. The teacher on yard duty who first notices an armed individual (gun, knife, or other dangerous weapon) on campus will signal other adults on the playground with four short blasts on a whistle. An adult will send a student to the closest classroom door to enter and ask the teacher inside to inform the office immediately.
2. The office will announce the intruder alert. All students and teachers in classrooms will react accordingly by assuming the duck and cover position.
3. Students on the playground hearing the Duck and Cover signal will look for the nearest teacher and follow instructions. Students need to be aware that four short whistle blasts

designate a problem. If the intruder has a weapon but is not firing, teachers should exit students as quickly as possible via one of the escape routes in that particular duty area. We

4. Teachers will go in the opposite direction of the intruder.
5. If an intruder arrives on the playground and starts firing shots, students and teachers should run away from the intruder to the nearest classroom or safe location to hide.
6. Teachers will need to keep an eye on the intruder at all times to determine what to do next. This type of a situation is unpredictable and unfortunately cannot be covered with predetermined procedures. The main concern is to get as many students as possible off the playground and into a safe building.

## **Section 12 Hostile Visitor**

### Domestic or Civil Disturbance

It should be noted that the normal school routine serves to reduce the threat of civil disturbance within the school. The classroom unit keeps students in small groups where each student is more easily known and can be held responsible for his/her actions. Outsiders are generally recognized and the potential for problems can be reduced if the integrity of the individual classroom unit can be maintained.

To reduce the potential for problems, these steps are standard procedure:

1. All teachers are to be at their lines directly after the final recess bell.
2. Teachers are expected to attend assemblies and sit with their classes.
3. Teachers and administrators are available if the need for control should arise before and after school.
4. The administration is aware of substitutes in the building and teachers in adjoining classrooms are available to assist substitutes in controlling students if the need should arise. Each substitute is provided with lesson plans by the teacher who is absent, whether by direct communication or previously prepared plans. A red emergency folder should also be clearly visible in the classroom including a roll sheet, EOC form, site map with emergency areas listed, triage instructions, student release form and both red and green cards.
5. All staff and students are asked to report the presence of any outsider they see to the administration.

In addition to the above listed procedures, teachers and administrators should be keenly aware of the general morale of the students. An atmosphere in which students feel free to approach teachers and discuss problems is encouraged so that a close working relationship with all the different groups in the school can be achieved.

It is important to be aware of community problems, which could possibly set the stage for civil disturbance. The PTO and School Site Council organizations can be helpful in determining problems and offering assistance. A liaison with law enforcement agencies must also be maintained.

### Procedure to Deal with Civil Disturbances

#### **Violent Person:**

Teachers are to be notified by intercom to close and lock classrooms until the situation is cleared by the administration and/or police. The "duck and cover" drill will be initiated. Students located in outside areas shall be moved to the nearest classroom as quickly as possible. While contact is made with law enforcement, one person (determined by the administration) may attempt to establish rapport with the person, otherwise do not confront this person; contact the office immediately. The office will call 911. Administrators will inform the Superintendent.

If it is a parent with a restraining order planning to take his/her child, allow him/her to do so if it appears that it may be dangerous to intervene. Get a description of the subject, license number, make and model of car and direction of travel. If there are any records on this person in the school office have them ready for law enforcement. See further information under the heading, "Kidnapping/Attempted Kidnapping."

**Mob:**

If the persons involved are from outside the school, the same procedure as used with a violent person should be implemented. If students are involved, the administration will determine the need for police assistance. If advance warning is received, steps will be taken to try to prevent the incident. In the absence of law enforcement, the administration will do whatever it believes necessary to alleviate the problem. The administration will make a written report of the entire incident.

**Unidentified Person(s) Taking Control:**

If an unidentified voice gives orders over the intercom threatening or calling a general assembly or asking for individuals, teachers are to close and lock their classroom doors. If an unidentified person comes to the room, he/she is to be asked for office clearance. Pick up the phone and contact the office if the person refuses to leave.

## **Section 13 Kidnapping/Attempted Kidnapping**

**Definition:** The physical capture or attempted physical capture of a student or staff member against their will.

1. Principal or designee will contact the Sacramento Sheriff (911).
2. Principal or designee will contact the Superintendent and report the situation.
3. Principal or designee will contact the parent or guardian of the kidnapping victim.
4. Principal or designee will inform the teachers of the situation and give further instructions regarding child safety.
5. Principal or designee will inform secretary on how to respond to phone calls regarding the incident.

## **Section 14 Medical Emergency**

Our school shall be prepared to provide basic first aid while summoning necessary emergency assistance. A list of qualified persons who have had First Aid and CPR training should be maintained by the principal. This list must be updated and distributed to the staff annually.

An emergency card will be filed in the office for each student with emergency numbers to call in case of an accident, injury, or illness. Parents will always be notified as soon as possible of any reportable accident, injury, or illness.

Any reportable accident or injury incurred on school property or during a school activity off campus will be reported, using the appropriate online form, to the office of the principal no later than 24 hours from the occurrence.

The general emergency number 9-1-1 will be explained each year to all school personnel, and this number will be readily visible on all telephones.

A first aid kit shall be maintained in the office and rotated. A Red Cross first aid booklet is provided with each kit. First aid procedures will follow the current American Red Cross First Aid Manual.

Although some staff members are trained in basic first aid and CPR procedures, they are not to be considered medical experts. The first aid kits are to be used only in cases of emergency.

### First Aid Stations

A first aid station is always maintained in the nurse's office. In the event of a large scale emergency that requires an evacuation, a medical station will be set up by the Medical Team in a pre-determined location. If evacuation is not necessary, the nurse's station and/or the multi-purpose room will be used.

### Rescue

With a non-critical or less serious injury, move the victim to the nurse's office.

With a serious or critical injury, do the following:

1. Evaluate the situation. Unless the victim is in further danger, do not move him/her.
2. Be sure the victim is breathing.
3. Control serious breathing.
4. Send a runner to notify the office.
5. Treat for shock.
6. Keep comfortable and try to maintain normal body temperature.

With non-critical illness or injury, do the following:

1. Administer first aid.
2. Notify parents for their information and action. If parents cannot be contacted, notify other adults on the emergency card.
3. If no one can be contacted, lie the student down in the nurse's office or send the student back to class if the injury doesn't warrant the need to keep a close watch on the student.
4. Keep a record of time of injury, what first aid was administered and at what time.

With critical illness or injury, do the following:

1. Administer first aid to the extent possible.

2. Call 9-1-1 if the situation is life threatening or if the child is in need of immediate medical intervention.
3. Notify parents for their action and information.
4. Keep a record of time of injury, what first aid was administered and at what time.
5. Notify the superintendent's office.
6. Complete appropriate injury, illness, or insurance report promptly.
7. Keep a record of which students were sent to the hospital.

#### FIRST AID INSTRUCTIONS

Abdominal Pain	Eyes
Artificial Respiration	Fainting
Bleeding	Fracture
Internal Bleeding	Frostbite
Bone Injuries	Head Injury
Breathing	Heart Attack
Rescue Breathing	Nosebleeds
Burns	Pandemic Flu Plan
Choking (Heimlich Maneuver)	Poisoning
Convulsions or Seizures	Puncture Wounds
Diabetics	Seizure
Dog Bites	Shock
Ears	Sunstroke
Electric Shock	Wounds

#### Abdominal Pain

Abdominal pain may be due to food poisoning, appendicitis, hernia, ulcer, gallstones, or kidney stones. The symptoms are so similar that medical assistance should be obtained if the pains continue for several hours.

#### Artificial Respiration

1. Steps for mouth to mouth artificial respiration:
  - Clear airway
  - Tilt head back (unless possible neck injury - use jaw thrust)
  - Pinch nostrils
  - Seal mouth and blow
  - Watch for chest to rise
  - Listen for air to escape from mouth
  - Watch for chest to fall
  - Repeat: 12-16 times per minute in adults; 16-20 times per minute in children.
2. If victim's tongue obstructs airway:
  - Tilt the head
  - Jut the jaw forward
3. If facial injuries make it impossible to use mouth to mouth method then use the manual method.
  - Use mouth to nose if airtight seal is impossible over victim's mouth.
  - Small child - cover both mouth and nose.
4. Continue artificial respiration until victim begins to breathe for him/herself or until help arrives.

5. Carbon Monoxide Poisoning or Asphyxiation (due to lack of oxygen): Check for breathing difficulties and give artificial respiration.

### Bleeding

1. Apply direct pressure on the wound.
2. Elevate the wounded area if an arm or leg is bleeding.
3. Apply pressure on the supplying artery of the arm or leg if steps 1 and 2 do not stop bleeding.
4. Only as a last resort (if they will die without this), apply a tourniquet to stop the bleeding. Once applied, a tourniquet must be loosened or removed only by a doctor.

\*Internal bleeding – Treat for shock

### Bone Injuries

1. Dislocations: fingers, thumb, shoulder  
Keep the part quiet. Immobilize shoulder with arm sling.
2. Fractures:
  - Signs of a closed fracture:
    1. Swelling
    2. Tenderness to touch
    3. Deformity
    4. Discoloration
  - Treatment (closed fracture - no bleeding or broken skin at wound)
    1. Keep broken bone ends from moving
    2. Keep adjacent joints from moving
    3. Treat for shock
  - Treatment (open fracture - broken bone and broken skin)
    1. Do not move protruding bone end
    2. If bleeding, control bleeding by direct pressure on wound
    3. Treat the same as closed fracture after bleeding is controlled.
3. Sprains (injury to soft tissue around a joint)
  - Always immobilize
  - Elevate joint
  - Apply cold packs during first half hour
  - Treat the same as closed fractures
  - X-ray may be necessary

### Breathing - Unconscious Person

Breathing is the most critical thing we must do to stay alive. A primary cause of death is lack of air!

Be careful approaching an unconscious person. He or she may be in contact with electrical current. If this is the case, turn off the electricity before you touch the victim.

There are hundreds of possible causes of unconsciousness; the first thing you must check for is breathing.

1. Try to awaken the person by firmly tapping him or her on the shoulder and shouting, "Are you alright?"
2. If there is no response, check for signs of breathing.
  - a. Be sure the victim is lying flat on the back. If you have to roll the victim over, move the entire body at one time.

- b. Loosen tight clothing around neck and chest.
3. Open the airway:
  - a. If there are no signs of head or neck injuries, tilt the head back and lift the chin to move the tongue away from the back of the throat.
  - b. Place your ear close to the victim's mouth; listen and feel for breathing.
  - c. If you can't see, hear, or feel any signs of breathing, you must begin breathing for the victim.
  - d. Begin rescue breathing immediately. Have someone else summon professional help.

#### Rescue Breathing:

1. Giving mouth-to-mouth rescue breathing to an adult:
  - a. Put your hand on the victim's forehead, pinching the nose shut with your fingers. Your other hand is lifting the victim's chin to maintain an open airway.
  - b. Place your mouth over the victim's, making a tight seal.
  - c. Breathe slowly and gently into the victim until you see the chest rise. Give 2 breaths, each lasting about 1½ seconds. Pause between breaths to let the airflow out. Watch the victim's chest rise each time you give a breath to make sure air is going in.
  - d. Check for a pulse after giving these 2 initial, slow breaths. If you feel a pulse but the victim is still not breathing, give one breath about every 5 seconds. After 10 to 12 breaths, re-check pulse to make sure the heart is still beating.
  - e. Repeat the cycle every 5 seconds, 10-12 breaths per minute, rechecking the pulse after each cycle. Continue rescue breathing until one of the following happens:
    - i. The victim begins to breathe without your help
    - ii. The victim has no pulse (begin CPR).
    - iii. Another trained rescuer takes over for you.
    - iv. You are too tired to go on.
2. Giving mouth-to-mouth rescue breathing to infants and small children:
  - a. A small child's head should be tilted back gently to avoid injury. With head tilted back, pinch the nose shut. Lift the chin and check for breathing as you would for an adult. Give 2 slow breaths until the chest rises.
  - b. Check for a pulse.
  - c. Give 1 slow breath about every 3 seconds. Do this for approximately 1 minute, or 20 breaths.
  - d. Recheck the pulse and for breathing.
  - e. Call 911 if you have not already done so. Continue rescue breathing as long as a pulse is present and the child is not breathing.
  - f. Continue rescue breathing until one of the following occurs:
    - i. The child begins to breathe on his/her own.
    - ii. The child has no pulse (begin CPR).
    - iii. Another trained rescuer takes over for you.
    - iv. You are too tired to go on.

#### Burns

1. Degrees:
  - Skin red (1st degree)
  - Blisters develop (2nd degree). Never break open blisters.
  - Deep tissue damage (3rd degree)
2. First Aid for thermal burns (1st and 2nd degree burns) to exclude air:
  - Submerge in cold water
  - Apply a cold pack

- Cover with a thick dressing or plastic. (Do not use plastic on face.)
  - After using cold water or ice pack, cover burned area with a thick, dry, sterile dressing and bandage firmly to exclude air.
3. First Aid for 3rd degree burns:
    - Apply a thick, dry sterile dressing and bandage to keep out air.
    - If large area, wrap with a clean sheet or towel.
    - Keep burned hands and feet elevated and get medical help immediately.
    - Treat the same as shock victim, giving fluids as indicated; warmth necessary.
  4. First Aid for chemical burns
    - Wash chemical away with water.
  5. Acid burn to the eye (also alkali burns)
    - Wash eye thoroughly with a solution of baking soda (1 teaspoon per 8-ounce glass of water) or plain water for 5 minutes.
    - If victim is lying down, turn head to side. Hold the lid open and pour from inner corner outward. Make sure chemical isn't washed out onto the skin.
    - Have victim close the eye, place eye pad over lid, bandage and get medical help.

### Choking (Heimlich Maneuver)

If the air passage is blocked by food or other foreign material, remove it with your finger if possible. Be careful not to force it deeper into the throat. If the person is coughing, he is getting some air. But if the passage is completely blocked, he can't breathe or speak; immediately do the following:

- Stand behind a slumped-over victim; wrap your arms around his waist below the diaphragm.
- Grasp your wrist with your other hand.
- Place your fist against the victim's abdomen, slightly above the navel and below the rib cage.
- Press your fist strongly and quickly in and slightly up into his abdomen.

If the victim is on his back:

- Kneel, facing him, astride his hips.
- With one of your hands on top of the other, place the heel of the bottom hand on the victim's abdomen slightly above the navel and below the rib cage.
- Press the heel of your hand forcefully into the abdomen with a quick, upward thrust. If necessary, repeat several times.

### Convulsions or Seizures

#### 1. Symptoms

- Jerking movements
- Muscular rigidity
- Blue about the lips
- May drool
- High fever

These seizures are seldom dangerous, but they are frightening.

#### 2. Causes

- Head injuries
- Severe infections
- Epilepsy

#### 3. Treatment

- Prevent patient from hurting himself

- Loosen tight clothing
- Do not restrain
- If breathing stops, apply mouth to mouth resuscitation
- Do not give liquids nor put patient in warm water
- When the seizure is over, treat as for shock keeping patient warm

Prompt medical help is needed if the patient does not have a history of convulsive disorders.

### Diabetics

Diabetics may lose consciousness when they have too little or too much insulin. Unless you are thoroughly familiar with how to proceed with treatment, it is better to seek medical help rather than to attempt first aid. Be aware of all students with diabetes on site.

### Dog/Animal Bites

1. It is extremely important that the dog/animal be identified if the person bitten is to avoid rabies shots. Secure the animal, if possible without danger to yourself, with a leash, rope or in an enclosed area. If the animal cannot be contained, attempt to remember as much as possible about the animal's description so that animal control can make a thorough search of the area.
2. Attend to the wound by washing the area with water and soap for five minutes and bandage if possible. Inform parents and refer to the family physician.
3. Notify animal control center. Give description of the animal and name and address of the victim.
4. Complete the Report of Student Accident Form.
5. Notify school nurse so that information can be recorded in the pupil's health folder.

### Ears

Foreign objects usually require medical assistance. Insects may be removed by using warm mineral or olive oil. When the head is tilted, the insect and oil usually drain out.

### Electric Shock

1. Do not touch the victim if he is still in contact with the electricity.
2. Turn off the main switch or pull plug.
3. Be aware of the possibility of breathing emergency.

### Eyes

Contact a physician immediately if the foreign substance is metallic or abrasive. Particles can often be washed out with water or removed with the corner of a clean handkerchief.

### Fainting

1. Fainting is due to a temporary decrease of blood and oxygen to the brain. It may be preceded by paleness, sweating, dizziness, disturbance of vision and nausea.
2. Place the victim in a reclining position and treat as for shock. If a victim feels faint, have him sit and place his head between his knees.

### Fracture

Bone Fracture (unless in imminent danger, do not move the individual)

Closed Fracture: The signs of a closed fracture are swelling, tenderness, deformity, and discoloration. When there is a fracture (or suspected fracture):

1. Keep the injured person calm

2. Do not permit the victim to walk about.
3. Notify parent.
4. Splint fractures to prevent further injury if the victim must be transported by someone other than emergency medical personnel.
5. Call for emergency help for leg, back, neck, or hip injuries, or if parent is unable to take child for medical care.

**Compound Fracture:** Your objectives are to prevent shock, further injury, or infection in compound fractures (where skin has been broken).

1. Keep the injured person calm and cover him only enough to keep him from losing body heat.
2. Do not try to push the broken bone back into place if it is sticking out of the skin.
3. Do not try to straighten out a fracture or put it back into place.
4. Do not permit the victim to walk about.
5. Notify parent.
6. Splint fractures to prevent further injury if the victim must be transported by someone other than emergency medical personnel.
7. Call for emergency help for legs, back, neck, severe bleeding, hip injuries, or if parent is unable to take the child for medical care.

#### Frostbite

1. The frostbitten area will be slightly reddened with a tingling sensation of pain. The skin becomes grayish-yellow, glossy and feels numb. Blisters eventually appear.
2. Re-warm the area by quickly submerging it in warm water (start with 98 degrees and gradually warm to 102-103 degrees). Don't rub the area nor break the blisters.

#### Head Injury

1. Symptoms
  - May or may not be unconscious
  - Unconsciousness may be delayed one-half hour or more
  - Bleeding from mouth, nose or ear
  - Paralysis of one or more extremities
  - Difference in size of pupils of the eyes
2. First Aid for Head Injuries:
  - No stimulants or fluids
  - Don't raise his feet; keep the victim FLAT
  - Observe carefully for stopped breathing or blocked airway
  - Get medical help immediately
  - When transported, gently lay flat
  - Position head to side so secretions may drool from corner of mouth
  - Loosen clothing at neck

#### Heart Attack

##### Diseases and Conditions

By Mayo Clinic Staff

- Chest discomfort or pain. This discomfort or pain can feel like a tight ache, pressure, fullness or squeezing in your chest lasting more than a few minutes. This discomfort may come and go.

- Upper body pain. Pain or discomfort may spread beyond your chest to your shoulders, arms, back, neck, teeth or jaw. You may have upper body pain with no chest discomfort.
- Stomach pain. Pain may extend downward into your abdominal area and may feel like heartburn.
- Shortness of breath. You may pant for breath or try to take in deep breaths. This often occurs before you develop chest discomfort, or you may not experience any chest discomfort.
- Anxiety. You may feel a sense of doom or feel as if you're having a panic attack for no apparent reason.
- Lightheadedness. In addition to chest pressure, you may feel dizzy or feel like you might pass out.
- Sweating. You may suddenly break into a sweat with cold, clammy skin.
- Nausea and vomiting. You may feel sick to your stomach or vomit.
- Heart palpitations. You may feel as if your heart is skipping beats, or you may just be very aware that your heart is beating.

Heart attack symptoms can vary widely. For instance, you may have only minor chest discomfort while someone else has excruciating pain.

One thing applies to everyone, though: If you suspect you're having a heart attack, call 911 or your local emergency medical services number. Place 2-3 baby aspirin under the tongue.

If you don't have access to emergency medical services, have someone drive you to the nearest hospital. Drive yourself only as a last resort, if there are absolutely no other options.

Movies and TV often portray heart attacks as dramatic, chest-clutching events. But, heart attacks often begin with subtle symptoms — such as discomfort that may not even be described as pain.

It can be tempting to try to downplay your symptoms or brush them off as indigestion or anxiety. But don't "tough out" heart attack symptoms for more than five minutes. Call 911 or other emergency medical services for help.

Women may have all, none, many or a few of the typical heart attack symptoms. While some type of pain, pressure or discomfort in the chest is still a common symptom of a heart attack in women, many women have heart attack symptoms without chest pain, such as:

- Pain in the neck, back, shoulders or jaw
- Shortness of breath
- Abdominal pain or "heartburn"
- Pain in one or both arms
- Nausea or vomiting
- Dizziness or fainting
- Unusual or unexplained fatigue, possibly for days

Older adults and people with diabetes may have no or very mild symptoms of a heart attack, so it's especially important not to dismiss heart attack symptoms in people with diabetes and older adults even if they don't seem serious.

## References

1. Tintinalli JE, et al. Chest pain. In: Tintinalli's Emergency Medicine: A Comprehensive Study Guide. 8th ed. New York, N.Y.: The McGraw Hill Companies; 2016. <http://www.accessmedicine.com>. Accessed March 25, 2017.
2. Warning signs of a heart attack. American Heart Association. [http://www.heart.org/HEARTORG/Conditions/HeartAttack/WarningSignsofaHeartAttack/Warning-Signs-of-a-Heart-Attack\\_UCM\\_002039\\_Article.jsp#.WNXmmWe1vb0](http://www.heart.org/HEARTORG/Conditions/HeartAttack/WarningSignsofaHeartAttack/Warning-Signs-of-a-Heart-Attack_UCM_002039_Article.jsp#.WNXmmWe1vb0). Accessed March 24, 2017.
3. What is a heart attack? National Heart, Lung, and Blood Institute. <https://www.nhlbi.nih.gov/health/health-topics/topics/heartattack>. Accessed March 24, 2017.
4. Papadakis MA, et al., eds. Heart disease. In: Current Medical Diagnosis & Treatment 2017. 56th ed. New York, N.Y.: McGraw-Hill Education; 2017. <http://www.accessmedicine.com>. Accessed March 25, 2017.
5. Heart attack symptoms in women. American Heart Association. [http://www.heart.org/HEARTORG/Conditions/HeartAttack/WarningSignsofaHeartAttack/Heart-Attack-Symptoms-in-Women\\_UCM\\_436448\\_Article.jsp#.WNXhfWe1vb0](http://www.heart.org/HEARTORG/Conditions/HeartAttack/WarningSignsofaHeartAttack/Heart-Attack-Symptoms-in-Women_UCM_436448_Article.jsp#.WNXhfWe1vb0). Accessed March 24, 2017.
6. Deedwania PC. Silent myocardial ischemia: Epidemiology, pathophysiology and diagnosis. <http://www.uptodate.com/home>. Accessed March 25, 2017.

June 03, 2017

Original article:

<http://www.mayoclinic.org/diseases-conditions/heart-attack/in-depth/heart-attack-symptoms/art-20047744>

## AED Steps

Automated external defibrillators can help save lives during sudden cardiac arrest. However, even after training, remembering the steps to use an AED the right way can be difficult. In order to help keep your skills sharp, we've created a quick step-by-step guide that you can print up and place on your refrigerator, in your car, in your bag or at your desk. This way, you can review the AED steps anytime, at your convenience, and keep them fresh in your memory.

### Before Using the AED

These AED steps should be used when caring for a non-breathing child aged 8 or older who weighs more than 55 pounds, or an adult.

After checking the scene and ensuring that the person needs help, you should ask a bystander to call 911 for help, then:

1. Turn on the AED and follow the visual and/or audio prompts.
2. Open the person's shirt and wipe his or her bare chest dry. If the person is wearing any medication patches, you should use a gloved (if possible) hand to remove the patches before wiping the person's chest.
3. Attach the AED pads, and plug in the connector (if necessary).
4. Make sure no one is, including you, is touching the person. Tell everyone to "stand clear."
5. Push the "analyze" button (if necessary) and allow the AED to analyze the person's heart rhythm.

6. If the AED recommends that you deliver a shock to the person, make sure that no one, including you, is touching the person – and tell everyone to "stand clear." Once clear, press the "shock" button.
7. Begin CPR after delivering the shock. Or, if no shock is advised, begin CPR. Perform 2 minutes (about 5 cycles) of CPR and continue to follow the AED's prompts. If you notice obvious signs of life, discontinue CPR and monitor breathing for any changes in condition.

To see the steps to use an AED performed, watch our video Using an AED. Or, for online, in person and blended training courses, visit our AED training page.

### Norovirus

Norovirus is highly contagious and persistent. There's no vaccine to prevent it, but there are some things you can do to lower the risk of transmission.

- Wash your hands after using the toilet, changing a diaper, or caring for a sick person. Use soap and running water for at least 20 seconds. If you don't have access to soap and water, use an alcohol-based hand sanitizer.
- When caring for a sick person, wear gloves and use plastic bags to dispose of soiled materials or diapers. Use disinfectant or a chlorine bleach solution on contaminated surfaces. Handle contaminated clothes carefully and launder them right away.
- Don't consume food or beverages prepared by a sick person.
- Wash your hands before preparing or eating food.
- Wash all produce before cutting into or eating it.
- Don't eat raw or undercooked seafood.
- If you're sick, stay home. This is especially important if you work in food service, healthcare, or education. Sick children shouldn't attend school, day care, or other activities.
- Put off travel plans until you're fully recovered.

Norovirus virus can still be spread for up to two weeks after symptoms subside. Because there are many different strains of the virus, having it once doesn't protect you from getting it again.

### Nosebleeds

Nosebleeds can be controlled by grasping the nose firmly between the fingers and holding it for 5-10 minutes. Ice packs will also help control bleeding. Nosebleeds are usually minor, but if bleeding can't be controlled, medical help is needed. Maintain pressure on nose until a doctor is present.

### Pandemic Flu Plan

Seasonal Flu:

- Caused by influenza viruses that are closely related to viruses that have previously circulated; most people will have some immunity to it.
- Symptoms include fever, cough, runny nose and muscle pain.
- Complications such as pneumonia are most common in the very young and very old and may result in death.

- Vaccine is produced each season to protect people from the three influenza strains predicted to be most likely to cause illness.

#### Mild to Moderate Pandemic:

- Caused by new influenza virus that has not previously circulated and can be easily spread.
- It is likely most people will have no immunity to the new virus; it will likely cause illness in high numbers of people and more severe illness and deaths than seasonal influenza.
- Symptoms are similar to seasonal flu, but may be more severe and have more serious complications.
- Healthy adults may be at increased risk for serious complications.

#### Severe Pandemic:

- A severe strain causes more severe illness, results in a greater loss of life and has a greater impact on society.
- Workplace absenteeism could reach up to 40% due to people being ill themselves or caring for family members.

#### Measures to limit the spread of flu:

- Promote hand-washing/use of antibacterial wipes, cough hygiene via modeling by school staff.
- Cover nose and mouth with a tissue or upper arm if a tissue is not available
- Dispose of used tissue in a waste basket and wash hands after coughing, sneezing or blowing nose.
- Use warm water and soap or alcohol-based sanitizers to clean hands.
- Wash hands before eating or touching eyes, nose or mouth.
- Encourage vaccination of staff and students for whom the flu vaccine is recommended.
- Persons developing symptoms at school should be sent home as soon as possible and instructed not to return until well.

#### Social distancing:

In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures may include:

- Modify, postpone, or cancel large school events.
- Increase space between people at school to at least 3 feet, as much as possible.
- Cancel outdoor recess,
- Open windows if weather permits or run continuous fan on HVAC system while room is occupied or when students leave the room for lunch.
- Consider possible school closure for a short amount of time early in the course of a community outbreak.
- Coordination with Sacramento County Public Health at their request.

#### Poisoning

1. In all oral poisoning, give liquids to dilute the poison.
2. Procedures for handling specific oral poisoning cases should be reviewed by teachers of classes in areas where poisoning may take place.

#### Puncture Wounds (knife and gunshot)

A puncture wound may be caused by a pointed object such as a nail, piece of glass, or knife that pierces the skin. Gunshot wounds are also considered to be puncture wounds. Generally,

puncture wounds do not bleed a lot and are therefore susceptible to infection. Severe bleeding can result if the penetrating object damages internal organs or major blood vessels.

If an object is impaled in a wound, DO NOT REMOVE IT.

- Place several dressings around the object to keep it from moving.
- Bandage the dressings in place around the wound.
- Call 911 and contact parents.

A puncture wound to the chest can range from minor to life threatening. A sucking chest wound is one in which the rib cage has been penetrated and you can hear a sucking sound every time the victim takes a breath.

- Without proper care, the victim's condition will quickly worsen.
- Cover the wound with a dressing that does not allow air to pass through it.
- A plastic bag, latex glove, or plastic wrap taped over the wound will help keep air circulating through the lungs.
- Give additional care as needed. Watch for shock.
- Call 911 and contact parents.

### Seizure

An alarming sight, a person experiencing a seizure may exhibit limbs jerking violently, eyes that roll upward, and breath that becomes heavy with dribbling or even frothing at the mouth. Breathing may stop in some seizures, or the victim may bite his or her tongue so severely that it blocks the airway. Do not attempt to force anything into the victim's mouth. You may cause injury to the victim or yourself.

1. During a seizure:
  - a. There is little you can do to stop a seizure.
  - b. Call for help.
  - c. Let the seizure run its course.
  - d. Help the victim to lie down and keep from falling to avoid injury.
  - e. Do not use force.
  - f. Loosen restrictive clothing.
  - g. Do not try to restrain a seizure victim.
  - h. Cushion the victim's head using folded clothing or a small pillow.
  - i. If a seizure lasts 10 minutes in a known epileptic, or 5 minutes in a person with no seizure history, call 911.
2. After a seizure:
  - a. Check to see if the victim is breathing. If not, immediately begin rescue breathing.
  - b. Check to see if the victim is wearing a MEDIC ALERT or similar bracelet. It describes emergency medical requirements.
  - c. Check to see if the victim has any burns around the mouth. This would indicate poison.
3. The victim of a seizure may be conscious but confused and not talking when the intense movement stops. Stay with the victim and be certain that breathing continues. When the victim is able to move, get medical attention.

After the seizure is over, the pupil can be taken to the office to lie down until the dazed phase is over and parents are notified. The student should be attended to continuously until fully recovered.

Very rarely a condition called “status epilepticus” occurs in which one seizure follows another for a long period of time. This is a medical emergency; call 911.

### Shock

1. Shock is likely to develop in any serious injury or illness. Shock may be serious enough to cause death even though the injury itself may not be fatal. Four important symptoms of shock are:
  - Pale, cold, moist skin
  - Weak and/or rapid pulse
  - Rapid breathing
  - Altered consciousness
2. The symptoms of shock may appear immediately or may be delayed for an hour or more. Give shock care to all seriously injured persons:
  - Have the victim lie down.
  - Control any external bleeding.
  - Help the victim maintain body temperature, cover to avoid chilling.
  - Reassure the victim.
  - Elevate legs about 12 inches unless you suspect head, neck, or back injuries or broken bones involving hips or legs.
  - Do not provide anything to eat or drink.
  - Call 911.
  - Call parents.

### Sunstroke

1. A person with sunstroke will have nausea, weakness, headache, cramps, pounding pulse, high blood pressure and high temperatures (up to 106 degrees.) The armpits are dry; skin flushed initially but later turns ashen or purplish. Delirium or coma is common.
2. Medical help is crucial. While waiting for medical aid, reduce temperature with a cold bath, sponging with alcohol or water, until the temperature is down. Hospitalization should be immediate.

### Wounds

An abrasion is a wound caused by scraping off the outer layer of skin. An abrasion is usually superficial with little bleeding but infection can occur unless the wound is cleaned with soap and water. Wash away from the wound.

An incision is a cut caused by a sharp object such as a knife, razor blade, or piece of glass. Bleeding is a serious problem. Medical help is often necessary in case the wound must be sewn.

A laceration is a tear or jagged, irregular wound caused by a hard object such as a rock, machine tool, bicycle or automobile. Animal bites are also lacerations. Surrounding tissue is damaged and bleeding may be profuse. A minor laceration can be cleaned with soap and water, but if the bleeding is severe, a pressure dressing may be needed. If the laceration is caused by an animal, medical help is required for testing and treatment of the animal.

A puncture wound is caused by deep penetration of a sharp object such as a pencil, nail, ice pick, bullet, spear or arrow. There may be little surface bleeding, but severe internal bleeding can result. A puncture wound is difficult to cleanse and may require a tetanus shot to guard against infection.

## **Section 15 Missing Student**

Maintaining strict visitor control procedures and enforcing the requirement for employees to wear identification badges will help control unwanted and dangerous access to the school. Penal Code section 626 will help control access by outsiders to the school.

### Access into Building

- **All doors are to be locked during the school day, with the exception of the main entrance.**
- **Signs must be posted on all doors directing visitors to report to the main office.**

### Student Accountability

- Elementary and middle school students shall not be left alone unsupervised anywhere in the building or on school grounds during the school day.

### Photo Identification Badges

- All personnel who work in or regularly visit schools in the course of business should wear, or have on their person an assigned identification badge. This regulation includes full and part-time staff, food services personnel, and bus drivers/attendants.
- Badges must be worn in a manner that makes them readily visible.

### Visitor Badges and Log In

- Schools must issue numbered visitor badges that include the name of the school and the current school year.
- School staff must be aware of visitor badge procedures and their responsibility in reporting violations.

In a missing child incident, assign a member of the Incident Command Team to organize a search of the school. Call Twin Rivers Police and the parents and alert the superintendent. Record the name and contact number of person reporting the child missing. If the case involves abduction, begin gathering witness information for law enforcement. Confirm child attended school that day. Assign staff member to begin checking last known location of the child.

1. Begin gathering information on the child, including:
  - a. Description, including height, weight, skin color, eye color, clothing, backpack, etc.
  - b. Obtain photo, if available.
  - c. Home address, phone number, parents' contact numbers
  - d. Class schedule, special activities
  - e. Bus or walking route information
2. Contact custodial parents.
3. Convene crisis management team.
4. Begin recording events.
5. If incident is happening during the school day, consider holding the bells until the matter is either resolved or school has been completely searched for the student.
6. Notify the Center Unified District Office.
7. Obtain information on possible witnesses, friends, and last person to see student.

8. If incident occurred while student was on the way home, contact bus driver, safety patrol, crossing guard.
9. Double check circumstances. Could child have ridden the wrong bus or walked home? Did someone pick-up the child? Is the child at another activity?
10. Assist law enforcement's department with investigation.
11. Arrange for counseling of students as needed.

At any point during these steps, if the child is found, inform everyone who has been notified of the incident that the child is no longer missing.

## **Section 16 Public Demonstration**

**Most groups will give advance warning of a planned protest. When the warning comes:**

- Identify a spokesperson for the group.
- Obtain information on when, why, how many.
- Contact the Center Joint Unified District Office. The District Office should contact the sheriff and advise them of the situation.
- Notify faculty of the planned demonstration.
- Develop an information letter to parents.
- Continually work with the Office of Community Relations on any statements or contact with the demonstrating group.
- If demonstration occurs, curtail class changes to limit confusion.
- Do not allow students to be interviewed by media or join in demonstration.
- Assign CMT members to act as liaison with police, media, and the demonstrating group.
- Direct one staff member to handle all incoming calls.
- Prepare to establish areas where demonstrators can set up without affecting the operation of the school.
- Notify transportation of demonstration and any possible impact buses may encounter arriving at or departing from the school.

## **Section 17 School Site as Mass Care and Welfare Shelter**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims.

The governing board of any school district shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

**1. Use of Facility:**

Upon request, and if feasible, the Center Joint Unified School District (CJUSD) will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.

**2. Shelter Management:**

The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. CJUSD will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.

**3. Condition of Facility:**

The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of CJUSD.

**4. Food Services:**

Upon request by the Red Cross, and if such resources exist and are available, CJUSD will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of, and in cooperation with, the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.

**5. Custodial Services:**

Upon request by the Red Cross, and if such resources exist and are available, CJUSD will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of, and in cooperation with, the Shelter Manager.

**6. Security:**

In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.

7. Signage and Publicity:

The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. CJUSD will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. CJUSD will refer all media questions about the shelter to the Shelter Manager.

8. Closing the Shelter:

The Red Cross will notify the CJUSD or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.

9. Reimbursement:

The Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. The Red Cross is not responsible for storm damage or other damage caused by the disaster.*
- b. *Reasonable costs associated with custodial and food service personnel which would not have been incurred but for the Red Cross's use of the Facility for sheltering.*

*Reasonable, actual, out-of-pocket operational costs to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises.*

## **Section 18 Severe Weather**

If severe weather conditions develop or occur during the night or at a time when school is not in session, a decision on closing the school will be made before 7:00 a.m. If a decision is made to close school, news media will be notified and asked to announce the closure prior to 9:00 a.m. The emergency phone tree will be used to notify staff members.

If severe weather conditions develop while school is in session, the Emergency Coordinator will monitor the latest developments via radio and keep in contact with the principal. The principal will keep in contact with the superintendent's office.

If it is decided to close school, the following action will be taken:

1. The superintendent will notify radio stations and ask that a closure announcement be made which would specify the time students are to be released.
2. The principal will announce the closure to the faculty and students.
3. Staff members will be used to expeditiously evacuate the building.
4. Procedures outlined in the "Early Dismissal" plan will be followed.

## **Section 19 Shooting/Stabbing**

Assess the situation

- Is the suspect in the school?
- Has weapon been found and/or secured?
- Has suspect been identified?

**In most cases, initiate lockdown procedures to isolate students from danger or send students to a secure area.**

Provide information in announcement about incident and outline expectations of the teachers and staff.

Disable the bell system, if possible.

Once the situation has been assessed:

- Provide first aid to the injured.
- Call 911 requesting police and medical aid to injured parties.
- Notify the Center Joint Unified District Office.
- Provide full information about what has occurred and what is known at this time.
  - If the suspect is still in the school, attempt to identify his or her location and begin planning for evacuation once police arrive.
  - If suspect has left, secure all exterior doors to prevent re-entry.
- Explain what steps the school has taken (lockdown).
- Identify command post for police to respond.
- Isolate and separate any witnesses. Instruct witnesses to write statement of events while awaiting police.
- Gather crisis management team in command post.
- Initiate the Incident Command System.
- Gather information and emergency cards on anyone involved in the incident.
- Organize evacuation to an off-site location, if necessary, or prepare to continue with classes. Keep crime scene secure.
- Prepare written statements for telephone callers and media in cooperation with the sheriff and the District Office.
- Prepare letter for students to take home in cooperation with sheriff and the Office of Community Relations.
- Arrange for crisis counseling immediately and during subsequent days.
- Provide liaison for family members of any injured students.
- Continue to provide informational updates to students, family, and faculty during next few days to squelch rumors.

## **PART 3 SITE ACTION PLAN**

### **Section 1 District and Site Mission Statements**

#### Center Joint Unified School District Mission Statement

Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well rounded education, and being active citizens of our diverse community.

#### Spinelli Elementary Mission Statement

Spinelli's diverse students will become responsible citizens committed to academic excellence.

#### Spinelli Elementary Vision Statement

To achieve our mission, Spinelli staff will:

- Provide a nurturing and challenging educational environment
- Empower students through broad curriculum utilizing individualized technology
- Foster lifelong learners who are flexible thinkers, problem solvers, and team players
- Have clear expectations for student behaviors and procedures
- Encourage students, families, and community members to actively participate in our programs

#### Collective Commitments

(what the adults must do at Spinelli Elementary School to help achieve the mission and vision)

- We will utilize District Pacing Guides to plan instruction and assessment of student learning.
- We will initiate small and whole group instruction based on students' needs.
- We are committed to high expectations for learning, behavior, and citizenship regardless of background, label, or past experiences.
- We are committed to effective communication regarding student progress and to providing parents with resources, strategies, and information to help students succeed.
- We are committed to a safe, trusting and collaborative environment, open to learning from others to achieve our SMART goals.
- We are committed to data driven decision making and we will utilize a variety of instructional strategies to promote success for all students.
- We will honor the whole child, treating them with respect and care and attending to their social and emotional needs.

## **Section 2 Description of School Climate**

### **People and Programs: Create a “caring and connected” school climate.**

Spinelli Elementary has always had the reputation of being a caring, nurturing school. We believe in order to educate a child we need to meet their physical, social and emotional needs. To that end, we make every effort to provide the support each child needs for success.

Spinelli offers a breakfast program so students can get a healthy start to their day with proper nourishment. We have a lunch program offering nutritious hot foods and a salad bar. Located at the district office annex is the Family Resource Center. It provides access to variety of services our families may be in need of such as clothing, housing, food, and mental health services. *Terkensha*, a County Mental Health Program, has been on Spinelli’s campus serving our families since the year 2000. Being a Title 1 school, we offer additional services to all students who are not meeting grade level standards. Spinelli has a plethora of support services you won’t find at other school sites.

Once you enter the gates of Spinelli, you begin to feel the nurturing, caring environment we offer our students. We believe all students can and will succeed when given the proper support. Policies and procedures have been established, taught, and practiced with the students, so they can be successful. The student discipline policy is clearly stated in our Parent Handbook, which is sent home on the first day of school. Teachers post the school rules in their classrooms. Students who choose not to follow the expectations receive consequences for their choices. Students who follow the expectations and demonstrate their best effort are rewarded with positive actions, words of praise, gift incentives, and recognition at our Tiger Days.

At Spinelli, we believe open communication with our families will bring the best results for our students. Teachers and administration have open door policies and will work collaboratively for the success of students. We hold SMART goal meetings, Parent/Teacher conferences, meet with parents upon request, and hold SST (Student Success Team) meetings when students are not meeting the grade level expectations after individual interventions have been in place. We are committed to student success.

## **Section 3 School Climate Goals**

### **The School Climate**

#### **An action plan for people and programs reflecting the school's social environment**

##### **Objective #1:**

##### **Create a nurturing school environment**

As a result of our *Safe School Survey*, student and staff safety is of the utmost importance. The following procedures have been implemented to create a nurturing environment at Spinelli:

- We offer a breakfast and lunch program to meet physical needs
- We have a clothes closet on site for students needing clothing
- We have a food pantry located at Riles for families needing food
- We offer a Walking Club for student health
- We offer an intervention program before school to get students performing at grade level
- We offer an intervention program for our LTEL (Long-term English Learners) students not making the expected yearly growth
- We offer a push-in/pull-out academic program to support students throughout the school day
- We teach/play "Healthy Play" games during recesses and PE instruction to develop pro-social behaviors, and eliminate bullying
- We have a PeaceKeeper program to develop leadership skills in our students and help students resolve conflicts using their words
- Students help in other classrooms during their recesses
- We have recess buddies for students who have difficulty making good behavior choices at recess
- We have a Community Service Program designed to promote appropriate social behaviors by engaging students in positive activities during their recess time
- We have special friend groups to develop positive social behaviors
- We have a PIP (Primary Intervention Program) on campus
- We offer before/after school clubs: Academic Tutoring, Choir, and Art
- We have a homework club for students who are most in need of help
- We have a *Safe School Ambassador Program* which promotes positive behaviors rather than bullying

##### **Objective #2:**

##### **Provide clear, consistent, realistic school rules and expectations**

As a result of our *Safe School Survey*, student and staff safety is of the utmost importance. The following procedures have been implemented to ensure expectations are clear, consistent and realistic at Spinelli:

- Parent Handbooks are sent home on the first day of school stating all rules, expectations and consequences for students attending Spinelli
- Teachers teach and practice appropriate behaviors and expectations during the first two weeks of school, and intermittently throughout the school year
- Back-to-School packets with information about grade level curriculum, the teacher's discipline policy and expectations for a successful school year

- A rules assembly is held at the beginning of the school year by the administration with grades 1-6 to review and discuss expectations for student success
- Rules are enforced at all recesses by supervising staff
- Teachers teach the Second Step Program, hold class meetings to address and resolve student concerns, and utilize the strategies of Healthy Play whenever applicable throughout the school day, and the VIBE Program is provided to students in grades 4-6.

**Objective #3:**

**Open communication among staff, students, and parents**

As a result of our *Safe School Survey*, student and staff safety is of the utmost importance. The following procedures have been implemented to ensure open communication exists among staff, students and parents at Spinelli:

- Teachers provide Back-to-School packets for parents with a copy of their discipline policy and expectations for a successful school year
- Spinelli maintains a website with a calendar and all pertinent information for parents
- Email addresses are provided for quick and easy communication with staff members
- SMART Goal meetings and SST meetings are held with parents for students needing additional interventions
- Parent/Teacher conferences are held at least twice a year, or at parent or teacher request
- Staff members return phone calls within 24 hours
- Some written communication is provided in Spanish and/or Russian/Ukraine
- Translators are provided upon request
- *Homelink* is provided to parents to check attendance and grades
- Automated phone system to call families with pertinent information
- Positive phone calls home by teachers and administrator
- Teachers hold class meetings to address student concerns/issues
- School Site Council/English Language Advisory Committee meetings are held several times a year
- Absent students are called daily

#### **Section 4 Description of Physical Environment**

**Create a physical environment that communicates respect for learning and for individuals.**

Spinelli Elementary is located in Antelope at the north end of Sacramento County. The school is surrounded by a neighborhood setting of single family dwellings. The school is the center of the community, with no parks or playgrounds in the vicinity. It is the neighborhood playground for children in the area. As a result, the campus does experience some vandalism during the evening hours and weekends.

The school site encompasses approximately eight acres with five permanent structures, and four banks of portable units. We have upper and lower blacktops with basketball courts, four square, hopscotch, a ball wall, and volleyball courts. The blacktop areas are not visible from the street. The office building and multi-purpose room face the parking lot. The school and field are surrounded by chain-link fences, with locking gates at all entrances. Beyond the back field, there is a small creek bed and nature wildlife area.

The gates remain locked during the school day, with the exception of the front gate, and staff members and the administration provide campus supervision. All visitors must check in at the office and obtain a visitors pass to enter the campus. Adult education students wear ID badges while on the campus.

Spinelli's physical facility is well maintained and generally neat and clean. We had a major renovation to our oldest existing structures during the summer of 2008. The school was newly painted outside and inside of four of our permanent structures. All the buildings have been rewired and upgraded to current standards for fire safety. New phone, bell, intercom and clock systems were installed in 2009. In the summer of 2013, school doors and trim were repainted. The painting of three murals, an electronic marquee, relocation of the flagpole, and new front landscaping was completed in 2017. The grounds are maintained by the District grounds department.

Community involvement is encouraged to help increase school safety using the WE TIP hotline to report suspected vandalism, drug use or other illegal activity. An outdoor surveillance system is in effect to deter vandalism and assist in the apprehension of criminals. All school equipment has a metal ID tag or barcode sticker adhered to its surface. These items are inventoried annually and there is an established accountability system. Office and classroom supplies are secured.

Twin Rivers Police Department patrols our school during non-business hours, and investigates all acts of vandalism.

## **Section 5 Physical Environment Goals**

### The Physical Environment

An action plan for places reflecting the school's physical environment including crisis response procedures and policies relating to student safety

*The following objectives were developed as the result of feedback from students, staff and parents on our Safe School Survey*

#### Objective #1:

##### Student/Staff Safety as it relates to Emergency Preparedness

As a result of our *Safe School Survey*, student and staff safety is of the utmost importance. The following procedures have been implemented to support everyone's preparedness in the event of an emergency at Spinelli:

- Yearly and Every Other Year disaster trainings (SEMS/NIMS/START/Arson Prevention/Mandated Child Abuse Reporting/Code Red Lockdown) of all staff members in the event of an actual emergency
- Yearly disaster drills to include natural disasters, possible intruders, and accidental occurrences causing severe damage to the school site
- Monthly fire safety/evacuation drills
- Earthquake drills 3 times per year, bomb drills twice a year
- Assailant on campus drills practiced 3 times a year
- Spinelli's Safe School Plan is provided to each staff member
- Classrooms supplied with safety backpacks filled with supplies in the event of an emergency or lockdown
- Staff members are provided green safety vests to wear when outside the classroom, making "safe adults" easy to identify
- Every classroom has been equipped with two-way radios, and they are carried by teachers when outside of the classroom
- Students are instructed not to touch dangerous objects, but to report them to an adult ASAP
- Signs are posted at the school entrances stating visitors must check in at the office to obtain a visitor's pass to enter the campus
- All volunteers are screened using the Megan's Law database, hold current negative TB tests, and long term volunteers are fingerprinted
- Twin Rivers Police Officers are available 24/7 to address the school's needs
- WE TIP posters are displayed around the campus for neighbors to anonymously report suspicious activity

#### Objective #2:

##### Student/Staff Safety as it relates to Daily School Routines

As a result of our *Safe School Survey*, student and staff safety is of the utmost importance. The following procedures have been implemented to support the daily routines of everyone at Spinelli:

- Teachers teach and practice procedures for every event happening inside and outside the classroom so students clearly understand expectations
- School assemblies are held by the administration to review and discuss school procedures and policies, thus providing students the opportunity to demonstrate appropriate behaviors in the school environment

- Anti-bullying activities are promoted throughout the school year to develop acceptable, healthy behaviors in all students
- A “healthy play” curriculum has been implemented designed to promote pro-social, team player behaviors, and reduce/prevent bullying behaviors
- Students receive instruction in the *Second Step Program* to learn pro-social behaviors and develop coping skills to deal with anger
- The *Vibe Program* is provided for students in grades 4-6
- PeaceKeepers are on the playground at recesses to help students resolve conflicts
- A *Safe School Ambassador Program*, to promote anti bullying behaviors
- Sexual harassment training is available to students in grades 4-6
- The staff and administration make every effort to recognize positive student behaviors such as, students demonstrating academic success, making good social choices, being positive role models, and tutoring younger students
- Staff trainings throughout the year for safety in all aspects of the daily routines of school

**Objective #3:**

**Student and Staff safety as it relates to Student Health and Well Being**

As a result of our *Safe School Survey*, student and staff safety is of the utmost importance. The following procedures have been implemented to support the health and well-being of everyone at Spinelli:

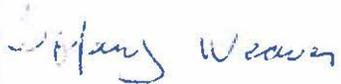
- Staff and students participate in our Walking Club, promoting healthy choices
- Students are reminded to bring healthy snacks/lunches to school
- Students and staff are offered healthy breakfasts and lunches by the District’s Food Services Department
- Students participate in group (Healthy Play) games at recesses
- Students and staff are encouraged to wash their hands frequently to avoid spreading germs and prevent illness
- A school nurse is available to address student/staff concerns that affect the school environment
- The District’s Family Resource Center, located at the district office annex and is open to all families needing assistance for housing, food, clothing, and medical care
- A clothes closet is located on Spinelli’s campus for students needing clothing items
- A food closet is located on the Riles campus for families in need of food

Section 6 Signature Sheet

Spinelli Elementary School's Safe School Plan was developed in accordance with SB 187 and Safe Schools, A Planning Guide for Action, published by the Department of Education. Student, parent and teacher surveys were taken into account to determine areas of greatest need. The document includes the school's personal, physical, social and cultural environment, which serves as an effective prevention plan based on parent and student surveys. Also taken into consideration are temporary restraining orders, school-generated child abuse reports, custody orders prohibiting parents from contact with a child at school, harassment complaints filed by students and staff, suspension logs and accident reports. Additionally, the District's discrimination and harassment policy, hate crime reporting procedures and the Uniform Complaint Policy are included.

A detailed crisis response plan based on the California Standardized Emergency Management System (SEMS) is included. This model was designed to centralize, organize, and coordinate emergency response among district organizations and public agencies. Specific first aid treatment is categorized in alphabetical order.

The following committee members revised and approved this comprehensive school plan:

Member	Title	Signature
Julie Opfer	Principal	
Erica Olmstead	Teacher	
Christian Riley	Teacher	
Tiffany Weaver	SSC Parent	

**APPENDIX A STAFF LIST  
for 2018-2019 SY (revised 11/29/18)**

<b>Staff Member</b>		<b>Staff Member</b>	
AbdelMalek, Samia (SCOE)	1236	Macek, Leslie	1229
		Magee, Sian (SCOE)	1236
Alcala, Jeff (SCOE)	1235	McCune, Megan	1212
Arakelyan, Kristine	1230	McDaniel, Mike (SCOE)	1234
Arcilla, Reynaldo	Custodian	McGuire, Natalya	1214
Bennefeld, Michael	1231	McInnis, Kathryn	1227
Biddle, Shahrzad	1225	McInnis, Megan	1211
Bolton, Lois	1108	Mendoza, Hermienia	Noon duty
Boyce, Jimmy	1208	Miller, Vicki (SCOE)	1236
Bryant, Angella	1215	Miranda, Ryan	1116
Bryant, Derrell	1207	MoorePurdy, Kylie	1101
Butler, Kim	1204	Moreno, Margie	1222
Carrasco, Elizabeth	1207	Kneff, Natasha	1115
Chamberlain, Denae	1223	Olmstead, Erica	1232
Chifamba, Boniface	1212	Opfer, Julie	1103
Cid, Vivian	1118	Pena, Rosa	1217
Craven, Kim (SCOE)	1234	Prince, Sarah	1232
Croley, Chiu	1108	Raymond, Alejandra	1207
Domalakes, Alyssa	1207	Reason, Lyn	1221
Eastteam, Eve	1114	Riley, Christian	1230
Edwards, Lori	1202	Rivero, Elizabeth	Noon duty
Erwin, Rita	Noon duty	Rucker, Carla	1232
Franklin, Mary	1212	Santuangco, Jocelyn	1108
Gallagher, Geneva	Noon duty	Smirnov, Michael	1204
Gamboa, Susanne	1204	Snyder, Larisa	1207
Garland, Lesli	1112	Sorokova, Elena	1210
Goodman, Shelia	1208	Stauffer, Kaela	1207
Gray, Ryan	1238	Steinkamp, Julie	1217
Haymore, Leah	1201	Tembey, Stephanie	1224
Jacobo, Daniel	Custodian	Tompkins, Shelley	1109
Kalmykova, Lyubov	1212	Tongol, Evelita	1108
Klyuchnik, Tatyana	1212	Trujillo, Jovita	Noon duty
Kyle, Stephen	1220	Van Putten, Keli	1109
Larrick, Autumn	1204	Walters-Cook, Ann	1109
Leclair, Kim	1225	Wieser-Lewis, Gloria	1219
Leonard, Laura	1204	Williams, Kayla	1207
Luigi, Jean	1226	Wilson, Karri	1113
Lyons, Anne	1241	Wieser-Lewis, Gloria	1219
MacCracken, Deanna	1208		

**APPENDIX B STAFF CLASSROOM TELEPHONE NUMBERS  
for 2018-2019 SY (revised 11/29/18)**

<b>Staff Member</b>		<b>Staff Member</b>	
AbdelMalek, Samia (SCOE)	1236	Macek, Leslie	1229
		Magee, Sian (SCOE)	1236
Alcala, Jeff (SCOE)	1235	McCune, Megan	1212
Arakelyan, Kristine	1230	McDaniel, Mike (SCOE)	1234
Arcilla, Reynaldo	Custodian	McGuire, Natalya	1214
Bennefeld, Michael	1231	McInnis, Kathryn	1227
Biddle, Shahrzad	1225	McInnis, Megan	1211
Bolton, Lois	1108	Mendoza, Hermienia	Noon duty
Boyce, Jimmy	1208	Miller, Vicki (SCOE)	1236
Bryant, Angella	1215	Miranda, Ryan	1116
Bryant, Derrell	1207	MoorePurdy, Kylie	1101
Butler, Kim	1204	Moreno, Margie	1222
Carrasco, Elizabeth	1207	Kneff, Natasha	1115
Chamberlain, Denae	1223	Olmstead, Erica	1232
Chifamba, Boniface	1212	Opfer, Julie	1103
Cid, Vivian	1118	Pena, Rosa	1217
Craven, Kim (SCOE)	1234	Prince, Sarah	1232
Croley, Chiu	1108	Raymond, Alejandra	1207
Domalakes, Alyssa	1207	Reason, Lyn	1221
Eastteam, Eve	1114	Riley, Christian	1230
Edwards, Lori	1202	Rivero, Elizabeth	Noon duty
Erwin, Rita	Noon duty	Rucker, Carla	1232
Franklin, Mary	1212	Santuangco, Jocelyn	1108
Gallagher, Geneva	Noon duty	Smirnov, Michael	1204
Gamboa, Susanne	1204	Snyder, Larisa	1207
Garland, Lesli	1112	Sorokova, Elena	1210
Goodman, Shelia	1208	Stauffer, Kaela	1207
Gray, Ryan	1238	Steinkamp, Julie	1217
Haymore, Leah	1201	Tembey, Stephanie	1224
Jacobo, Daniel	Custodian	Tompkins, Shelley	1109
Kalmykova, Lyubov	1212	Tongol, Evelita	1108
Klyuchnik, Tatyana	1212	Trujillo, Jovita	Noon duty
Kyle, Stephen	1220	Van Putten, Keli	1109
Larrick, Autumn	1204	Walters-Cook, Ann	1109
Leclair, Kim	1225	Wieser-Lewis, Gloria	1219
Leonard, Laura	1204	Williams, Kayla	1207
Luigi, Jean	1226	Wilson, Karri	1113
Lyons, Anne	1241	Wieser-Lewis, Gloria	1219
MacCracken, Deanna	1208		

**APPENDIX C SHUT-OFF**

**APPENDIX D      EMERGENCY EVACUATION ROUTES**

**APPENDIX E      OFF CAMPUS EVACUATION MAP**

Student/Staff Accountability

EOC Message Form

Injuries

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TEACHER: \_\_\_\_\_

ROOM #: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

# of Students enrolled in this class

# of Students marked absent in this class

Please list students marked absent by name: \_\_\_\_\_

# of Students unaccounted for\* in this class   
 \* You didn't mark them absent and they are not with your class at this time.

Please list students unaccounted for by name: \_\_\_\_\_

Are there any adult staff from this room unaccounted for?

If so, please list by name (include staff staying behind with injured):

Tally and insert in the grid below. If none, enter "0".

**FATALITIES**  **NUMBER**

Names: \_\_\_\_\_

**MAJOR INJURIES**

Unable to travel in situ. i.e. airway & breathing difficulties, cardiac arrest, uncontrolled or suspended severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock.

Names: \_\_\_\_\_

**MODERATE INJURIES**

Burns, major multiple fractures, back injuries with or without spinal cord damage

Names: \_\_\_\_\_

**MINOR INJURIES**

First Aid attention only

**PROPERTY DAMAGE**  **CIRCLE ONE**

Major Damage: Building collapse, building leaning, major ground movement causing cracks in ground

**MAJOR**

Moderate Damage: Falling hazards present, biochemical spill, broken gas line, fallen power line

**MODERATE**

Minor Damage: Damaged HVAC ducts, light fixtures, suspended ceiling grid, broken windows

**MINOR**

RESOURCES NEEDED (Circle all that apply)

Ambulance

Utilities

Other: \_\_\_\_\_

Transmit data 30 – 45 seconds. After transmission, wait for EOC's request to elaborate.

## **APPENDIX G CHILD ABUSE REPORTING LAW**

### **California Child Abuse and Neglect Reporting**

The first child abuse reporting law in California was enacted in 1963. That early law mandated only physicians to report physical abuse.

Over the years, numerous amendments have expanded the definition of reportable child abuse and the persons required to report it.

It is important for mandated reporters to keep updated on periodic amendments to the law. Your local Child Abuse Prevention Council or county welfare department has current reporting law information. Also visit [www.leginfo.ca.gov](http://www.leginfo.ca.gov) for updated information on the law and any other code section referenced in this material.

The California Child Abuse and Neglect Reporting Law is currently found in **Penal Code (P.C.) Sections 11164 - 11174.3**. The following is only a partial description of the law. Mandated reporters should become familiar with the detailed requirements as they are set forth in the Penal Code.

#### **Who Are Mandated Reporters?**

**P.C. 11165.7** defines "mandated reporters" as any of the following:

- 1) A teacher.
- 2) An instructional aide.
- 3) A teacher's aide or a teacher's assistant employed by any public or private school.
- 4) A classified employee of any public school.
- 5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- 6) An administrator of a public or private day camp.
- 7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- 8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- 9) Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- 10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- 11) A Head Start program teacher.
- 12) A licensing worker or licensing evaluator employed by a licensing agency as defined in P.C. 11165.11.
- 13) A public assistance worker.
- 14) An employee of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- 15) A social worker, probation officer, or parole officer.
- 16) An employee of a school district police or security department.
- 17) Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.
- 18) A district attorney investigator, inspector, or local child support agency caseworker unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.

- 19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code, who is not otherwise described in P.C. 11165.7.
- 20) A firefighter, **except for volunteer firefighters.**
- 21) A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- 22) Any emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- 23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.
- 24) A marriage, family and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.
- 25) An unlicensed marriage, family, and child therapist intern registered under Section 4980.44 of the Business and Professions Code.
- 26) A state or county public health employee who treats a minor for venereal disease or any other condition.
- 27) A coroner.
- 28) A medical examiner, or any other person who performs autopsies.
- 29) A commercial film and photographic print processor, as specified in subdivision (e) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "commercial film and photographic print processor" means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.
- 30) A child visitation monitor. For purposes of the California Child Abuse Reporting Law, "child visitation monitor" means any person who, for financial compensation, acts as monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law.
- 31) An animal control officer or humane society officer. For purposes of the California Child Abuse Reporting Law, the following terms have the following meanings: (A) "Animal control officer" means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws and regulations. (B) "Humane society officer" means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.
- 32) A clergy member, as specified in subdivision (d) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.
- 33) Any custodian of records of a clergy member, as specified in P.C. 11165.7 and subdivision (d) of Section 11166.
- 34) Any employee of any police department, county sheriff's department, county probation department, or county welfare department.
- 35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the Rules of the Court.
- 36) A custodial officer as defined in Section 831.5 of the Penal Code.

37) Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.

Note: Unless otherwise stated, **volunteers are not mandated reporters.**

### **Why Must You Report?**

The primary intent of the reporting law is to protect an abused child from further abuse. Protecting the identified child may also provide the opportunity to protect other children. It is equally important to provide help for the parents. Parents may be unable to ask for help directly, and child abuse may be their way of calling attention to family problems. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn may help to lower the risk of abuse in the home.

### **What Do You Have To Report?**

Under the law, when the victim is a child (a person under the age of 18) and the perpetrator is any person (including a child), the following types of abuse must be reported by all legally mandated reporters:

- a. A physical injury inflicted by other than accidental means upon a child. **(P.C. 11165.6)** Note that child abuse *does not* include a "mutual affray" between minors. It also *does not* include an injury caused by "reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment." **(P.C. 11165.6)**
- b. Sexual abuse of a child, including both sexual assault and sexual exploitation. "Sexual assault" includes sex acts with a child, lewd or lascivious acts with a child, and intentional masturbation in the presence of a child. "Sexual exploitation" includes preparing, selling, or distributing pornographic materials involving children; employing a minor to perform in pornography; and employing or coercing a child to engage in prostitution. **(P.C. 11165.1)**
- c. Willful harming or injuring of a child or the endangering of the person or health of a child, including inflicting or permitting unjustifiable physical pain or mental suffering. **(P.C. 11165.3)**

Note: Any mandated reporter **may** report any child who is suffering serious emotional damage or is at substantial risk of suffering serious emotional damage. **(P.C. 11166.05)**

- d. Willful infliction of cruel or inhuman corporal punishment or injury resulting in a traumatic condition. **(P.C. 11165.4)**
- e. Neglect of a child, whether "severe" or "general," by a person responsible for the child's welfare. The term "neglect" includes both acts or omissions harming or threatening to harm the child's health or welfare. **(P.C. 11165.2)**

### **When Do You Have To Report?**

Child abuse must be reported when a mandated reporter, "in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect." **(P.C. 11166 (a))**

"Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect." **(P.C. 11166 (a)(1))** Although wordy, the intent of this definition is clear: if you suspect that abuse has occurred, make a report.

You must make a report immediately (or as soon as practicably possible) by telephone and you must prepare and send, fax or electronically transmit a written report within 36 hours of receiving the

information regarding the incident. **(P.C. 11166 (a))** Written reports must be submitted on Department of Justice form (SS 8572), which can be downloaded from the California Attorney General's Website at [www.ag.ca](http://www.ag.ca). gov (click on Child Protection Program; click on forms; click on SS 8572). The mandated reporter may include with the report any nonprivileged documentary evidence he or she possesses related to the incident.

### **To Whom Must You Report?**

The report must be made to any police department or sheriff's department (not including a school district police or security department), county probation department, if designated by the county to receive mandated reports, or county welfare department. **(P.C. 11165.9)**

Any mandated reporter who knows or reasonably suspects that the home or institution in which the child resides is unsuitable for the child because of abuse or neglect shall inform the agency about the unsuitability of the home at the same time he or she reports the abuse or neglect. **(P.C. 11166 (f))**

When two or more persons who are required to report jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, a single person from the group may make the report. Any group member who knows that the report was not made, however, shall make the report. **(P.C. 11166 (h))**

### **Immunity**

Mandated reporters have immunity from criminal and civil liability for any report required or authorized under the Child Abuse Reporting Law. This immunity applies even though the knowledge or reasonable suspicion of abuse was acquired outside his or her professional capacity or outside the scope of his or her employment. **(P.C. 11172 (a))** And if a mandated reporter is sued for making a report, he or she may be able to receive compensation for legal fees incurred in defending against the action. **(P.C. 11172 (c))**

Any person who makes a report of child abuse, even though he or she is not a mandated reporter, has immunity unless the report is proven to be false and it is proven that the person either knew the report was false or made it with reckless disregard of its truth or falsity. **(P.C. 11172 (a))**

### **Additional Safeguards for Mandated Reporters**

No supervisor or administrator may impede or inhibit a mandated reporter's reporting duties or subject the reporting person to any sanction for making a report. **(P.C. 11166 (i)(1))**

Any supervisor or administrator who violates the above cited code section is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000), by not more than six months in a county jail, or by both a fine and imprisonment. **(P.C. 11166.01(a))** If however, death or great bodily injury happens to the child as a result of the abuse, the supervisor or administrator who impeded or inhibited the report is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine not to exceed five thousand dollars (\$5,000), or by both. **(P.C. 11166.01(b))**

The mandated reporter's identity is confidential and may only be disclosed to specified persons and agencies. **(P.C. 11167 (d)(1))**

Mandated reporters and others acting at their direction are not liable civilly or criminally for photographing the victim and including the photograph with their report. **(P.C. 11172 (a))**

A clergy member who acquires knowledge or a reasonable suspicion of child abuse during a penitential communication is not mandated to report the abuse. For purposes of the Child Abuse Reporting Law, "penitential communication" means communication, intended to be in confidence, including, but not limited to, a sacramental confession made to a clergy member. **(P.C. 11166 (d)(1))**

### **Liability for Failure to Make A Required Report**

A mandated reporter who fails to make a required report of child abuse is guilty of a misdemeanor punishable by up to six months in jail or by a \$1,000 fine or by both a fine and imprisonment. **(P.C. 11166 (c))** If however, death or great bodily injury happens to the child as a result of the abuse, the mandated reporter is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine not to exceed five thousand dollars (\$5,000), or by both. **(P.C. 11166.01 (b))** He or she may also be found civilly liable for damages, especially if the child-victim or another child is further victimized because of the failure to report. (*Landeros v. Flood* (1976) 17 Cal.3d 399.)

If a mandated reporter conceals his or her failure to report abuse or "severe" neglect, the failure to report is a continuing offense until the failure is discovered by an agency specified in Section 11165.9. **(P.C. 11166 (c))** Because it is a continuing offense, the statute of limitations does not start to run until the failure to report is discovered.

### **Responsibilities of Agencies Employing Mandated Reporters**

On and after January 1, 1985, persons entering employment which makes them mandated reporters must sign statements, provided and retained by their employers, informing them that they are mandated reporters and advising them of their reporting responsibilities and of their confidentiality rights. **(P.C. 11166.5 (a))**

On and after January 1, 1993, any person who acts as a child visitation monitor, prior to engaging in monitoring the first visit in a case, shall sign a statement provided and retained by the court which ordered the monitor's presence to the effect that he or she has knowledge of the provisions of the Child Abuse Reporting Law and will comply with them. **(P.C. 11166.5 (a))**

Employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by the Child Abuse Reporting Law. Training in the duties imposed by the reporting law shall include training in child abuse identification and reporting. Whether or not employers provide their employees with training, they shall provide their employees who are mandated reporters with the statement required in subdivision (a) of Section 11166.5. **(P.C. 11165.7 (c))** The absence of training shall not excuse a mandated reporter from the duties imposed by the reporting law. **(P.C. 11165.7 (e))**

**EXCEPTION:** Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institution Code shall not be required to make a child abuse report unless that person has received training, or instructional material in the appropriate language, on the duties imposed by the Child Abuse Reporting Law, including identifying and reporting abuse and neglect. **(P.C. 11166.5 (e))**

## **Feedback to Mandated Reporters**

After the investigation is completed or the matter reaches a final disposition, the investigating agency is obligated to inform the mandated reporter of the results of the investigation and any action the agency is taking with regards to the child or family. **(P.C. 11170 (b)(2))**

Changes in the law for 2007 are underlined. Please note that the California Child Abuse Reporting Law may have changed since the printing of this material. This material has been reprinted to assist mandated reporters in determining their reporting responsibilities. It is not intended to be and should not be considered legal advice. In the event there are questions about reporting responsibilities in a specific case, the advice of legal counsel should be sought.

A special thank you to Delta Dental of California for their work in developing the original material.

For additional information on child abuse prevention, you may contact:

Crime and Violence Prevention Center  
California Attorney General's Office  
1300 I St., Suite 1120 (916) 324-7863  
**[www.safestate.org](http://www.safestate.org)[www.safestate.org](http://www.safestate.org)**

APPENDIX H CHILD ABUSE REPORTING FORM

**SUSPECTED CHILD ABUSE REPORT**  
 To Be Completed by Reporting Party  
 Pursuant to Penal Code Section 11166

<b>A. CASE IDENTIFICATION</b>	TO BE COMPLETED BY INVESTIGATING CPA
	VICTIM NAME: _____
	REPORT NO./CASE NAME: _____
	DATE OF REPORT: _____

<b>B. REPORTING PARTY</b>	NAME/TITLE	
	ADDRESS	
<b>C. REPORT SENT TO</b>	PHONE ( )	DATE OF REPORT
	SIGNATURE	
<b>D. INVOLVED PARTIES</b>	<input type="checkbox"/> POLICE DEPARTMENT <input type="checkbox"/> SHERIFF'S OFFICE <input type="checkbox"/> COUNTY WELFARE <input type="checkbox"/> COUNTY PROBATION	
	AGENCY	ADDRESS
<b>VICTIM</b>	OFFICIAL CONTACTED	PHONE ( )
	DATE/TIME	
<b>SIBLINGS</b>	NAME (LAST, FIRST, MIDDLE)	ADDRESS
	BIRTHDATE	SEX RACE
<b>PARENTS</b>	PRESENT LOCATION OF CHILD	
	PHONE ( )	
<b>INFORMATION</b>	1. NAME	BIRTHDATE SEX RACE
	2. NAME	BIRTHDATE SEX RACE
<b>INFORMATION</b>	3. NAME (LAST, FIRST, MIDDLE)	BIRTHDATE SEX RACE
	4. NAME (LAST, FIRST, MIDDLE)	BIRTHDATE SEX RACE
<b>INFORMATION</b>	ADDRESS	
	ADDRESS	
<b>INFORMATION</b>	HOME PHONE ( )	BUSINESS PHONE ( )
	HOME PHONE ( )	BUSINESS PHONE ( )
<b>INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET OR OTHER FORM AND CHECK THIS BOX. <input type="checkbox"/>	
	1. DATE/TIME OF INCIDENT	PLACE OF INCIDENT (CHECK ONE) <input type="checkbox"/> OCCURRED <input type="checkbox"/> OBSERVED
<b>INFORMATION</b>	IF CHILD WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE	
	<input type="checkbox"/> FAMILY DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> SMALL FAMILY HOME <input type="checkbox"/> GROUP HOME OR INSTITUTION	
<b>INFORMATION</b>	2. TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL ASSAULT <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER	
	3. NARRATIVE DESCRIPTION:	
<b>INFORMATION</b>	4. SUMMARIZE WHAT THE ABUSED CHILD OR PERSON ACCOMPANYING THE CHILD SAID HAPPENED:	
	5. EXPLAIN KNOWN HISTORY OF SIMILAR INCIDENT(S) FOR THIS CHILD:	

SS 8583 (Rev. 1/83)

**INSTRUCTIONS AND DISTRIBUTION ON REVERSE**

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). A CPA is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS-8583 if (1) an active investigation has been conducted and (2) the incident is **not** unfounded.

Police or Sheriff-WHITE Copy, County Welfare or Probation-BLUE Copy, District Attorney-GREEN Copy, Reporting Party-YELLOW Copy

On line:

<http://www.dhhs.saccounty.net/CPS/Pages/Emergency-Response/GI-Suspected-Child-Abuse-Report.aspx>

## APPENDIX I WILLIAMS UNIFORM COMPLAINT PROCEDURE

Center Joint Unified School District  
•8408 Watt Avenue, Antelope, CA 95843 • 916-338-6320 • 916-338-6329  
**Williams Complaints Classroom Notice**

### Notice to Parents, Guardians, Pupils, and Teachers Complaint Rights

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

*Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.*

*Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.*

4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12th grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at [www.centerusd.org](http://www.centerusd.org). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

August 2013

**COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the provision of intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes      No

Contact Information:

Name:

Address:

Phone Number: Day:    Evening:

E-mail address, if any:

Location of the problem that is the subject of this complaint:

School:

Course title/grade level and teacher name:

Room number/name of room/location of facility:

Date problem was observed:    \_      \_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

## **APPENDIX J      DRESS CODE**

It is the mission of the School District not only to provide academic education but also to provide a positive learning environment. Research has shown that student dress and appearance affect student academic achievement and behavior. This School Dress Policy is intended to help protect the health and welfare of the individual student and complies with the provision of the safe and violence-free school initiative.

1. Commercial lettering or printing will be allowed on clothing as long as it is acceptable for school attire. Crude or vulgar printing, pictures or graphics inferring or depicting drugs or alcoholic beverages, or those that are sexually suggestive are not acceptable. Symbols that are degrading, offensive or gang related, are not permitted.
2. All clothing shall be within the bounds of decency and good taste. Garments shall be sufficient to conceal undergarments at all times. Bare midriffs, low-cut revealing tops, spaghetti straps – (straps less than 1 ½' wide), tank tops, athletic jerseys and see through of fish-net type shirts, are not considered appropriate school dress.
3. Shorts are permitted in hot weather as long as they are hemmed and at least mid-thigh length. Cut-offs are not permitted. All pants must be worn with the beltline at the waist.
4. Shoes worn to school should be sturdy enough to permit safe play at recess and/or physical education activities. Flip-Flops, clogs, backless shoes, sandals with no toe protection, heeled shoes (shoes with skates extended) and high heels are inappropriate and considered unsafe.
5. Hats are to be worn outside only and with the bill facing forward. Bandanas are not allowed in any fashion including on the head, around neck, wrist or tied at the waist or knee.
6. Straps and suspenders must be fastened and worn over the shoulders at all times.

Reference Education Code Chapter 325 SB 1269  
Center Unified School District BP 5132.1

## **APPENDIX K      SUSPENDABLE OFFENSES**

### **Center Joint Unified School District Discipline Policies**

Grounds for Suspension or Expulsion; Legislative Intent: California Education Code 48900 and Center Unified School District Board Policy 5144 (a) allow the superintendent or site administrator to suspend or recommend for expulsion a student for any violation of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to, or coming from a school sponsored activity. Suspension of up to 5 days or a recommendation for expulsion may occur when the conduct is of an extreme nature.

- 1            \*48900(a-1): Caused, Attempted, or Threatened Physical Injury (S)
- 2            \*48900(a-2): Use of Force or Violence (S)
- 3            \*48900(b): Weapons (S)
- 4            \*48900(c): Drugs or Alcohol, Possession/Use of (S)
- 5            \*48900(d): Drugs or Alcohol, Sale of (S)
- 6            \*48900(e): Robbery/Extortion (S)
- 7            \*48900(f): School Property Damage (S)
- 8            \*48900(g): Property Theft (S)
- 9            \*48900(h): Tobacco, Possession/Use(S)
- 10           \*48900(i): Language, Obscene/Profanity (S)
- 11           \*48900(j): Drugs, Paraphernalia (S)
- 12           \*48900(k): Disrupted School Activities / Defiance of Authority(S)
- 13           \*48900(l): Stolen Property, Possession of (S)
- 14           \*48900(m): Firearm, Imitation (S)
- 15           \*48900(n): Sexual Assault (S)
- 16           \*48900(o): Harassment, Witness (S)
- 17           \*48900(p): Soma, Selling of (S)
- 18           \*48900(q): Hazing (S)
- 19           \*48900(r): Bullying/Harassment (S)
- 20           \*48900(t): Aids or Abets Physical Injury(S)
- 21           \*48900.2: Sexual Harassment (S)(E)
- 22           \*48900.3: Hate Violence (S)(E)
- 23           \*48900.4: Harassment, threats, intimidation (S)(E)
- 24           \*48900.7(a): Terroristic threats against school officials or property (S)(E)
- 25           \*48900.7(b): Terroristic Threat (S)(E)
- 50           \*48915(a-1): Caused Serious Physical injury (S)(E)
- 51           \*48915(a-2): Possession of Knife or other Dangerous Object (S)(E)
- 52           \*48915(a-3): Possession of any Controlled Substance (S)(E)
- 53           \*48915(a-4): Robbery/Extortion (S)(E)
- 54           \*48915(a-5): Assault or Battery on a School Employee (S)(E)
- 55           \*48915(c-1): Firearm; Possessing, Selling or Furnishing (E)\*\*
- 56           \*48915(c-2): Brandishing a Knife (E)\*\*
- 57           \*48915(c-3): Sales of Controlled Substance (E)\*\*
- 58           \*48915(c-4a): Sexual Assault(E)\*\*
- 59           \*48915(c-4b): Sexual Battery (E)\*\*
- 60           \*48915(c-5): Possession of an Explosive (E)\*\*

**Center Joint Unified School District  
Previous Suspension/Expulsion Notification**

Dated: \_\_\_\_\_

To: \_\_\_\_\_  
Teacher's Name

From: \_\_\_\_\_

Re: \_\_\_\_\_  
Student Name

Pursuant to Legislative Bill AB 29 and ED Code 49079, this notice is to inform you that our office has received a copy of the above named student's cumulative file. The cumulative file includes previous suspension or expulsion information during the previous three school years.

You have a right to view this information. You may check out the cumulative file from the office at your convenience. Please sign this notice indicating that you have been made aware of the prior suspensions/expulsions and of your right to view the cumulative folder. Then, return the form to my office as soon as possible.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX M      HATE MOTIVATED BEHAVIOR**

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age appropriate instruction to help promote an understanding of and respect for human rights, diversity and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school level complaint process/grievance procedures as described in AR 5145.7-Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Principal, Superintendent or designee and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance and support to students who are victims of hate- motivated behavior and to students who exhibit such behavior.

## **Non Discrimination/Harassment**

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The district may provide male and female students with separate shower rooms and sexual health and HIV/AIDS prevention classes in order to protect student modesty.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position as Coordinator for non discrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Director of Personnel  
8408 Watt Avenue  
Antelope, California 95843  
(916) 338-6413

Any student who feels that he/she is being harassed should immediately contact the Coordinator for non discrimination, the principal or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for non discrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

# Center Joint Unified School District

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	<b>Facilities &amp; Operations Department</b>	
<b>To:</b>	<b>Board of Trustees</b>	<b>Action Item</b> <u>  X  </u>
<b>Date:</b>	<b>January 16, 2019</b>	<b>Information Item</b> <u>    </u>
<b>From:</b>	<b>Craig Deason, Assist. Supt.</b>	<b># Attached Pages</b> <u>  1  </u>
<b>Assist. Supt. Initials:</b>	<u>  CD  </u>	

**SUBJECT: Notice of Completion – Biondi Paving, Inc. – Campus Fencing Upgrade at Dudley Elementary and Spinelli Elementary and Basketball Court Replacement at Spinelli Elementary**

**Campus Fencing Upgrade at Dudley Elementary and Spinelli Elementary and Basketball Court Replacement at Spinelli Elementary awarded to Biondi Paving, Inc. on May 2, 2018.**

The contractor has met the requirements set forth in the construction documents and work has been completed to the satisfaction of the School District on October 12, 2018.

Thirty-five (35) days following the filing of the Notice of Completion with the Sacramento County Recorder’s Office, the District may release the 5% contractor’s retention. The 5% retention is included within the contract price, so there is no net fiscal impact to the District.

**Recommendation: Approval of the Notice of Completion for Biondi Paving Inc; for the work completed at Dudley and Spinelli Elementary schools.**

**CONSENT AGENDA**

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

CENTER JOINT UNIFIED SCHOOL DISTRICT  
8408 Watt Avenue  
Antelope, CA 95843

---

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN

That the work of Dudley Elementary – Fencing Upgrade and Spinelli Elementary – Fencing Upgrade and Basketball Court Replacement was completed on: October 12, 2018.

That the name and address of owner of said property is:

CENTER JOINT UNIFIED SCHOOL DISTRICT  
8408 Watt Avenue  
Antelope, CA 95843

The nature of its title to said property is a fee simple.

No fee, per Government Code 6103.

That the name of the original contractor for the work is Biondi Paving, Inc; a licensed contractor of California. That the property herein above referred to are located at 8408 Watt Avenue, Antelope, CA 95843.

Center Joint unified School District  
A Political Subdivision of the State of California

By: \_\_\_\_\_

Scott A. Loehr, Superintendent  
Center Joint Unified School District  
8408 Watt Avenue, Antelope, CA 95843

(STATE OF CALIFORNIA )  
(City of Antelope )  
(County of Sacramento )

**Scott A. Loehr**, being first duly sworn, deposes and says: That I am the Superintendent of the Center Joint Unified School District, which District is the owner of property described in the forgoing Notice of Completion and knows the contents thereof; that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing to true and correct.

Dated this 17th day of December 2018.

\_\_\_\_\_  
Scott A. Loehr, Superintendent

# Center Joint Unified School District

**AGENDA REQUEST FOR:**

Dept./Site: Facilities & Operations Department

Date: January 16, 2019

Action Item   X  

To: Board of Trustees

Information Item       

From: Craig Deason, Asst. Superintendent

# Attached Pages   0  

Asst. Superintendent Initials:   CD  

**SUBJECT: Disposal of Surplus Equipment**

The Facilities & Operations Department would like to surplus the following vehicle that is no longer in use from the Maintenance Department:

2001 Ford F250 Pickup, VIN # 3FTNX21S61MA35928, license plate number 1260570.

This vehicle will be offered for sale, donation, or disposal following your approval.

**RECOMMENDATION:** The Center Joint Unified School District Board of Trustees, approves the surplus of vehicle #82.

CONSENT AGENDA

# Center Unified School District

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	<b>Business Department</b>	
<b>Date:</b>	<b>January 16, 2019</b>	<b>Action Item</b> <u>X</u>
<b>To:</b>	<b>CJUSD Board of Trustees</b>	<b>Information Item</b>
<b>From:</b>	<b>Lisa Coronado</b> <b>Director of Fiscal Services</b>	<b># Attached Pages</b> <u>5</u>

<b>SUBJECT:</b>
<p style="text-align: center;"><b>Certification of Corrective Actions For the 2017/18 Audit Finding</b></p> <p>At the December 19, 2018 Board of Trustees meeting, the Board was presented the audit report for fiscal year ending June 30, 2018. As a result of the 2017/18 audit, corrective action for one audit finding will need to be implemented and followed in the ensuing years.</p> <p><b>Finding 2018-001 Material Weakness – Internal Control – Accounts Payable</b></p> <p><b>RECOMMENDATION: To certify the correction action as described</b></p>

CONSENT AGENDA

**AUDIT FINDING CORRECTIVE ACTION  
2017/18**

---

---

**Center Unified School District**

FINDING CATEGORY: Internal Control

FINDING DESCRIPTION: Material Weakness-Internal Control-Accounts Payable (30000)

FINDING NUMBER: 2018-001 PAGES: 78

---

---

**Describe below specific corrective action used in resolving this audit finding:**

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation that supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, flowcharts of corrected procedures, Board Approved revised Board Policies, etc.

**Please submit this form and all supporting documentation to the District Fiscal Services Department by March 15, 2019.**

**Attach all pertinent documentation. Number of attachments for this finding: 4**

The District has communicated with Capital Program Management (CPM) regarding the audit finding. For future invoices that may cross fiscal years, CPM will indicate on their invoices if costs should be recorded as accounts payable.

The Director of Fiscal Services reviewed each invoice and determine if the work completed or expenditures made were finalized before June 30. For invoices that were finalized, expenses shall be accrued for as a payable in the prior fiscal year. When an invoice is unclear, Accounts Payable staff shall contact the invoice originator for clarification. Any continuing questions about invoices shall be brought to the attention of the Director of Fiscal Services.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2018

---

**SECTION II - FINANCIAL STATEMENT FINDINGS**

**2018-001 MATERIAL WEAKNESS - INTERNAL CONTROL - ACCOUNTS PAYABLE (30000)**

**Criteria**

The portion of construction contracts represented by work done by the close of the fiscal period, invoices for materials or equipment received prior to June 30 should be recorded as accounts payable.

**Condition**

Services performed prior to June 30, 2018 are not properly accrued for.

**Effect**

Understatement of governmental fund liabilities and capital assets.

**Cause**

Established procedures for recording of accounts payable have not been implemented and enforced.

**Fiscal Impact**

Accounts payable was understated by approximately \$285,000.

**Recommendation**

Invoices paid subsequent to June 30 be reviewed for proper inclusion in payables.

**View of Responsible Officials and Planned Corrective Actions**

The District has reviewed the the accrual procedure for construction contracts with appropriate personnel. The District will review the accrual procedures again at year end.

---

(Continued)

MEMORANDUM

Date: January 7, 2019  
To: Michelle Churchill, Accounts Payable  
From: Lisa Coronado, CJUSD Director of Fiscal Services   
RE: Accounts Payable Accruals

---

Introductory Statement of Issue

The purpose of this memorandum is to address Financial Statement Finding 2018-001  
Material Weakness – Internal Control – Accounts Payable

*The portion of construction contracts represented by work done by the close of the fiscal period, invoices for materials and equipment received prior to June 30 should be recorded as accounts payable.*

*Services performed prior to June 30, 2018 were not properly accrued for.*

Accruals

Beginning July 1, 2019 and continuing in subsequent years, Accounts Payable shall review each invoice and determine if the work completed or expenditures made were finalized before June 30. For invoices that were finalized, expenses shall be accrued for as a payable in the prior fiscal year.

When an invoice is unclear, Accounts Payable staff shall contact the invoice originator for clarification. Any continuing questions about invoices should be brought to the attention of the Director of Fiscal Services.

Concluding Statement

Should you have any questions regarding the audit finding or this memorandum, please contact me in person or at (916)338-6403.



Lisa Coronado <coronado@centerusd.org>

**RE: Center JUSD YE 6-20-18 Audit Finding**

1 message

Tim Doane <timd@capitalpm.com>  
To: Lisa Coronado <coronado@centerusd.org>

Mon, Jan 7, 2019 at 2:35 PM

Hi Lisa.

Yes, we have discussed Center's Financial Statement finding and have already put in place procedures to address the issue. As the fiscal year end approaches, we will indicate at the top of our correspondence related to expenditures whether or not the expenditure is to be accrued in the current fiscal year. Hopefully, this will circumvent this from happening again. We can talk further when the time comes to ensure our procedures are in agreement with yours.

Have a great week!

TIM DOANE

P 916.553.4400

F 916.553.4200

C 916.812.4404

capitalpm.com



*This communication, including any attachments, may contain confidential or proprietary information. If you are not the intended recipient, any use, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender by telephone or email, and permanently delete all copies, electronic or other, you may have. The foregoing applies even if this notice is embedded in a message that is forwarded or attached*

**From:** Lisa Coronado [mailto:coronado@centerusd.org]  
**Sent:** Monday, January 7, 2019 1:59 PM  
**To:** Tim Doane <timd@capitalpm.com>  
**Subject:** Center JUSD YE 6-20-18 Audit Finding

Good afternoon Tim,

Please respond to this email in a way that confirms we discussed Center's Financial Statement Finding:

***Material Weakness - Internal Control - Accounts Payable***

***The portion of construction contracts represented by work done by the close of the fiscal period, invoices for materials and equipment received prior to June 30 should be recorded as accounts payable.***

***Services performed prior to June 30, 2018 were not properly accrued for.***

Your response also confirms that Capital Program Management agreed to make an effort to indicate on CPM related invoices when costs should be accrued.

Thank you,

Lisa Coronado

Director of Fiscal Services

Center Joint Unified School District

(916) 338-6302

# Center Joint Unified School District

**AGENDA REQUEST FOR:**

**Dept. /Site:** Business Department

**Date:** 01/07/2019

Action Item

**To:** Board of Trustees

Information Item

**From:** Lisa Coronado

# Attached Page 1

**SUBJECT:**

**APPROVAL OF CENTER JOINT UNIFIED SCHOOL DISTRICT  
PAYROLL ORDERS**

The Governing board is asked to approve the attached payroll Orders for July 2018 through December 2018.

**RECOMMENDATION:** That the CJUSD Board of Trustees approve the District Payroll Orders for July 2018 through December 2018.

**CONSENT AGENDA**

**DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2019**

	<b>REGULAR</b>	<b>VARIABLE</b>	<b>SPECIAL</b>	<b>TOTAL PAYROLL</b>	<b>#OF TRANSACTIONS</b>
JULY	\$ 971,857.52	\$ 58,990.72		\$ 1,030,848.24	547
AUG	\$ 2,710,666.05	\$ 71,657.90		\$ 2,782,323.95	785
SEPT	\$ 2,713,509.71	\$ 104,279.41		\$ 2,817,789.12	830
OCT	\$ 2,736,860.62	\$ 125,687.88		\$ 2,862,548.50	836
NOV	\$ 2,715,421.92	\$ 158,026.88		\$ 2,873,448.80	835
DEC	\$ 712,000.71			\$ 712,000.71	309
2-Jan	\$ 2,013,403.24	\$ 118,604.26		\$ 2,132,007.50	533
JAN				\$ -	
FEB				\$ -	
MARCH				\$ -	
APRIL				\$ -	
MAY				\$ -	
JUNE				\$ -	
SPECIAL				\$ -	

<b>\$ 14,573,719.77</b>	<b>\$ 637,247.05</b>	<b>\$ -</b>	<b>\$ 15,210,966.82</b>	<b>4675</b>
-------------------------	----------------------	-------------	-------------------------	-------------

# Center Joint Unified School District

**AGENDA REQUEST FOR:**

**Dept./Site: Business Department**

**Date: December, 2018**

**To: Board of Trustees**

**From: Lisa Coronado**

**Action Item**

**Information Item**

**# Attached Pages 32**

**SUBJECT: Supplemental Agenda – Commercial Warrant Registers**

**December 5, 2018, \$388,811.39, December 13, 2018, \$178,881.40  
December 18, 2018, \$279,307.74**

**The commercial warrant payments to vendor's total**

**\$ 847,000.53**

**RECOMMENDATION: That the CJUSD Board of Trustees approve the Supplemental Agenda – Vendor Warrants as presented**

**CONSENT AGENDA**

Batch status: A All

From batch: 0034

To batch: 0034

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
010669/00	ALHAMBRA & SIERRA SPRINGS						
322 PO-190324	12/05/2018	663302014871405	1 01-0000-0-4300-103-0000-7200-019-000 NN P			181.53	181.53
322 PO-190324	12/05/2018	663302014871405	3 01-0000-0-5600-103-0000-7200-019-000 NN P			10.48	10.48
322 PO-190324	12/05/2018	663302014871405	4 01-6500-0-5600-102-5001-2700-019-000 NN P			10.49	10.49
322 PO-190324	12/05/2018	663302014871405	2 01-6500-0-4300-102-5001-2700-019-000 NN P			181.54	181.54
TOTAL PAYMENT AMOUNT						384.04 *	384.04
014733/00	ALL WEST COACHLINES INC.						
1315 PO-191300	12/05/2018	70039,69965	1 01-0036-0-5865-371-1110-1000-012-113 NN F			1,709.00	1,709.00
1315 PO-191300	12/05/2018	70039,69965	2 01-7338-0-5865-472-1110-1000-014-000 NN F			3,419.00	3,419.00
TOTAL PAYMENT AMOUNT						5,128.00 *	5,128.00
014285/00	ALLAMAN, MARC						
1363 PO-191311	12/05/2018	REFUND MED	1 01-0000-0-3401-100-1110-1000-000-000 NN F			71.06	71.06
TOTAL PAYMENT AMOUNT						71.06 *	71.06
020082/00	ALLRED, MARIE						
1346 PO-191326	12/05/2018	REIMB STORE ITEMS	1 01-0000-0-4300-371-1110-1000-012-996 NN F			136.85	136.85
TOTAL PAYMENT AMOUNT						136.85 *	136.85
011617/00	AMADOR STAGE LINES						
1351 PO-191317	12/05/2018	81604,81680	1 01-0076-0-5865-472-1110-4200-014-302 NN F			679.59	679.59
1351 PO-191317	12/05/2018	81604,81680	2 01-0740-0-5865-112-0000-3600-007-302 NN F			1,137.47	1,137.47
TOTAL PAYMENT AMOUNT						1,817.06 *	1,817.06
022066/00	ARROW PLUMBING INC						
1361 PO-191339	12/05/2018	22748	1 01-8150-0-4300-106-0000-8110-007-000 NN F			152.84	152.84
1361 PO-191339	12/05/2018	22748	2 01-8150-0-5600-106-0000-8110-007-000 NN F			1,029.00	1,029.00
TOTAL PAYMENT AMOUNT						1,181.84 *	1,181.84
010400/00	AT&T						
18 PO-190013	12/05/2018	810078413	1 01-0000-0-5930-106-0000-8110-007-000 NN P			9.34	9.34
TOTAL PAYMENT AMOUNT						9.34 *	9.34

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
019504/00	B & H PHOTO-VIDEO						
1184 PO-191151	12/05/2018	149137777	1 01-6387-0-4300-472-1110-1000-019-201 NN P			334.51	334.51
1184 PO-191151	12/05/2018	149173487	1 01-6387-0-4300-472-1110-1000-019-201 NN P			289.48	289.48
			TOTAL PAYMENT AMOUNT			623.99 *	623.99
017561/00	BAIONI, KIM						
1375 PO-191332	12/05/2018	REIMB ER	1 01-0740-0-3401-475-3200-1000-000-106 NN F			50.00	50.00
			TOTAL PAYMENT AMOUNT			50.00 *	50.00
021669/00	BAIONI, RON						
1344 PO-191324	12/05/2018	MILEAGE	1 01-0000-0-5210-371-0000-2700-012-000 NN F			22.89	22.89
			TOTAL PAYMENT AMOUNT			22.89 *	22.89
010989/00	BOBERG HARDWOOD FLOORS						
1332 PO-191306	12/05/2018	#1	1 01-0000-0-5600-106-9223-8200-007-995 NN F			184,518.50	184,518.50
			TOTAL PAYMENT AMOUNT			184,518.50 *	184,518.50
011697/00	C.A.S.H.						
1340 PO-191309	12/05/2018	126222	1 01-0000-0-5200-106-0000-8110-007-000 NN F			2,202.00	2,202.00
			TOTAL PAYMENT AMOUNT			2,202.00 *	2,202.00
010340/00	CA DEPT OF JUSTICE						
15 PO-190010	12/05/2018	336215	1 01-0000-0-5800-110-0000-7200-004-000 NN P			354.00	354.00
			TOTAL PAYMENT AMOUNT			354.00 *	354.00
017639/00	CDT INC.						
21 PO-190016	12/05/2018	45865	1 01-0000-0-5800-110-0000-7200-004-000 NN P			351.50	351.50
			TOTAL PAYMENT AMOUNT			351.50 *	351.50

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
014371/00	CENGAGE LEARNING						
1226 PO-191214	12/05/2018	65595933	1 01-0037-0-4100-103-1110-1000-019-000 NN P			444.47	444.47
1226 PO-191214	12/05/2018	65590974	1 01-0037-0-4100-103-1110-1000-019-000 NN F			786.02	794.12
			TOTAL PAYMENT AMOUNT		1,238.59 *		1,238.59
014449/00	CENTER HIGH SCHOOL STUDENT						
1339 PO-191321	12/05/2018	ID 43785 FT BAL	1 01-5630-0-5800-601-1421-1000-017-120 NN F			200.57	200.57
			TOTAL PAYMENT AMOUNT		200.57 *		200.57
010336/00	ECOTECH PEST MANAGEMENT INC						
16 PO-190011	12/05/2018	21299	1 01-0000-0-5500-106-0000-8110-007-000 NN P			712.00	712.00
			TOTAL PAYMENT AMOUNT		712.00 *		712.00
017005/00	FERGUSON ENTERPRISES INC #686						
51 PO-190043	12/05/2018	6385044	1 01-8150-0-4300-106-0000-8110-007-000 NN P			109.87	109.87
51 PO-190043	12/05/2018	6384882	1 01-8150-0-4300-106-0000-8110-007-000 NN P			16.29	16.29
			TOTAL PAYMENT AMOUNT		126.16 *		126.16
018618/00	FOLLETT SCHOOL SOLUTIONS INC						
439 PO-190428	12/05/2018	891043	1 01-0409-0-4200-472-0000-2420-014-000 NN F			645.14	597.99
592 PO-190588	12/05/2018	300226	1 01-0409-0-4200-472-0000-2420-014-000 NN P			796.56	796.56
592 PO-190588	12/05/2018	300226F	1 01-0409-0-4200-472-0000-2420-014-000 NN F			164.66	150.48
			TOTAL PAYMENT AMOUNT		1,545.03 *		1,545.03
015172/00	FRENCH, DAVID L.						
1359 PO-191338	12/05/2018	REIMB REFRESHMENTS	1 01-3010-0-4300-475-3200-2700-015-106 NN F			20.15	20.15
			TOTAL PAYMENT AMOUNT		20.15 *		20.15
017618/00	GOPHER SPORT						
1091 PO-191069	12/05/2018	9528827	1 01-0000-0-4300-472-1550-1000-014-000 NN F			444.47	444.48
			TOTAL PAYMENT AMOUNT		444.48 *		444.48

081 CENTER UNIFIED SCHOOL DISTRICT J15407  
12-05-18

ACCOUNTS PAYABLE PRELIST  
BATCH: 0034 12-5-18  
FUND : 01 GENERAL FUND

APY500 L.00.12 12/05/18 11:00 PAGE 4  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS		
-----							
022529/00	GUITAR CENTER MANAGEMENT						
760 PO-190769	12/05/2018	2261837193	1	01-0000-0-4300-472-1520-1000-014-000	NN F	323.24	308.56
			TOTAL PAYMENT AMOUNT		308.56 *		308.56
017002/00	HOME DEPOT CREDIT SERVICES						
468 PO-190456	12/05/2018	6035322649033119	1	01-6387-0-4300-472-1110-1000-019-201	NN P	1,622.39	1,622.39
			TOTAL PAYMENT AMOUNT		1,622.39 *		1,622.39
016447/00	HUMAN RELATIONS MEDIA						
1222 PO-191193	12/05/2018	3171854	1	01-0000-0-4300-472-1415-1000-014-000	NN P	131.96	131.96
1222 PO-191193	12/06/2018	3171830	1	01-0000-0-4300-472-1415-1000-014-000	NN F	158.87	164.95
			TOTAL PAYMENT AMOUNT		296.91 *		296.91
011200/00	LATHROP, JULIA						
1341 PO-191322	12/05/2018	MILEAGE 8/3	1	01-0000-0-5200-371-0000-2700-012-000	NN F	28.78	28.78
			TOTAL PAYMENT AMOUNT		28.78 *		28.78
014591/00	MAGNANI, KATHY						
1350 PO-191316	12/05/2018	REIMB BTSА SUPPLIES	1	01-4035-0-4300-103-1110-1000-019-100	NN F	59.85	59.85
			TOTAL PAYMENT AMOUNT		59.85 *		59.85
022590/00	MICHAEL JONES						
169 PO-190163	12/05/2018	TRIP 1945	1	01-0740-0-5800-112-0000-3600-007-302	NN P	6.57	6.57
			TOTAL PAYMENT AMOUNT		6.57 *		6.57
016087/00	MICHAEL'S TRANSPORTATION SERV.						
362 PO-190346	12/05/2018	106796	1	01-0740-0-5800-112-0000-3600-007-302	NN P	2,430.00	2,430.00
			TOTAL PAYMENT AMOUNT		2,430.00 *		2,430.00

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----								
019828/00	MIRANDA, RYAN							
1342 PO-191323	12/05/2018	BUS PASSES		1 01-5630-0-5800-601-1421-1000-017-120 NN F			100.00	100.00
TOTAL PAYMENT AMOUNT							100.00 *	100.00
017248/00	MONSTER TECHNOLOGY LLC							
1271 PO-191265	12/05/2018	IJH-3242		1 01-0000-0-4300-234-1110-1000-008-000 NY F			168.09	168.09
TOTAL PAYMENT AMOUNT							168.09 *	168.09
016912/00	NATOMAS AUTOMOTIVE							
1335 PO-191307	12/05/2018	29478		1 01-0740-0-5800-112-0000-3600-007-302 NN P			59.95	59.95
TOTAL PAYMENT AMOUNT							59.95 *	59.95
020272/00	NIMCO							
1224 PO-191194	12/05/2018	46070		1 01-0000-0-4300-472-1415-1000-014-000 NN F			70.89	72.72
TOTAL PAYMENT AMOUNT							72.72 *	72.72
021173/00	NORTH STATE TIRE CO. INC							
1330 PO-191304	12/05/2018	K93647		1 01-0740-0-4300-112-0000-3600-007-302 NN F			99.13	99.13
TOTAL PAYMENT AMOUNT							99.13 *	99.13
017576/00	OFFICE DEPOT							
1164 PO-191139	12/05/2018	228112585001		1 01-6500-0-4300-472-5770-1110-014-000 NN P			271.72	271.72
1164 PO-191139	12/05/2018	228112588001		1 01-6500-0-4300-472-5770-1110-014-000 NN P			29.15	29.15
1164 PO-191139	12/05/2018	228112589001		1 01-6500-0-4300-472-5770-1110-014-000 NN F			113.56	14.85
1173 PO-191142	12/05/2018	228109037001		1 01-0000-0-4300-472-1655-1000-014-000 NN F			212.21	174.47
1203 PO-191187	12/06/2018	229588146001		1 01-0000-0-4300-472-1260-1000-014-000 NN F			358.73	358.73
1210 PO-191219	12/05/2018	232221896001		1 01-0000-0-4300-472-1385-1000-014-000 NN F			126.28	126.28
1256 PO-191227	12/05/2018	232220829001		1 01-0000-0-4300-236-1110-1000-009-000 NN F			93.85	93.85
1256 PO-191227	12/05/2018	232220828001		2 01-6300-0-4300-236-1110-1000-009-000 NN F			84.77	58.79
1292 PO-191263	12/05/2018	237399339001		1 01-6512-0-4300-102-5001-3110-019-122 NN F			355.56	284.78
TOTAL PAYMENT AMOUNT							1,412.62 *	1,412.62

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
021050/00	PACHECO, SHAWNA						
1304 PO-191319	12/05/2018	TRAVEL EXPENSE	1 01-6520-0-5200-472-5770-1110-014-207 NN F			585.87	585.87
		TOTAL PAYMENT AMOUNT		585.87 *			585.87
014069/00	PLATT ELECTRIC SUPPLY INC						
56 PO-190048	12/05/2018	T852119	1 01-8150-0-4300-106-0000-8110-007-000 NN P			55.68	55.68
		TOTAL PAYMENT AMOUNT		55.68 *			55.68
022525/00	POST-IT LLC						
26 PO-190020	12/05/2018	SEPT, OCT 2018	1 01-0000-0-5800-110-0000-7200-004-000 NN P			500.00	500.00
		TOTAL PAYMENT AMOUNT		500.00 *			500.00
021401/00	PRACTI-CAL INC						
175 PO-190194	12/05/2018	341977	1 01-5640-0-5800-102-1110-1000-019-000 NN P			234.05	234.05
175 PO-190194	12/05/2018	341951	1 01-5640-0-5800-102-1110-1000-019-000 NN P			125.78	125.78
		TOTAL PAYMENT AMOUNT		359.83 *			359.83
019058/00	PRECISION CLEANING SYSTEMS						
1328 PO-191302	12/05/2018	021353	1 01-0000-0-6400-106-0000-8200-007-995 NN F			15,506.84	15,436.27
		TOTAL PAYMENT AMOUNT		15,436.27 *			15,436.27
016973/00	PROJECT LEAD THE WAY						
344 PO-190340	12/05/2018	152937	1 01-6300-0-4300-472-1110-1000-014-991 NN P			2,546.39	2,546.39
344 PO-190340	12/05/2018	159659	1 01-6300-0-4300-472-1110-1000-014-991 NN F			586.17	586.16
		TOTAL PAYMENT AMOUNT		3,132.55 *			3,132.55
010627/00	RIVERVIEW INTERNATIONAL TRUCKS						
262 PO-190249	12/05/2018	981908	1 01-0740-0-4300-112-0000-3600-007-302 NN P			218.22	218.22
1274 PO-191244	12/05/2018	981743	1 01-0740-0-5800-112-0000-3600-007-302 NN F			513.00	513.00
		TOTAL PAYMENT AMOUNT		731.22 *			731.22

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
010315/00	SAC CO OFFICE OF ED FIN SVCS						
1343 PO-191334	12/05/2018	191222	1 01-4035-0-5800-103-1110-1000-019-000 NN F			11,300.00	11,300.00
TOTAL PAYMENT AMOUNT						11,300.00 *	11,300.00
010266/00	SACRAMENTO COUNTY UTILITIES						
25 PO-190019	12/05/2018	50000918485	1 01-0000-0-5520-106-0000-8110-007-000 N P			3,541.76	3,541.76
25 PO-190019	12/05/2018	50000918618	1 01-0000-0-5520-106-0000-8110-007-000 N P			677.65	677.65
25 PO-190019	12/05/2018	50000918556	1 01-0000-0-5520-106-0000-8110-007-000 N P			113.70	113.70
25 PO-190019	12/05/2018	50008418859	1 01-0000-0-5520-106-0000-8110-007-000 N P			207.50	207.50
TOTAL PAYMENT AMOUNT						4,540.61 *	4,540.61
014151/00	SARA M. HALL BCBA						
1336 PO-191315	12/05/2018	SEPT-OCT 2018	1 01-6500-0-5800-102-5001-3120-019-000 NY F			3,620.00	3,625.00
TOTAL PAYMENT AMOUNT						3,625.00 *	3,625.00
014786/00	SCHOOL SPECIALTY INC						
1220 PO-191191	12/05/2018	308103226263	1 01-0000-0-4300-472-1415-1000-014-000 NN F			92.00	91.99
TOTAL PAYMENT AMOUNT						91.99 *	91.99
011500/00	SCHOOLS INSURANCE AUTHORITY						
PV-190046	12/04/2018	DECEMBER 2018	01-0000-0-9552-000-0000-0000-000-000 NN				52,620.94
TOTAL PAYMENT AMOUNT						52,620.94 *	52,620.94
020811/00	SHRED-IT USA LLC						
140 PO-190132	12/05/2018	8126023552*	1 01-0000-0-5800-472-0000-2700-014-000 NN P			39.57	39.57
TOTAL PAYMENT AMOUNT						39.57 *	39.57
010263/00	SMUD						
27 PO-190021	12/05/2018	7000000347	1 01-0000-0-5510-106-0000-8110-007-000 NN P			42,256.47	42,256.47
TOTAL PAYMENT AMOUNT						42,256.47 *	42,256.47

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			
-----								
020252/00	STAPLES BUSINESS ADVANTAGE							
1209 PO-191188	12/05/2018	3395965355			1 01-0000-0-4300-472-1260-1000-014-000	NN F	326.43	326.43
TOTAL PAYMENT AMOUNT							326.43 *	326.43
020800/00	SWIFT, WINDIGO							
1347 PO-191327	12/05/2018	REIMB SUPPLIES			1 01-6300-0-4300-371-1110-1000-012-000	NN F	244.55	244.55
TOTAL PAYMENT AMOUNT							244.55 *	244.55
016370/00	TWIN RIVERS UNIFIED SCH DIST							
491 PO-190472	12/05/2018	190962			1 01-0000-0-5800-105-0000-8300-005-000	NN P	11,833.33	11,833.33
1302 PO-191297	12/05/2018	190393			1 01-0000-0-5800-472-1110-1000-014-000	NN F	220.00	220.00
TOTAL PAYMENT AMOUNT							12,053.33 *	12,053.33
010552/00	WAXIE SANITARY SUPPLY							
73 PO-190068	12/05/2018	77900194			1 01-0000-0-9320-000-0000-0000-000-000	NN P	99.68	99.68
73 PO-190068	12/05/2018	77885068			1 01-0000-0-9320-000-0000-0000-000-000	NN P	487.65	487.65
TOTAL PAYMENT AMOUNT							587.33 *	587.33
016284/00	ePLUS TECHNOLOGY INC							
1094 PO-191071	12/05/2018	V2170718			1 01-0000-0-5800-115-0000-7700-007-000	NN F	1,184.70	1,213.79
TOTAL PAYMENT AMOUNT							1,213.79 *	1,213.79
TOTAL FUND PAYMENT							357,505.05 **	357,505.05

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Account num	Liq Amt	Net Amount
-----								
011205/00	CULTURE SHOCK	YOGURT						
146 PO-190137	12/05/2018	7435		1	13-5310-0-4700-108-0000-3700-007-000	NN P	220.00	220.00
TOTAL PAYMENT AMOUNT							220.00 *	220.00
011602/00	DANIELSEN CO., THE							
80 PO-190070	12/05/2018	182768		1	13-5310-0-4700-108-0000-3700-007-000	N P	2,594.47	2,594.47
80 PO-190070	12/05/2018	182768		2	13-5310-0-4300-108-0000-3700-007-000	N P	8.00	8.00
TOTAL PAYMENT AMOUNT							2,602.47 *	2,602.47
021080/00	GOLD STAR FOODS INC							
1257 PO-191228	12/05/2018	2595465		1	13-5310-0-5800-108-0000-3700-007-000	NN P	644.40	644.40
1257 PO-191228	12/05/2018	2587475		1	13-5310-0-5800-108-0000-3700-007-000	NN F	385.60	494.10
TOTAL PAYMENT AMOUNT							1,138.50 *	1,138.50
015276/00	PREMIER FOOD SAFETY							
1371 PO-191341	12/05/2018	4379791		1	13-5310-0-5200-108-0000-3700-007-000	NN F	139.00	139.00
TOTAL PAYMENT AMOUNT							139.00 *	139.00
019993/00	PROPACIFIC FRESH							
121 PO-190089	12/05/2018	60507		1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,449.97	1,449.97
121 PO-190089	12/05/2018	61883		1	13-5310-0-4700-108-0000-3700-007-000	NN P	722.71	722.71
121 PO-190089	12/05/2018	62230		1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,225.44	2,225.44
121 PO-190089	12/05/2018	60270		1	13-5310-0-4700-108-0000-3700-007-000	NN P	4,485.35	4,485.35
121 PO-190089	12/05/2018	61188		1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,460.94	1,460.94
121 PO-190089	12/05/2018	61169		1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,288.15	1,288.15
TOTAL PAYMENT AMOUNT							11,632.56 *	11,632.56
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
148 PO-190139	12/05/2018	180323363		1	13-5310-0-5800-108-0000-3700-007-000	NN P	94.25	94.25
148 PO-190139	12/05/2018	180324065		1	13-5310-0-5800-108-0000-3700-007-000	NN P	94.25	94.25
148 PO-190139	12/05/2018	181006352		1	13-5310-0-5800-108-0000-3700-007-000	NN M	-16.50	-16.50
TOTAL PAYMENT AMOUNT							172.00 *	172.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
011422/00	SYSCO OF SAN FRANCISCO						
81 PO-190071	12/05/2018	231043803	1 13-5310-0-4700-108-0000-3700-007-000	NN	P	1,316.84	1,316.84
81 PO-190071	12/05/2018	231043803	2 13-5310-0-4300-108-0000-3700-007-000	NN	P	346.00	346.00
81 PO-190071	12/05/2018	231055869	2 13-5310-0-4300-108-0000-3700-007-000	NN	P	295.88	295.88
81 PO-190071	12/05/2018	231055869	1 13-5310-0-4700-108-0000-3700-007-000	NN	P	867.19	867.19
TOTAL PAYMENT AMOUNT						2,825.91	2,825.91
TOTAL FUND PAYMENT						18,730.44	18,730.44

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
015226/00	ATI ARCHITECTS & ENGINEERS							
569 PO-190570	12/05/2018	1500866		1 21-0000-0-6215-106-0000-8500-007-611 NN P			3,936.11	3,936.11
570 PO-190571	12/05/2018	1500867		1 21-0000-0-6215-106-0000-8500-007-612 NN P			4,432.29	4,432.29
TOTAL PAYMENT AMOUNT							8,368.40 *	8,368.40
010563/00	MHL ENTERPRISES							
543 PO-190534	12/05/2018	827		1 21-0000-0-6290-106-0000-8500-007-620 NY P			4,207.50	4,207.50
TOTAL PAYMENT AMOUNT							4,207.50 *	4,207.50
TOTAL FUND PAYMENT							12,575.90 **	12,575.90
TOTAL BATCH PAYMENT					388,811.39 ***	0.00	388,811.39	
TOTAL DISTRICT PAYMENT					388,811.39 ****	0.00	388,811.39	
TOTAL FOR ALL DISTRICTS:					388,811.39 ****	0.00	388,811.39	

Number of checks to be printed: 62, not counting voids due to stub overflows.

Batch status: A All

From batch: 0035

To batch: 0035

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
010450/00	ACADEMIC THERAPY PUBLICATIONS						
	PV-190048	12/13/2018	INVOICE 243580		01-6500-0-4300-102-5770-1191-019-000 NN		265.53
			TOTAL PAYMENT AMOUNT		265.53 *		265.53
011248/00	AED SUPERSTORE						
	1293 PO-191264	12/13/2018	990595		1 01-0000-0-4300-106-0000-7200-007-995 NN P	2,754.09	2,754.09
			TOTAL PAYMENT AMOUNT		2,754.09 *		2,754.09
010002/00	ALDAR ACADEMY						
	750 PO-190848	12/13/2018	NOVEMBER 2018		1 01-6500-0-5800-102-5750-1180-019-000 NN P	4,906.16	4,906.16
			TOTAL PAYMENT AMOUNT		4,906.16 *		4,906.16
010669/00	ALHAMBRA & SIERRA SPRINGS						
	326 PO-190316	12/13/2018	27045224780818		1 01-0000-0-4300-105-0000-7200-005-000 NN P	17.22	17.22
	326 PO-190316	12/13/2018	27045224780818		2 01-0000-0-5600-105-0000-7200-005-000 NN P	6.99	6.99
			TOTAL PAYMENT AMOUNT		24.21 *		24.21
013985/00	ALL DIESEL ELECTRIC INC.						
	1378 PO-191353	12/13/2018	12963		1 01-0740-0-4300-112-0000-3600-007-302 NN F	237.05	237.05
			TOTAL PAYMENT AMOUNT		237.05 *		237.05
020625/00	ALLSTATE SIGN & PLAQUE CORP						
	1053 PO-191036	12/13/2018	179287-1		1 01-0740-0-4300-475-3200-2700-015-106 NN F	30.12	39.90
			TOTAL PAYMENT AMOUNT		39.90 *		39.90
011617/00	AMADOR STAGE LINES						
	1431 PO-191386	12/13/2018	81681		1 01-0076-0-5865-472-1110-4200-014-302 NN F	254.04	254.04
	1431 PO-191386	12/13/2018	81681		2 01-0740-0-5865-112-0000-3600-007-302 NN F	716.88	716.88
			TOTAL PAYMENT AMOUNT		970.92 *		970.92

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
019210/00	ANDREWS, JULIE						
1415 PO-191382	12/13/2018	REIMB- ATLASES	1 01-0000-0-4200-371-1110-1000-012-000 NN F			41.20	41.20
			TOTAL PAYMENT AMOUNT	41.20 *			41.20
015699/00	ANIXTER INC						
1128 PO-191093	12/13/2018	22k291372	1 01-8150-0-4300-106-0000-8110-007-000 NN P			39.55	39.55
1128 PO-191093	12/13/2018	22k293150	1 01-8150-0-4300-106-0000-8110-007-000 NN P			262.42	262.42
1128 PO-191093	12/13/2018	22K293992	1 01-8150-0-4300-106-0000-8110-007-000 NN P			346.10	346.10
			TOTAL PAYMENT AMOUNT	648.07 *			648.07
020766/00	ASSET GENIE INC						
1197 PO-191204	12/13/2018	1342855	1 01-6300-0-4300-475-3200-1000-015-106 NN F			1,700.00	1,700.00
1334 PO-191314	12/13/2018	1348543	1 01-0000-0-4300-238-0000-2700-010-000 YN P			80.90	80.90
			TOTAL PAYMENT AMOUNT	1,780.90 *			1,780.90
			TOTAL USE TAX AMOUNT	6.27			
011481/00	AT&T						
20 PO-190015	12/13/2018	9391028109	1 01-0000-0-5930-106-0000-8110-007-000 NN P			5,270.15	5,270.15
			TOTAL PAYMENT AMOUNT	5,270.15 *			5,270.15
021604/00	ATLAS DISPOSAL INDUSTRIES						
9 PO-190006	12/13/2018	1031	1 01-0000-0-5525-106-0000-8110-007-000 NN P			230.13	230.13
9 PO-190006	12/13/2018	149397	1 01-0000-0-5525-106-0000-8110-007-000 NN P			567.96	567.96
9 PO-190006	12/13/2018	149398	1 01-0000-0-5525-106-0000-8110-007-000 NN P			1,714.54	1,714.54
9 PO-190006	12/13/2018	149399	1 01-0000-0-5525-106-0000-8110-007-000 NN P			733.43	733.43
9 PO-190006	12/13/2018	149400	1 01-0000-0-5525-106-0000-8110-007-000 NN P			307.08	307.08
9 PO-190006	12/13/2018	149402	1 01-0000-0-5525-106-0000-8110-007-000 NN P			524.84	524.84
9 PO-190006	12/13/2018	149403	1 01-0000-0-5525-106-0000-8110-007-000 NN P			473.59	473.59
9 PO-190006	12/13/2018	149404	1 01-0000-0-5525-106-0000-8110-007-000 NN P			86.92	86.92
9 PO-190006	12/13/2018	189672	1 01-0000-0-5525-106-0000-8110-007-000 NN P			291.23	291.23
9 PO-190006	12/13/2018	195342	1 01-0000-0-5525-106-0000-8110-007-000 NN P			374.82	374.82
9 PO-190006	12/13/2018	149401	1 01-0000-0-5525-106-0000-8110-007-000 NN P			266.28	266.28
			TOTAL PAYMENT AMOUNT	5,570.82 *			5,570.82

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
019504/00	B & H PHOTO-VIDEO						
1184 PO-191151	12/13/2018	151172621	1 01-6387-0-4300-472-1110-1000-019-201	YN F		364.09	293.02
1333 PO-191313	12/13/2018	151054150	1 01-0000-0-4300-238-0000-2700-010-000	YN F		112.97	104.85
1366 PO-191330	12/13/2018	151093195	1 01-6500-0-4300-240-5750-1110-011-000	YN F		37.71	35.00
				TOTAL PAYMENT AMOUNT		432.87 *	432.87
				TOTAL USE TAX AMOUNT		33.55	
018071/00	BRADY, ASHLEY						
1362 PO-191390	12/13/2018	TRAVEL EXPENSE	1 01-3410-0-5200-472-1110-1000-014-207	NN F		12.32	12.32
1426 PO-191403	12/13/2018	MILEAGE	1 01-3410-0-5200-472-1110-1000-014-207	NN F		9.81	9.81
1425 PO-191407	12/13/2018	MILEAGE	1 01-6520-0-5200-472-5770-1110-014-207	NN F		28.23	28.23
				TOTAL PAYMENT AMOUNT		50.36 *	50.36
021045/00	CALDWELL FLORES WINTERS INC						
1300 PO-191270	12/13/2018	#2	1 01-0000-0-5800-106-9175-8100-007-995	NN P		30,650.03	30,650.03
				TOTAL PAYMENT AMOUNT		30,650.03 *	30,650.03
021678/00	CAPITOL ACADEMY						
753 PO-190943	12/13/2018	CA0700	1 01-6500-0-5800-102-5750-1180-019-000	NN P		2,421.76	2,421.76
753 PO-190943	12/13/2018	CA0711	1 01-6500-0-5800-102-5750-1180-019-000	NN P		360.00	360.00
				TOTAL PAYMENT AMOUNT		2,781.76 *	2,781.76
020305/00	CDW GOVERNMENT INC.						
1236 PO-191220	12/13/2018	QDC8420	1 01-6500-0-4300-102-5750-1110-019-000	NN F		34.98	34.98
1326 PO-191294	12/13/2018	QFR3077	1 01-0000-0-4400-120-0000-7110-000-000	NN F		1,369.01	1,369.00
				TOTAL PAYMENT AMOUNT		1,403.98 *	1,403.98
016261/00	CEBULA RN, GAIL						
989 PO-190977	12/13/2018	APRIL	1 01-0740-0-5210-104-0000-3140-019-128	NN P		34.55	34.55
989 PO-190977	12/13/2018	MAY	1 01-0740-0-5210-104-0000-3140-019-128	NN P		29.48	29.48
989 PO-190977	12/13/2018	JAN 2018	1 01-0740-0-5210-104-0000-3140-019-128	NN P		26.60	26.60
989 PO-190977	12/13/2018	FEB 2018	1 01-0740-0-5210-104-0000-3140-019-128	NN P		19.02	19.02
				TOTAL PAYMENT AMOUNT		109.65 *	109.65

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
019910/00	CHANEY, AMY						
1385 PO-191398	12/13/2018	TRAVEL EXPENSE	1 01-6385-0-5200-472-1110-1000-014-209 NN F			366.99	366.99
			TOTAL PAYMENT AMOUNT	366.99 *			366.99
013928/00	CINTAS LOCATION 622						
168 PO-190153	12/13/2018	4012829334	1 01-0000-0-5800-111-0000-8200-007-000 NN P			21.12	21.12
168 PO-190153	12/13/2018	4012929364	1 01-0000-0-5800-111-0000-8200-007-000 NN P			11.20	11.20
168 PO-190153	12/13/2018	4012929365	1 01-0000-0-5800-111-0000-8200-007-000 NN P			5.83	5.83
168 PO-190153	12/13/2018	4012929393	1 01-0000-0-5800-111-0000-8200-007-000 NN P			17.72	17.72
168 PO-190153	12/13/2018	4012929401	1 01-0000-0-5800-111-0000-8200-007-000 NN P			9.79	9.79
168 PO-190153	12/13/2018	4012929439	1 01-0000-0-5800-111-0000-8200-007-000 NN P			64.22	64.22
168 PO-190153	12/13/2018	4012929507	1 01-0000-0-5800-111-0000-8200-007-000 NN P			9.79	9.79
168 PO-190153	12/13/2018	4012929526	1 01-0000-0-5800-111-0000-8200-007-000 NN P			55.42	55.42
			TOTAL PAYMENT AMOUNT	195.09 *			195.09
018180/00	CITRUS HEIGHTS SAW & MOWER						
63 PO-190055	12/13/2018	454969	1 01-0000-0-4300-106-0000-8110-007-000 NN P			311.55	311.55
			TOTAL PAYMENT AMOUNT	311.55 *			311.55
015191/00	CONIDARIS, CYNTHIA						
772 PO-190753	12/13/2018	NOVEMBER 2018 MILEAGE	1 01-6500-0-5210-102-5060-2110-019-000 NN P			183.23	183.23
772 PO-190753	12/13/2018	PARKING	1 01-6500-0-5210-102-5060-2110-019-000 NN P			12.00	12.00
			TOTAL PAYMENT AMOUNT	195.23 *			195.23
010625/00	CULLIGAN WATER OF SACRAMENTO						
668 PO-190656	12/13/2018	932392	1 01-0740-0-5600-112-0000-3600-007-302 NN P			42.75	42.75
			TOTAL PAYMENT AMOUNT	42.75 *			42.75
019662/00	FARREL, JASON						
1393 PO-191369	12/13/2018	reimb carpet cleaner	1 01-0000-0-4300-236-1110-1000-009-000 NN F			182.10	182.10
			TOTAL PAYMENT AMOUNT	182.10 *			182.10

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
015137/00	FRED PRYOR SEMINARS	[REDACTED]					
1269 PO-191236	12/13/2018	20-27025978	1 01-0740-0-5800-112-0000-3600-007-302 NN F			158.00	158.00
			TOTAL PAYMENT AMOUNT			158.00 *	158.00
022347/00	GIVE SOMETHING BACK	[REDACTED]					
1305 PO-191283	12/13/2018	IN-0796988	1 01-6500-0-4300-472-5750-1110-014-000 NN F			170.18	170.18
1323 PO-191292	12/13/2018	IN-0796989	1 01-0000-0-4300-472-0000-2700-014-000 NN P			70.80	70.80
1323 PO-191292	12/13/2018	IN-0796989	1 01-0000-0-4300-472-0000-2700-014-000 NN F			260.94	261.09
1364 PO-191328	12/13/2018	IN-0798448	1 01-3010-0-4300-475-3200-1000-015-106 NN F			87.62	81.32
			TOTAL PAYMENT AMOUNT			583.39 *	583.39
020514/00	GLASS WEST INC	[REDACTED]					
1381 PO-191355	12/13/2018	40110	1 01-8150-0-4300-106-0000-8110-007-000 NN P			828.11	828.11
1381 PO-191355	12/13/2018	40232	1 01-8150-0-4300-106-0000-8110-007-000 NN F			275.33	275.33
			TOTAL PAYMENT AMOUNT			1,103.44 *	1,103.44
011601/00	GRIMES, PAMELA	[REDACTED]					
866 PO-190859	12/13/2018	NOV MILEAGE	1 01-0740-0-5210-104-0000-3140-019-128 NN P			5.45	5.45
			TOTAL PAYMENT AMOUNT			5.45 *	5.45
017718/00	GUIDING HANDS INC.						
758 PO-190852	12/13/2018	5258	1 01-6500-0-5800-102-5750-1180-019-000 NN P			3,083.36	3,083.36
			TOTAL PAYMENT AMOUNT			3,083.36 *	3,083.36
016486/00	HDS WHITE CAP CONST.SUPPLY						
325 PO-190309	12/13/2018	50009374137	1 01-8150-0-4300-106-0000-8110-007-000 NN P			137.71	137.71
			TOTAL PAYMENT AMOUNT			137.71 *	137.71
010609/00	KELLY MOORE PAINT COMPANY INC						
541 PO-190525	12/13/2018	203-00000304692	1 01-8150-0-4300-106-0000-8110-007-000 NN P			271.34	271.34
			TOTAL PAYMENT AMOUNT			271.34 *	271.34

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC	RES DEP T9MPS			
-----								
020606/00	KLATT, BEN							
1424 PO-191402	12/13/2018	REIMB SUPPLIES		1 01-0000-0-4300-472-1260-1000-014-000	NN F	77.18	77.18	
				TOTAL PAYMENT AMOUNT		77.18 *	77.18	
016795/00	KOSCHEKA, MICHELE							
1416 PO-191383	12/13/2018	REIMB TRIP		1 01-0036-0-5800-371-1110-1000-012-113	NN F	318.40	318.40	
				TOTAL PAYMENT AMOUNT		318.40 *	318.40	
020767/00	LAW, JENNIFER							
1369 PO-191351	12/20/2018	TRAVEL EXPENSE		1 01-0036-0-5200-371-1110-1000-012-113	NN F	501.57	501.57	
				TOTAL PAYMENT AMOUNT		501.57 *	501.57	
017899/00	LAWSON, BECKY							
1419 PO-191393	12/13/2018	mileage		1 01-0000-0-5210-103-0000-2110-019-000	N F	18.64	18.64	
				TOTAL PAYMENT AMOUNT		18.64 *	18.64	
019928/00	LEFLER, SARAROSE							
1360 PO-191349	12/13/2018	SCIENCE SUPPLIES		1 01-0000-0-4300-472-1600-1000-014-000	NN F	29.79	29.79	
				TOTAL PAYMENT AMOUNT		29.79 *	29.79	
016076/00	LES SCHWAB TIRE CENTER							
1386 PO-191360	12/13/2018	64300327414		1 01-0740-0-5800-112-0000-3600-007-302	NN F	147.00	147.00	
				TOTAL PAYMENT AMOUNT		147.00 *	147.00	
017219/00	LISTEN INNOVATION INC							
1353 PO-191336	12/13/2018	694		1 01-0000-0-5800-103-4760-1000-019-116	NN F	975.00	975.00	
				TOTAL PAYMENT AMOUNT		975.00 *	975.00	
014389/00	LOMOVA, YELENA							
167 PO-190162	12/13/2018	TRIP 1959		1 01-0740-0-5800-112-0000-3600-007-302	NN P	12.60	12.60	
				TOTAL PAYMENT AMOUNT		12.60 *	12.60	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
017726/00	LOS ANGELES FREIGHTLINER						
143	PO-190135	12/13/2018	XA410008387:01	1	01-0740-0-4300-112-0000-3600-007-302 NN P	506.89	506.89
143	PO-190135	12/13/2018	XA410009128:01	1	01-0740-0-4300-112-0000-3600-007-302 NN M	-506.89	-506.89
143	PO-190135	12/13/2018	XA410009333:01	1	01-0740-0-4300-112-0000-3600-007-302 NN P	163.64	163.64
143	PO-190135	12/13/2018	XA410009365:01	1	01-0740-0-4300-112-0000-3600-007-302 NN P	14.72	14.72
143	PO-190135	12/13/2018	XA410009442:01	1	01-0740-0-4300-112-0000-3600-007-302 NN P	136.94	136.94
				TOTAL PAYMENT AMOUNT		315.30 *	315.30
022230/00	MANAGED HEALTH NETWORK						
2	PO-190004	12/13/2018	PRM-032173	1	01-0000-0-3401-100-1110-1000-000-000 NN P	983.06	983.06
				TOTAL PAYMENT AMOUNT		983.06 *	983.06
022406/00	MAXIM HEALTHCARE SERVICES INC						
622	PO-190577	12/13/2018	6185450262	1	01-0740-0-5800-104-0000-3140-019-128 NN P	1,160.00	1,160.00
786	PO-190854	12/13/2018	6185450262	1	01-6500-0-5800-102-5750-1180-019-000 NN P	1,104.00	1,104.00
				TOTAL PAYMENT AMOUNT		2,264.00 *	2,264.00
019087/00	MCCARTY, MELADEE						
647	PO-190623	12/13/2018	NOVEMBER	2	01-6500-0-5800-102-5750-1180-019-000 NY P	1,100.00	1,100.00
				TOTAL PAYMENT AMOUNT		1,100.00 *	1,100.00
022590/00	MICHAEL JONES						
169	PO-190163	12/12/2018	TRIP 1945	1	01-0740-0-5800-112-0000-3600-007-302 NN P	6.57	6.57
				TOTAL PAYMENT AMOUNT		6.57 *	6.57
016087/00	MICHAEL'S TRANSPORTATION SERV.						
362	PO-190346	12/13/2018	107173	1	01-0740-0-5800-112-0000-3600-007-302 NN P	3,857.50	3,857.50
				TOTAL PAYMENT AMOUNT		3,857.50 *	3,857.50
019059/00	MILLENNIUM TERMITE & PEST						
12	PO-190009	12/13/2018	TR-71099	1	01-0000-0-5500-106-0000-8110-007-000 NN P	91.00	91.00
12	PO-190009	12/13/2018	TR-72628	1	01-0000-0-5500-106-0000-8110-007-000 NN P	57.00	57.00
12	PO-190009	12/13/2018	TR-72628	1	01-0000-0-5500-106-0000-8110-007-000 NN P	59.00	59.00
				TOTAL PAYMENT AMOUNT		207.00 *	207.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS		
-----							
019828/00	MIRANDA, RYAN						
1398 PO-191370	12/13/2018	MILEAGE	1	01-0740-0-5210-601-1110-1000-017-120	NN F	52.59	52.59
1411 PO-191377	12/13/2018	reimb clothes	1	01-5630-0-4300-601-1421-1000-017-120	NN F	329.43	329.43
			TOTAL PAYMENT AMOUNT			382.02 *	382.02
021802/00	MOSS, LINDSEY MARIE						
1394 PO-191379	12/13/2018	REIMB SUPPLIES	1	01-6500-0-4300-236-5770-1120-009-000	NN F	30.51	30.51
			TOTAL PAYMENT AMOUNT			30.51 *	30.51
017315/00	NAPA AUTO PARTS - GENUINE AUTO						
514 PO-190494	12/13/2018	1850	1	01-0740-0-4300-112-0000-3600-007-302	NN P	15.51	15.51
			TOTAL PAYMENT AMOUNT			15.51 *	15.51
016912/00	NATOMAS AUTOMOTIVE						
1335 PO-191307	12/13/2018	29492	1	01-0740-0-5800-112-0000-3600-007-302	NN P	59.95	59.95
1335 PO-191307	12/13/2018	29571	1	01-0740-0-5800-112-0000-3600-007-302	NN P	69.95	69.95
1335 PO-191307	12/13/2018	29566	1	01-0740-0-5800-112-0000-3600-007-302	NN P	49.95	49.95
			TOTAL PAYMENT AMOUNT			179.85 *	179.85
018419/00	NCPS						
788 PO-190855	12/13/2018	NCPS3772	1	01-6500-0-5800-102-5750-1180-019-000	NN P	2,119.04	2,119.04
			TOTAL PAYMENT AMOUNT			2,119.04 *	2,119.04
015787/00	O'REILLY AUTO PARTS						
114 PO-190084	12/13/2018	1333147	1	01-0740-0-4300-112-0000-3600-007-302	NN P	1,432.40	1,432.40
			TOTAL PAYMENT AMOUNT			1,432.40 *	1,432.40
017576/00	OFFICE DEPOT						
1312 PO-191275	12/13/2018	239118648001	1	01-6500-0-4300-240-5770-1120-011-000	NN F	59.20	50.21
1331 PO-191305	12/13/2018	240394039001	1	01-6300-0-4300-238-1110-1000-010-000	NN F	99.42	64.05
1331 PO-191305	12/13/2018	240394039001	2	01-0000-0-4300-238-1110-1000-010-000	NN F	99.48	64.05
1337 PO-191308	12/13/2018	24039285001	1	01-6300-0-4300-238-1110-1000-010-000	NN F	52.90	52.90
1337 PO-191308	12/13/2018	240392851001	2	01-0000-0-4300-238-1110-1000-010-000	NN F	52.98	52.97
1348 PO-191310	12/13/2018	240395331001	1	01-0000-0-4300-236-1110-1000-009-000	NN P	222.67	222.67

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description		FD RESO P OBJE SIT	GOAL	FUNC RES DEP T9MPS			
-----									
017576 (CONTINUED)									
1348	PO-191310	12/13/2018	240395332001	1	01-0000-0-4300-236-1110-1000-009-000	NN F		21.53	21.54
1345	PO-191325	12/13/2018	242436673001	1	01-6500-0-4300-102-5001-2700-019-000	NN F		140.13	140.13
1365	PO-191329	12/13/2018	242438192001	1	01-6300-0-4300-238-1110-1000-010-000	NN F		33.36	33.36
1365	PO-191329	12/13/2018	242438191001	2	01-0000-0-4300-238-0000-2700-010-000	NN F		33.39	33.39
TOTAL PAYMENT AMOUNT								735.27 *	735.27
015373/00		OTC BRANDS INC							
1310	PO-191274	12/13/2018	536008	1	01-6500-0-4300-240-5770-1120-011-000	NN F		85.09	92.96
TOTAL PAYMENT AMOUNT								92.96 *	92.96
017778/00		PAC WEST TRAILERS CO.							
1358	PO-191318	12/13/2018	C43607	1	01-8150-0-4300-106-0000-8110-007-000	N F		833.99	833.99
TOTAL PAYMENT AMOUNT								833.99 *	833.99
017377/00		PLACER COUNTY OFFICE OF EDUC.							
1406	PO-191373	12/13/2018	SCOTT LOEHR	1	01-0000-0-5200-101-1110-1000-002-000	NN P		112.50	112.50
1406	PO-191373	12/13/2018	JASON FARREL	1	01-0000-0-5200-101-1110-1000-002-000	NN P		112.50	112.50
1406	PO-191373	12/13/2018	JERALD FERGUSON	1	01-0000-0-5200-101-1110-1000-002-000	NN P		112.50	112.50
1406	PO-191373	12/13/2018	DAVID GRIMES	1	01-0000-0-5200-101-1110-1000-002-000	NN P		112.50	112.50
1406	PO-191373	12/10/2018	CYNDY MITCHELL	1	01-0000-0-5200-101-1110-1000-002-000	NN F		125.00	125.00
1428	PO-191396	12/13/2018	CZK6ME6447158	1	01-4203-0-5200-103-4760-1000-019-116	NN F		625.00	625.00
TOTAL PAYMENT AMOUNT								1,200.00 *	1,200.00
014974/00		PLUMMER, RENEE'							
394	PO-190384	12/13/2018	0718	1	01-0740-0-5800-112-0000-3600-007-302	NN P		900.00	900.00
TOTAL PAYMENT AMOUNT								900.00 *	900.00
021401/00		PRACTI-CAL INC							
175	PO-190194	12/13/2018	342027	1	01-5640-0-5800-102-1110-1000-019-000	NN P		54.45	54.45
TOTAL PAYMENT AMOUNT								54.45 *	54.45

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
015869/00	PRASKOVIYA GERGI						
774 PO-190754	12/13/2018	NOVEMBER MILEAGE	2 01-6500-0-5800-102-5750-1180-019-000 NN P			477.86	477.86
TOTAL PAYMENT AMOUNT						477.86 *	477.86
011202/00	PRINT SLINGERS						
1432 PO-191387	12/13/2018	2855	1 01-0000-0-5800-101-0000-7150-002-000 NY F			856.61	856.61
TOTAL PAYMENT AMOUNT						856.61 *	856.61
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
115 PO-190085	12/13/2018	180324066	1 01-0740-0-5800-112-0000-3600-007-302 NN P			58.02	58.02
115 PO-190085	12/13/2018	180324403	1 01-0740-0-5800-112-0000-3600-007-302 NN P			58.02	58.02
TOTAL PAYMENT AMOUNT						116.04 *	116.04
014245/00	RAY, CANDACE						
1383 PO-191378	12/13/2018	REIMB PLAY SUPPLIES	1 01-0000-0-4300-371-1110-1000-012-000 N F			49.25	49.25
TOTAL PAYMENT AMOUNT						49.25 *	49.25
020981/00	SAVE MART SUPERMARKETS						
554 PO-190539	12/13/2018	2581571	1 01-6500-0-4300-472-5750-1110-014-000 NN P			47.62	47.62
1118 PO-191107	12/13/2018	2581572	1 01-6500-0-4300-472-5750-1110-014-000 NN P			24.55	24.55
TOTAL PAYMENT AMOUNT						72.17 *	72.17
017234/00	SCHIRO, BONNIE						
1422 PO-191401	12/13/2018	REIMB LAMP	1 01-0000-0-4300-472-1260-1000-014-000 N F			93.63	93.63
1422 PO-191401	12/13/2018	REIMB CHARGER	2 01-0000-0-4300-472-0000-2700-014-000 N F			23.98	23.98
TOTAL PAYMENT AMOUNT						117.61 *	117.61
014786/00	SCHOOL SPECIALTY INC						
1289 PO-191260	12/13/2018	208122092752	1 01-6512-0-4300-102-5001-3110-019-122 NN F			27.93	27.93
1322 PO-191291	12/13/2018	208122092836	1 01-6300-0-4300-475-3200-1000-015-106 NN F			45.82	45.82
TOTAL PAYMENT AMOUNT						73.75 *	73.75

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
010373/00	SCHOOLS INSURANCE AUTHORITY						
164 PO-190151	12/13/2018	2019ust-bz.08	1 01-0740-0-5800-112-0000-3600-007-302 NN P			75.00	75.00
TOTAL PAYMENT AMOUNT						75.00 *	75.00
017106/00	SCHOOLS INSURANCE AUTHORITY						
PV-190047	12/11/2018	DECEMBER 2018	01-0000-0-9552-000-0000-0000-000-000 NN				10,682.37
TOTAL PAYMENT AMOUNT						10,682.37 *	10,682.37
020811/00	SHRED-IT USA LLC						
17 PO-190012	12/13/2018	8126103846	1 01-0000-0-5800-106-0000-7200-007-000 NN P			80.00	80.00
140 PO-190132	12/13/2018	8126104611	1 01-0000-0-5800-472-0000-2700-014-000 NN P			39.57	39.57
TOTAL PAYMENT AMOUNT						119.57 *	119.57
019683/00	SIERRA FOOTHILLS ACADEMY						
791 PO-190858	12/13/2018	SP-RSY-112018	1 01-6500-0-5800-102-5750-1180-019-000 NN P			221.00	221.00
791 PO-190858	12/13/2018	OT-RSY-112018-2	1 01-6500-0-5800-102-5750-1180-019-000 NN P			165.00	165.00
791 PO-190858	12/13/2018	NOV 2018	1 01-6500-0-5800-102-5750-1180-019-000 NN P			3,981.32	3,981.32
TOTAL PAYMENT AMOUNT						4,367.32 *	4,367.32
017265/00	SIERRA SCHOOL AT EASTERN						
1037 PO-191025	12/13/2018	INV71102	1 01-6500-0-5800-102-5750-1180-019-000 NN P			2,884.82	2,884.82
TOTAL PAYMENT AMOUNT						2,884.82 *	2,884.82
017501/00	SJCOE						
1389 PO-191362	12/13/2018	daubenmire registration	1 01-6500-0-5200-102-5001-2700-019-000 NN F			150.00	150.00
TOTAL PAYMENT AMOUNT						150.00 *	150.00
018967/00	SPRINT CUSTOMER SERVICE						
29 PO-190023	12/13/2018	811116315-205	1 01-0000-0-5930-106-0000-8110-007-000 NN P			235.23	235.23
132 PO-190124	12/13/2018	811116315-205	1 01-0000-0-5930-115-0000-7700-007-000 NN P			135.53	135.53
137 PO-190129	12/13/2018	811116315-205	1 01-6500-0-5930-102-5060-2110-019-000 NN P			46.20	46.20
138 PO-190130	12/13/2018	811116315-205	1 01-6387-0-5930-472-1110-1000-014-000 NN P			46.20	46.20
139 PO-190131	12/13/2018	811116315-205	1 01-0000-0-5930-472-0000-2700-014-000 NN P			0.58	0.58
188 PO-190175	12/13/2018	811116315-205	1 01-0000-0-5930-101-0000-7150-002-000 NN P			56.20	56.20

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	ABA num	Account num	Liq Amt	Net Amount	
-----									
018967 (CONTINUED)									
623 PO-190578	12/13/2018	811116315-205		1 01-0740-0-5930-104-0000-3140-019-128 NN P			6.77	6.77	
TOTAL PAYMENT AMOUNT							526.71 *	526.71	526.71
020252/00 STAPLES BUSINESS ADVANTAGE ██████████									
965 PO-190939	12/13/2018	3392176674		1 01-6500-0-4300-102-5770-1191-019-000 NN P			292.97	292.97	
965 PO-190939	12/13/2018	3393226488		1 01-6500-0-4300-102-5770-1191-019-000 NN P			35.55	35.55	
965 PO-190939	12/13/2018	3393226489		1 01-6500-0-4300-102-5770-1191-019-000 NN F			78.66	16.15	
1303 PO-191271	12/13/2018	3397452906		1 01-0740-0-4300-475-3200-1000-015-106 NN F			69.11	77.13	
TOTAL PAYMENT AMOUNT							421.80 *	421.80	421.80
020465/00 SUPPORTED LIFE INSTITUTE 680261184									
793 PO-190945	12/13/2018	NOVEMBER 2018		1 01-6500-0-5800-102-5750-1180-019-000 NN P			159.00	159.00	
TOTAL PAYMENT AMOUNT							159.00 *	159.00	159.00
020477/00 THE GLASS GURU OF ROSEVILLE ██████████									
1379 PO-191354	12/13/2018	140360		2 01-8150-0-5800-106-0000-8110-007-000 NN F			800.00	800.00	
1379 PO-191354	12/13/2018	140360		1 01-8150-0-4300-106-0000-8110-007-000 NN F			2,253.92	2,253.92	
TOTAL PAYMENT AMOUNT							3,053.92 *	3,053.92	3,053.92
014079/00 THYSSENKRUPP ELEVATOR CORP									
10 PO-190007	12/13/2018	3004276211		1 01-8150-0-5800-106-0000-8110-007-000 NN P			1,063.96	1,063.96	
10 PO-190007	12/13/2018	3004279293		1 01-8150-0-5800-106-0000-8110-007-000 NN P			289.33	289.33	
TOTAL PAYMENT AMOUNT							1,353.29 *	1,353.29	1,353.29
018015/00 TOMPKINS, SHELLEY									
1399 PO-191371	12/13/2018	MILEAGE		1 01-0740-0-5210-601-1110-1000-017-120 NN F			13.19	13.19	
TOTAL PAYMENT AMOUNT							13.19 *	13.19	13.19
011554/00 TRACTOR SUPPLY CO									
161 PO-190148	12/13/2018	6035301203476674		1 01-0000-0-4300-106-0000-8110-007-000 NN P			212.32	212.32	
TOTAL PAYMENT AMOUNT							212.32 *	212.32	212.32

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			
-----								
010552/00	WAXIE SANITARY SUPPLY							
73 PO-190068	12/13/2018	77909428			1 01-0000-0-9320-000-0000-0000-000-000 NN P		244.85	244.85
TOTAL PAYMENT AMOUNT							244.85 *	244.85
022288/00	WILDMAN, SARAH							
1382 PO-191359	12/13/2018	travel expense			1 01-0000-0-4300-371-1110-1000-012-996 NN F		221.29	221.29
1382 PO-191359	12/13/2018	purchases			2 01-0036-0-5200-371-1110-1000-012-113 NN F		203.96	203.96
TOTAL PAYMENT AMOUNT							425.25 *	425.25
022348/00	WILSON, SHERRY							
761 PO-190743	12/13/2018	TRIP 1956			1 01-0740-0-5800-112-0000-3600-007-302 NN P		9.15	9.15
TOTAL PAYMENT AMOUNT							9.15 *	9.15
014226/00	WISE, JEFF							
1414 PO-191381	12/13/2018	REIMB SCIENCE SUPPLIES			1 01-6300-0-4300-371-1110-1000-012-000 NN F		19.69	19.69
TOTAL PAYMENT AMOUNT							19.69 *	19.69
TOTAL FUND PAYMENT							109,845.20 **	109,845.20
TOTAL USE TAX AMOUNT							39.82	

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MPS	Liq Amt	Net Amount
-----								
020766/00	ASSET GENIE INC							
1197 PO-191204	12/13/2018	1342855		2	11-6391-0-4300-600-4130-1000-015-000	NN F	5,100.00	5,100.00
TOTAL PAYMENT AMOUNT							5,100.00 *	5,100.00
010663/00	CARPENTERS TRAINING COMMITTEE							
677 PO-190664	12/13/2018	CAREER CONNECTIONS		1	11-3926-0-4200-600-4130-1000-015-000	NY F	650.00	528.19
TOTAL PAYMENT AMOUNT							528.19 *	528.19
TOTAL FUND PAYMENT							5,628.19 **	5,628.19

081 CENTER UNIFIED SCHOOL DISTRICT J15607  
 12-13-18

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0035 12-13-18  
 FUND : 12 CHILD DEVELOPMEN FUND

APY500 L.00.12 12/13/18 11:13 PAGE 15  
 << Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			
-----								
018143/00		CHILD DEVELOPMENT CENTERS						
932 PO-190894	12/13/2018	5030-NOV18		1	12-5025-0-5800-100-8500-1000-005-000	NN P	19,039.10	19,039.10
932 PO-190894	12/13/2018	5030-NOV18		2	12-6105-0-5800-100-8500-1000-005-000	NN P	31,583.34	31,583.34
				TOTAL PAYMENT AMOUNT				50,622.44
								50,622.44 *
				TOTAL FUND PAYMENT				50,622.44 **

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
020098/00	BIG TRAY						
149	PO-190140	12/13/2018	814003	1	13-5310-0-4400-108-0000-3700-007-000 NN P	99.27	99.27
TOTAL PAYMENT AMOUNT						99.27 *	99.27
022586/00	D&P Creamery						
142	PO-190134	12/13/2018	50105	1	13-5310-0-4700-108-0000-3700-007-000 NN P	1,759.59	1,759.59
142	PO-190134	12/13/2018	50110	1	13-5310-0-4700-108-0000-3700-007-000 NN P	1,329.03	1,329.03
142	PO-190134	12/13/2018	50120	1	13-5310-0-4700-108-0000-3700-007-000 NN P	1,352.96	1,352.96
142	PO-190134	12/13/2018	50125	1	13-5310-0-4700-108-0000-3700-007-000 NN P	1,299.66	1,299.66
142	PO-190134	12/13/2018	501130	1	13-5310-0-4700-108-0000-3700-007-000 NN P	873.20	873.20
142	PO-190134	12/13/2018	50135	1	13-5310-0-4700-108-0000-3700-007-000 NN P	1,258.43	1,258.43
TOTAL PAYMENT AMOUNT						7,872.87 *	7,872.87
011602/00	DANIELSEN CO., THE						
80	PO-190070	12/13/2018	183260	1	13-5310-0-4700-108-0000-3700-007-000 N P	1,173.89	1,173.89
80	PO-190070	12/13/2018	183260	2	13-5310-0-4300-108-0000-3700-007-000 N P	8.00	8.00
TOTAL PAYMENT AMOUNT						1,181.89 *	1,181.89
017923/00	GABBARD, ASHLEY						
1412	PO-191380	12/13/2018	REFUND	1	13-5310-0-8634-000-0000-0000-000-000 NN F	88.53	88.53
TOTAL PAYMENT AMOUNT						88.53 *	88.53
016279/00	P&R PAPER SUPPLY						
119	PO-190088	12/13/2018	30226292-00	1	13-5310-0-4300-108-0000-3700-007-000 NN P	1,387.12	1,387.12
TOTAL PAYMENT AMOUNT						1,387.12 *	1,387.12
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
148	PO-190139	12/13/2018	180321986	1	13-5310-0-5800-108-0000-3700-007-000 NN P	77.75	77.75
148	PO-190139	12/13/2018	180324402	1	13-5310-0-5800-108-0000-3700-007-000 NN P	77.75	77.75
148	PO-190139	12/13/2018	181006362	1	13-5310-0-5800-108-0000-3700-007-000 NN M	-77.75	-77.75
148	PO-190139	12/13/2018	181006360	1	13-5310-0-5800-108-0000-3700-007-000 NN M	-16.50	-16.50
TOTAL PAYMENT AMOUNT						61.25 *	61.25

081 CENTER UNIFIED SCHOOL DISTRICT J15607  
12-13-18

ACCOUNTS PAYABLE PRELIST  
BATCH: 0035 12-13-18  
FUND : 13 CAFETERIA FUND

APY500 L.00.12 12/13/18 11:13 PAGE 17  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MPS	Liq Amt	Net Amount
016043/00	SHELTONS UNLIMITED MECHANICAL							
150 PO-190141	12/13/2018	18-DECNUTRI		1	13-5310-0-5600-108-0000-3700-007-000	NN P	2,040.00	2,040.00
TOTAL PAYMENT AMOUNT							2,040.00 *	2,040.00
018967/00	SPRINT CUSTOMER SERVICE							
160 PO-190160	12/13/2018	811116315-205		1	13-5310-0-5930-108-0000-3700-007-000	NN P	7.12	7.12
TOTAL PAYMENT AMOUNT							7.12 *	7.12
018033/00	SWETT, MICHELLE							
157 PO-190158	12/13/2018	mileage		1	13-5310-0-5210-108-0000-3700-007-000	NN P	47.52	47.52
TOTAL PAYMENT AMOUNT							47.52 *	47.52
TOTAL FUND PAYMENT							12,785.57 **	12,785.57
TOTAL BATCH PAYMENT							178,881.40 ***	178,881.40
TOTAL USE TAX AMOUNT							39.82	
TOTAL DISTRICT PAYMENT							178,881.40 ****	178,881.40
TOTAL USE TAX AMOUNT							39.82	
TOTAL FOR ALL DISTRICTS:							178,881.40 ****	178,881.40
TOTAL USE TAX AMOUNT							39.82	

Number of checks to be printed: 94, not counting voids due to stub overflows.

Batch status: A All

From batch: 0036

To batch: 0036

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----							
015718/00	BASIC PACIFIC						
PV-190050	12/18/2018	DEC 31 & JAN 2		01-0000-0-9552-000-0000-0000-000-000 NN			5,266.86
			TOTAL PAYMENT AMOUNT	5,266.86 *			5,266.86
010355/00	KAISER FOUNDATION HEALTH PLAN						
PV-190049	12/18/2018	JANUARY 2019		01-0000-0-9552-000-0000-0000-000-000 NN			143,312.94
			TOTAL PAYMENT AMOUNT	143,312.94 *			143,312.94
019383/00	SUTTER HEALTH PLUS						
PV-190052	12/18/2018	JANUARY 2019		01-0000-0-9552-000-0000-0000-000-000 NN			35,660.70
			TOTAL PAYMENT AMOUNT	35,660.70 *			35,660.70
022221/00	WESTERN HEALTH ADVANTAGE						
PV-190051	12/18/2018	JANUARY 2019		01-0000-0-9552-000-0000-0000-000-000 NN			95,067.24
			TOTAL PAYMENT AMOUNT	95,067.24 *			95,067.24
			TOTAL FUND PAYMENT	279,307.74 **			279,307.74
			TOTAL BATCH PAYMENT	279,307.74 ***	0.00		279,307.74
			TOTAL DISTRICT PAYMENT	279,307.74 ****	0.00		279,307.74
			TOTAL FOR ALL DISTRICTS:	279,307.74 ****	0.00		279,307.74

Number of checks to be printed: 4, not counting voids due to stub overflows.

# Center Joint Unified School District

<b>Dept./Site:</b> Superintendent's Office	<b>AGENDA REQUEST FOR:</b>
<b>To:</b> Board of Trustees	Action Item _____
<b>Date:</b> January 16, 2019	Information Item _____
<b>From:</b> Scott A. Loehr, Superintendent	# Attached Pages _____
<b>Principal/Administrator Initials:</b> _____	

**SUBJECT:** Resolution #16/2018-19: Resolution of the Board of Education of the Center Joint Unified School District Initiating the Transfer of Territory from the Center Joint Unified School District to the Roseville Joint Union High School District and the Roseville City School District and the Transfer of Territory from the Roseville Joint Union High School District and the Roseville City School District to the Center Joint Unified School District

**RECOMMENDATION:** CJUSD Board of Trustees approve Resolution #16/2018-19: Resolution of the Board of Education of the Center Joint Unified School District Initiating the Transfer of Territory from the Center Joint Unified School District to the Roseville Joint Union High School District and the Roseville City School District and the Transfer of Territory from the Roseville Joint Union High School District and the Roseville City School District to the Center Joint Unified School District.

**RESOLUTION NO. 16/2018-19**

**RESOLUTION OF THE BOARD OF EDUCATION OF THE CENTER JOINT UNIFIED SCHOOL DISTRICT INITIATING THE TRANSFER OF TERRITORY FROM THE CENTER JOINT UNIFIED SCHOOL DISTRICT TO THE ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT AND THE ROSEVILLE CITY SCHOOL DISTRICT AND THE TRANSFER OF TERRITORY FROM THE ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT AND THE ROSEVILLE CITY SCHOOL DISTRICT TO THE CENTER JOINT UNIFIED SCHOOL DISTRICT**

WHEREAS, the Center Joint Unified School District (“CJUSD”) is located in Placer and Sacramento Counties in the State of California and is governed by a Board of Education known as the Board of Education of the Center Joint Unified School District;

WHEREAS, CJUSD has undertaken to study the feasibility of transferring to the Roseville Joint Union High School District (“RJUHS”) and the Roseville City School District (“RCSD”) uninhabited territory located in a portion of CJUSD and more particularly described in **Exhibit A**, attached hereto;

WHEREAS, CJUSD has also undertaken to study the feasibility of transferring uninhabited territory located in the Placer County portion of RJUHS and RCSD to CJUSD, as more particularly described in Exhibit A, attached hereto;

WHEREAS, CJUSD has undertaken said feasibility study on its own behalf;

WHEREAS, the Board of Education has made factual determinations as set forth in the accompanying “Statement of Findings in Support of the Proposed Territory Transfer,” which is attached as **Exhibit C** hereto;

WHEREAS, RJUHS and CJUSD, with the cooperation of the Roseville City School District (“RCSD”), seek to jointly initiate the proposed territory transfer; and

WHEREAS, California Education Code section 35700(d) provides that an action to reorganize one or more school districts may be initiated upon the filing with the County Superintendent of Schools a petition signed by a majority of the members of the governing boards of each of the school districts that would be affected by the proposed reorganization.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Center Joint Unified School District, as follows:

1. Pursuant to California Education Code section 35700(d), petition is hereby made, as evidenced by the “Signature Page,” attached hereto, for the transfer of certain uninhabited territory from RJUHS and RCSD to CJUSD and from CJUSD to RJUHS and RCSD. The territory to be transferred is located within Placer County and is more particularly described as “Exhibit A,” attached hereto. A map of the territory is set forth in an exhibit marked as “**Exhibit**

A” and filed with the County Superintendent of Schools for Sacramento County as an additional exhibit attached hereto.

2. The transfer of territory as petitioned herein will result in a modification of the boundaries of RJUHSD, RCSD and CJUSD. The boundaries as modified are marked as “Exhibit B.”

3. Letters of support from the Landowners and the City of Roseville are included and marked as “Exhibit D.”

4. Upon approval by the majority of members of the Governing Board of CJUSD of a resolution initiating the proposed territory transfer, CJUSD’s Superintendent shall submit a copy of this resolution and all pertinent exhibits and supplements contemplated herein to the County Superintendent of Schools of Sacramento County pursuant to Education Code 35700.

5. The Superintendent and his designees, are hereby authorized and directed, for and in the name of and on behalf of CJUSD, to execute and deliver any and all such documents, to do any and all things and take any and all actions that may be necessary or advisable, in their discretion, in order to carry out the purposes of this resolution. All actions heretofore taken by officers, employees, and agents of CJUSD that are in conformity with the purpose and intent of this resolution are hereby approved, confirmed, and ratified.

APPROVED, PASSED AND ADOPTED this 16th day of January, 2019 by the following vote of the Board of Education of the Center Joint Unified School District.

AYES	_____
NOES	_____
ABSENT	_____
ABSTAIN	_____

BOARD OF EDUCATION OF THE  
CENTER JOINT UNIFIED SCHOOL DISTRICT

\_\_\_\_\_  
Jeremy Hunt  
President of the Board of Education

[Seal]

Attest:

\_\_\_\_\_  
Donald E. Wilson  
Clerk of the Board of Education

**SIGNATURE PAGE**

\_\_\_\_\_  
Nancy Anderson, Member

\_\_\_\_\_  
Delrae Pope, Member

\_\_\_\_\_  
Jeremy Hunt, President

\_\_\_\_\_  
Donald E. Wilson, Clerk

\_\_\_\_\_  
Milad H. J'Beily, Member

**EXHIBIT "A"**  
**DESCRIPTION OF**  
**CENTER JOINT UNION SCHOOL DISTRICT ADDITION**

All that real property situated in the City of Roseville, County of Placer, State of California and located within the southeast one-quarter of Section 26, Township 11 North, Range 5 East, Mount Diablo Meridian also being a portion of Lots 10, 11, 13 & 14 of "Subdivision No. PL15-0192 Sierra Vista-Federico Large Lot Subdivision", filed for record on February 16, 2018 in Book EE of Maps, at Page 6, Official Records of Placer County, being more particularly described as follows:

Beginning at a 1-1/2" brass disc on a 3/4" iron rod, set in concrete marking the section corner common with Sections 25, 26, 35 & 36, Township 11 North, Range 5 East, Mount Diablo Meridian; thence along the south line of Section 26, South 88°23'47" West a distance of 1778.58 feet to a point on the centerline of Federico Drive as shown and so designated on said map; thence along said centerline the following 4 courses, arcs and distances:

1. from a radial point which bears S01°36'13" East, 454.54 feet along the arc of a tangent 500.00 foot radius curve to the left through a central angle of 52°05'12", subtended by a chord which bears North 62°21'10" East a distance of 439.05 feet;
2. North 36°18'34" East a distance of 120.00 feet;
3. 464.13 feet along the arc of a tangent 500.00 foot radius curve to the right through a central angle of 53°11'06", subtended by a chord which bears North 62°54'07" East a distance of 447.64 feet; and
4. North 89°29'40" East a distance of 915.35 feet to a point on the east line of said Lot 10, also being the east line of Section 26;

thence along said east line, South 00°30'19" East a distance of 462.66 feet to the Point of Beginning.

Containing 14.716 acres of land, more or less.

*See "Exhibit A-1" plats to accompany description attached hereto and made a part hereof.*

This legal description was prepared by me or under my supervision pursuant to Section 8729 (2) of the Professional Land Surveyors Act.

*Robert M. Plank*

Robert M. Plank, PLS 5760  
License Expiration Date: 06-30-2020

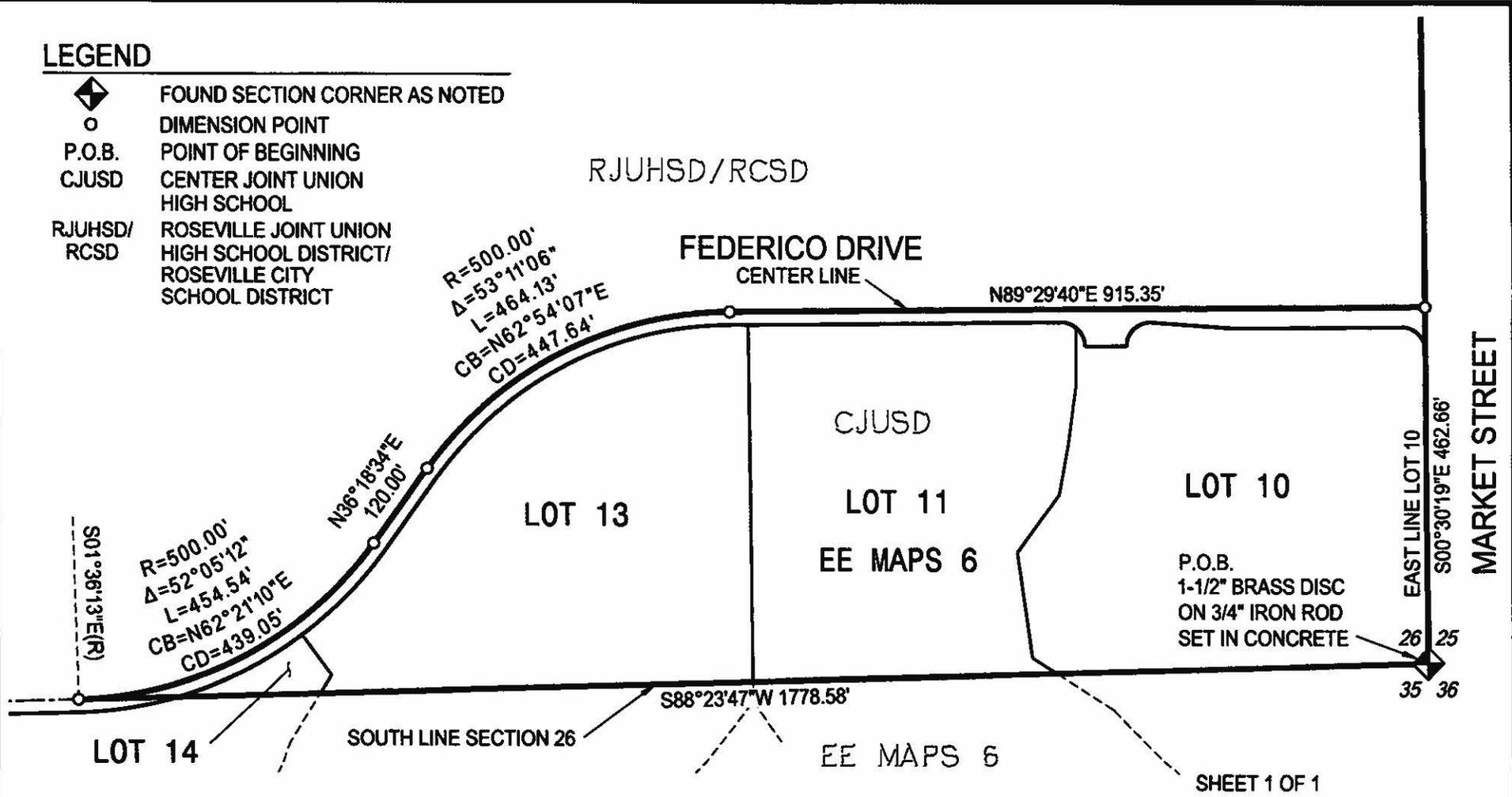
Date: 11/14/18



Description prepared by:  
**MACKAY & SOMPS CIVIL ENGINEERS, INC**  
1552 Eureka Road, Suite 100, Roseville, Ca. 95661  
P:\18254\survey-MS\mapping\desc\School District Boundary\CJUSD Addition.doc

**LEGEND**

-  FOUND SECTION CORNER AS NOTED
-  DIMENSION POINT
- P.O.B. POINT OF BEGINNING
- CJUSD CENTER JOINT UNION HIGH SCHOOL
- RJUHSJ/RCSD ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT/ROSEVILLE CITY SCHOOL DISTRICT



**EXHIBIT "A-1"**  
 ANNEXATION PARCEL  
 PORTION OF LOTS 10, 11, 13 & 14  
**SIERRA VISTA-FEDERICO**  
 SE 1/4 SECTION 26, T. 11 N., R. 5 E., M.D.M.  
 CITY OF ROSEVILLE  
 COUNTY OF PLACER      STATE OF CALIFORNIA

**MACKAY & SOMPS**  
 ENGINEERS      PLANNERS      SURVEYORS  
 1552 Eureka Road, Suite 100, Roseville, CA 95661      (916) 773-1189

IF A DISCREPANCY EXISTS BETWEEN THIS EXHIBIT AND THE ASSOCIATED DESCRIPTION, THE DESCRIPTION HOLDS. THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY.

RMP	1"= 200'	11/09/18	18254.FED
DRAWN BY	SCALE	DATE	JOB NO.

**EXHIBIT "A"**  
**DESCRIPTION OF ROSEVILLE JOINT UNION HIGH SCHOOL  
DISTRICT/ROSEVILLE CITY SCHOOL DISTRICT ADDITION**

All that real property situated in the City of Roseville, County of Placer, State of California and located within the Section 26 & 35 Township 11 North, Range 5 East, Mount Diablo Meridian also being a portion of Lots C, D and 9 through 13 of "Subdivision No. PL13-0318 Westbrook Phases 2 & 3 Large Lot Subdivision", filed for record on December 8, 2016 in Book DD of Maps, at Page 79, and the Lands of Mourier Investments, LLC recorded under Document Number 2007 O.R. 0076354, Official Records of Placer County being more particularly described as follows:

**AREA 1:**

Beginning at a 5/8" rebar with plastic cap stamped "LS 4533" marking the southwest corner of the subdivision boundary for "Subdivision No. 0000147 Westpark-Phase 3 Large Lot Subdivision" filed in Book CC at Page 28 also being a point on the existing boundary between Roseville Joint Union High School District/Roseville City School District (RJUHSD/RCSD) and Center Joint Union School District (CJUSD) also being a point on the west line of said Section 26; thence from the **Point of Beginning** along said boundary line of RJUHSD/RCSD and CJUSD and said section line, South 00°34'39" East a distance of 3254.84 feet to a point on the centerline of Santucci Boulevard as shown and so designated on said Final Map of Westbrook Phases 2 & 3 Large Lot Subdivision; thence departing said boundary and section lines, along the centerline of Santucci Boulevard the following three courses, arcs and distances:

1. North 38°37'04" West a distance of 781.22 feet to a point of curvature marked with a copperweld monument in a monument well stamped "LS 7944";
2. 368.54 feet along the arc of a tangent 3000.00 foot radius curve to the right through a central angle of 07°02'19", subtended by a chord which bears North 35°05'55" West a distance of 368.31 feet to a copperweld monument in a monument well stamped "LS 7944"; and
3. North 31°34'45" West a distance of 517.00 feet to the a copperweld monument in a monument well stamped "LS 7944" marking the centerline intersection of Solaire Drive and Santucci Boulevard;

thence along the centerline of Solaire Drive as shown and so designated of said Final Map of Westbrook Phases 2 & 3 Large Lot Subdivision the following two courses, arcs and distances:

1. North 58°25'15" East a distance of 311.15 feet to a point of curvature marked with a copperweld monument in a monument well stamped "LS 7944"; and
2. 427.74 feet along the arc of tangent 1000.00 foot radius curve to the right through a central angle of 24°30'28", subtended by a chord which bears North 70°40'28" East a distance of 424.49 feet to a copperweld monument in a monument well stamped "LS 7944" marking the intersection of Solaire Drive and Daylight Drive;

thence along the centerline of Daylight Drive as shown and so designated of said Final Map of Westbrook Phases 2 & 3 Large Lot Subdivision the following three courses, arcs and distances:

1. North 07°04'18" West a distance of 88.47 feet to a point of curvature marked with a copperweld monument in a monument well stamped "LS 7944";
2. 259.72 feet along the arc of a 2400.00 foot radius curve to the right through a central angle of 06°12'01", subtended by a chord which bears North 03°58'17" West a distance of 259.59 feet to a copperweld monument in a monument well stamped "LS 7944"; and

3. North 00°52'17" West a distance of 1247.61 feet to a copperweld monument in a monument well stamped "LS 7944" marking the intersection of Pleasant Grove Boulevard and Daylight Drive;

thence along the centerline of Pleasant Grove Boulevard as shown and so designated on said Final Map of Westbrook Phases 2 & 3 Large Lot Subdivision North 89°07'43" East a distance of 319.52 feet to the Point of Beginning.

Containing 32.082 acres of land, more or less.

**AREA 2:**

Commencing at a 3/4" iron pipe with a plastic plug stamped "LS 7944" marking the southwest corner of Lot 1, Sierra Vista-Federico Subdivision filed on February 16, 2018 in Book EE of Maps, at Page 6 also being a point on the north line of Section 35, Township 11 North, Range 5 East, Mount Diablo Meridian and centerline of Federico Drive as shown and so designated on said map; thence on said centerline, South 00°34'39" West a distance of 57.51 feet to the True Point of Beginning; thence from said True Point of Beginning, continuing on the centerline of Federico Drive the following two courses, arcs and distances:

1. from a radial line which bears North 01°36'14" West, 387.61 feet along the arc of a non-tangent 600.00 foot radius curve to the left through a central angle of 37°00'50", subtended by a chord which bears South 69°53'21" West a distance of 380.90 feet; and
2. South 51°22'56" West a distance of 200.00 feet to the centerline intersection of Federico Drive and Santucci Boulevard;

thence along the centerline of Santucci Boulevard, North 38°37'04" West a distance of 302.21 feet to a point on the north line of said Section 35; thence on said north line, North 88°23'47" East a distance of 702.84 feet to the Point of Beginning.

Containing 1.487 acres of land, more or less.

*See "Exhibit A-1 & A-2" plats to accompany description attached hereto and made a part hereof.*

This legal description was prepared by me or under my supervision pursuant to Section 8729 (2) of the Professional Land Surveyors Act.



Robert M. Plank, PLS 5760  
License Expiration Date: 06-30-2020

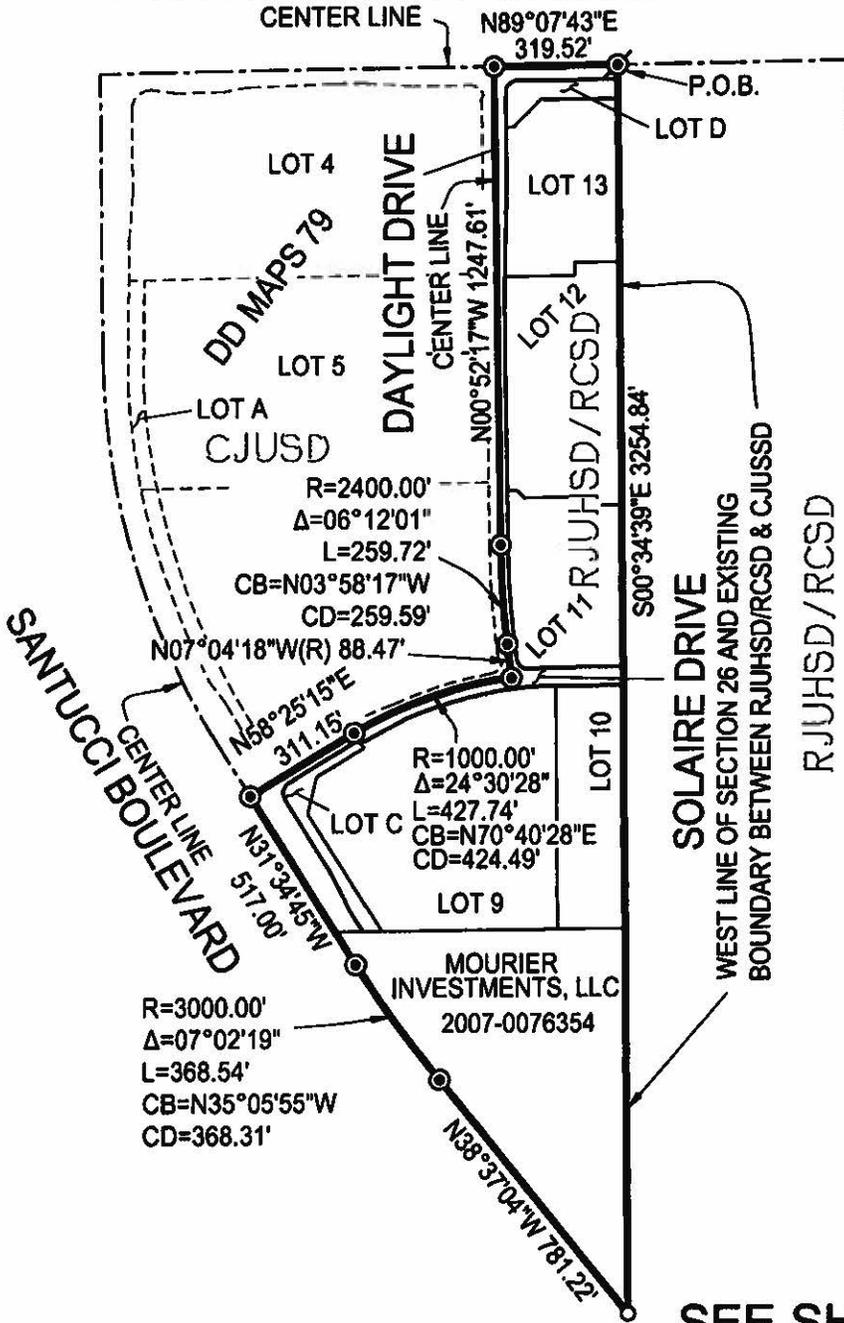
Date: 11/14/18



Description prepared by:  
**MACKAY & SOMPS CIVIL ENGINEERS, INC**  
1552 Eureka Road, Suite 100, Roseville, Ca. 95661

P:\18254\survey-MS\mapping\desc\SCHOOL DISTRICT BOUNDARY\RUHSD ADDITION.DOC

PLEASANT GROVE BOULEVARD



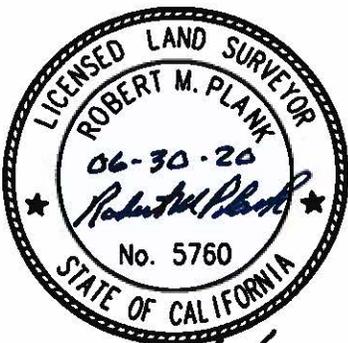
LEGEND

- ⊙ 5/8" REBAR-STAMPED "LS 4533"
- ⊙ COPPERWELD MONUMENT IN MONUMENT WELL STAMPED "LS 7944"
- DIMENSION POINT
- P.O.B. POINT OF BEGINNING
- CJUSD CENTER JOINT UNION HIGH SCHOOL
- RJUHSD/ RCS D ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT/ ROSEVILLE CITY SCHOOL DISTRICT



SEE SHEET 2

SHEET 1 OF 2



IF A DISCREPANCY EXISTS BETWEEN THIS EXHIBIT AND THE ASSOCIATED DESCRIPTION, THE DESCRIPTION HOLDS. THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY.

**EXHIBIT "A-1"**  
 ANNEXATION PARCEL AREA 1  
**WESTBROOK-SIERRA VISTA**  
 PORTION OF SECTION 26, T. 11 N., R. 5 E., M.D.M.  
 CITY OF ROSEVILLE  
 COUNTY OF PLACER STATE OF CALIFORNIA

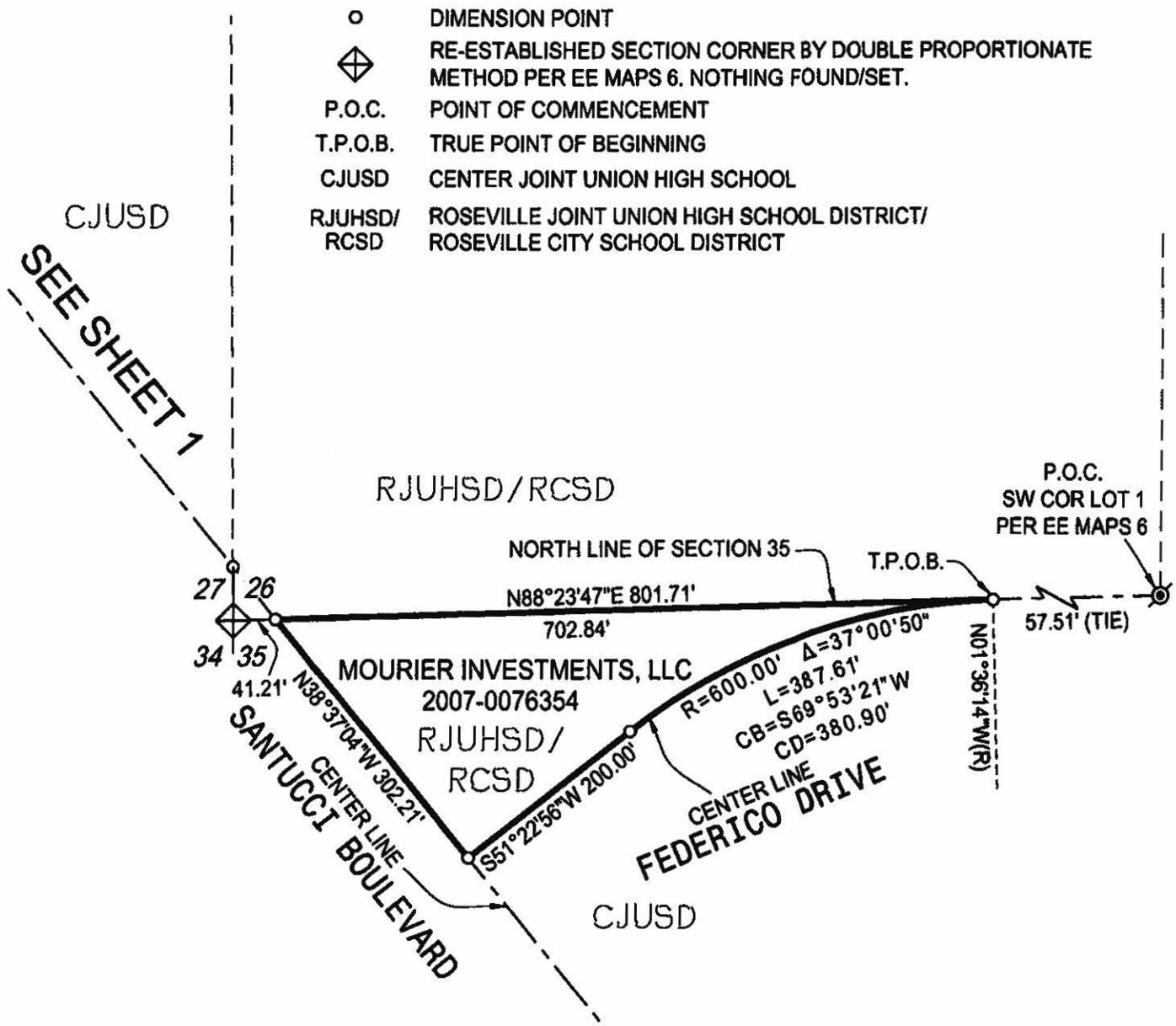
---

**MACKAY & SOMPS**  
 ENGINEERS PLANNERS SURVEYORS  
 1652 Eureka Road, Suite 100, Roseville, CA 95661 (916) 773-1189

RMP	1" = 500'	11/12/18	18254.FED
DRAWN BY	SCALE	DATE	JOB NO.

**LEGEND**

- 3/4" IRON PIPE WITH PLASTIC PLUG STAMPED "LS 7944" PER EE MAPS 6
- DIMENSION POINT
- RE-ESTABLISHED SECTION CORNER BY DOUBLE PROPORTIONATE METHOD PER EE MAPS 6. NOTHING FOUND/SET.
- P.O.C. POINT OF COMMENCEMENT
- T.P.O.B. TRUE POINT OF BEGINNING
- CJUSD CENTER JOINT UNION HIGH SCHOOL
- RJUHS/D ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT/
- RCSD ROSEVILLE CITY SCHOOL DISTRICT



CJUSD  
SEE SHEET 1

RJUHS/D/RCSD

P.O.C.  
SW COR LOT 1  
PER EE MAPS 6

NORTH LINE OF SECTION 35  
 $N88^\circ 23' 47'' E$  801.71'  
702.84'

T.P.O.B.

27 26  
34 35  
41.21'

MOURIER INVESTMENTS, LLC  
2007-0076354  
RJUHS/D/  
RCSD

$R=600.00'$   $\Delta=37^\circ 00' 50''$   
 $L=387.61'$   
 $CB=569^\circ 53' 21'' W$   
 $CD=380.90'$

$N01^\circ 36' 14'' W(R)$

57.51' (TIE)

CENTER LINE  
SANTUCCI BOULEVARD

CENTER LINE  
FEDERICO DRIVE

CJUSD

SHEET 2 OF 2



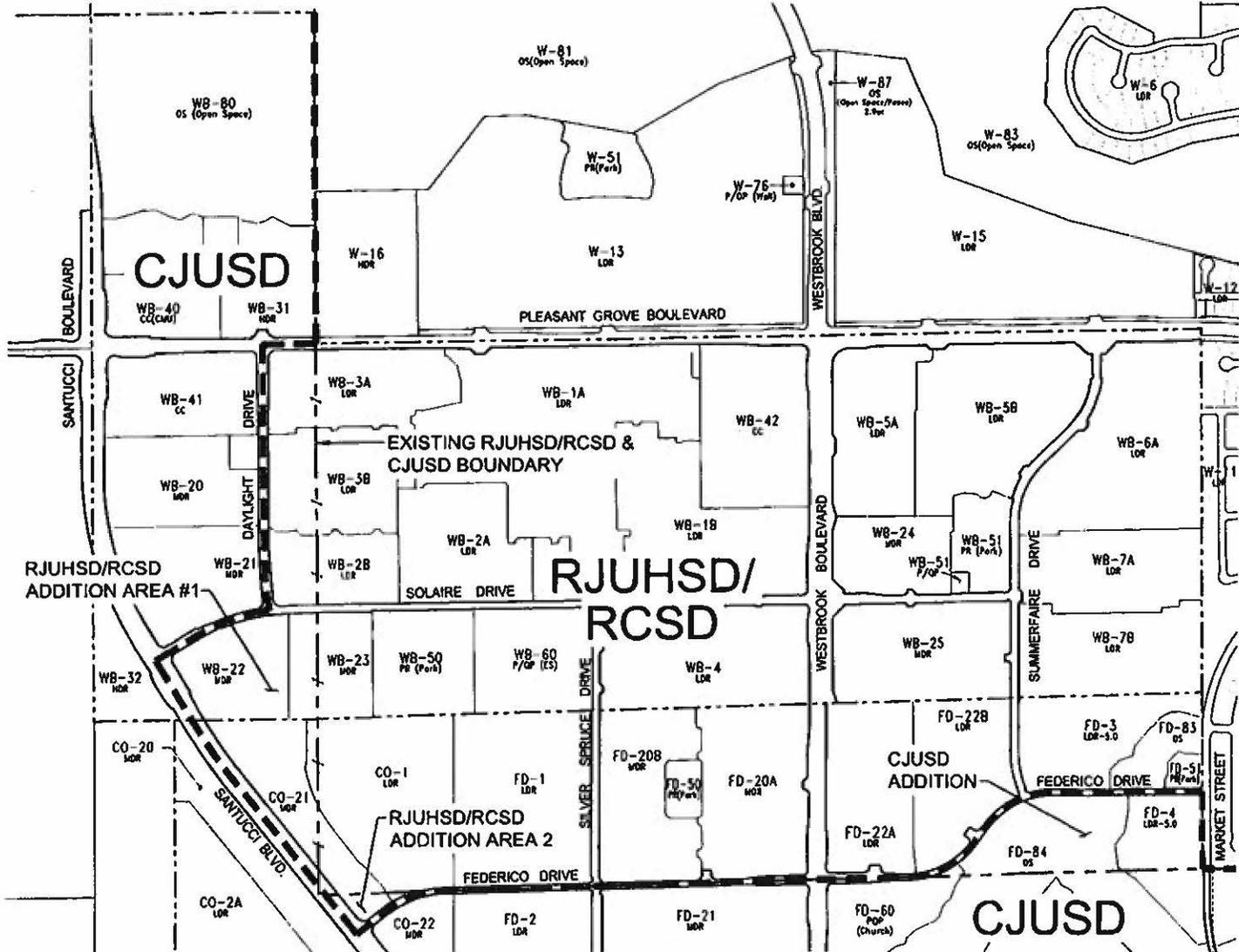
**EXHIBIT "A-2"**  
ANNEXATION PARCEL AREA 2  
**WESTBROOK-SIERRA VISTA**  
PORTION OF SECTION 35, T. 11 N., R. 5 E., M.D.M.  
CITY OF ROSEVILLE  
COUNTY OF PLACER STATE OF CALIFORNIA

**MACKAY & SOMPS**  
ENGINEERS PLANNERS SURVEYORS  
1652 Eureka Road, Suite 100, Roseville, CA 95661 (916) 773-1189

RMP	1"= 160'	11/12/18	18254.FED
DRAWN BY	SCALE	DATE	JOB NO.

IF A DISCREPANCY EXISTS BETWEEN THIS EXHIBIT AND THE ASSOCIATED DESCRIPTION, THE DESCRIPTION HOLDS. THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY.

**EXHIBIT "B"**  
**SCHOOL DISTRICT BOUNDARY**  
**WESTBROOK & SIERRA VISTA**  
**SPECIFIC PLANS**



**LEGEND**

--- SCHOOL DISTRICT BOUNDARY

RJUHSD/RCSD ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT/ROSEVILLE CITY SCHOOL DISTRICT

CJUSD CENTER JOINT UNION SCHOOL DISTRICT

N

0 500' 1000' 2000'

SCALE: 1"=1000' NOVEMBER, 2018

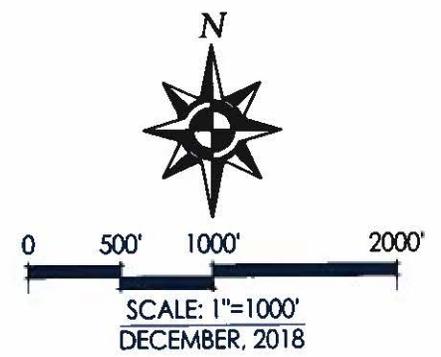
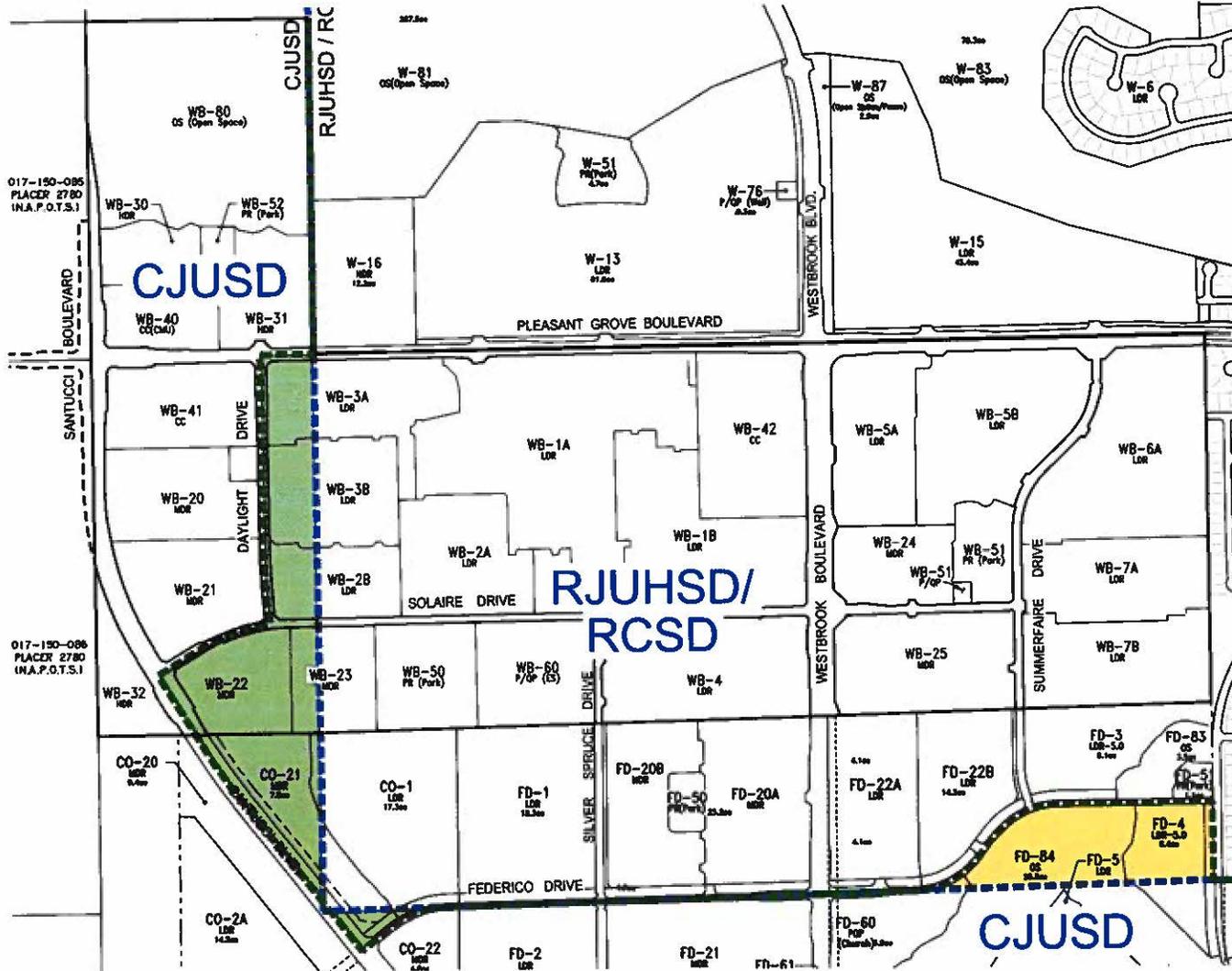
**MACKAY & SOMPS**  
 ENGINEERS PLANNERS SURVEYORS

# EXHIBIT B

## PROPOSED SCHOOL DISTRICT BOUNDARY WESTBROOK & SIERRA VISTA SPECIFIC PLANS

### LEGEND

- - - - - EXISTING SCHOOL DISTRICT BOUNDARY (2011)
- - - - - PROPOSED SCHOOL DISTRICT BOUNDARY
- RJUHS ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT/ROSEVILLE CITY SCHOOL DISTRICT
- CJUSD CENTER JOINT UNION SCHOOL DISTRICT



## **Exhibit “C”**

### **Statement of Findings in Support of the Proposed Territory Transfer**

**I. ADEQUACY OF STUDENT ENROLLMENT** [Education Code § 35753(a)(1); Title 5, CCR, §18573(a)(1)(A),(B).]

When territory transfers between school districts are proposed, it must be determined that the reorganized districts will be adequate in terms of the number of students enrolled.

The proposed territory transfer would have no current impact on student enrollment for the Center Joint Unified School District since the areas proposed for transfer are uninhabited.

**II. THE TERRITORY TRANSFER IS PROPOSED ON THE BASIS OF A SUBSTANTIAL COMMUNITY IDENTITY** [Education Code § 35753(a)(2); Title 5, CCR, § 18573(a)(2).]

When a new district is created by reorganization, it must be determined whether the new district is organized on the basis of community identity. While the proposed territory transfers between the Roseville City School District, the Roseville Joint Union High School District and the Center Joint Unified School District will not result in the creation of a new district, it is significant nonetheless that community identity is a critical aspect of the proposed territory transfer.

The territory transfer is supported by city of Roseville and the land developer. The transfer is being proposed so that school district boundaries will conform to current future property and future street boundaries while creating as close to a “net zero” impact as possible on the school districts in terms of the number of housing units being transferred.

**III. THE PROPOSED TERRITORY TRANSFER WILL RESULT IN EQUITABLE DIVISIONS OF PROPERTY AND FACILITIES OF THE ROSEVILLE CITY SCHOOL DISTRICT, THE ROSEVILLE JOINT UNION SCHOOL DISTRICT AND THE CENTER JOINT UNIFIED SCHOOL DISTRICT** [Education Code § 35753(a)(3); Title 5, CCR, §18573(a)(3).]

The territory proposed for transfer does not contain any school buildings or other personal property of any of the school districts for which division is necessary.

The Roseville School District has outstanding bonded indebtedness of \$28,560,469 with bonds originally issued in 1992 and 2002. The bonds have maturity dates ranging from 2019 to 2032. The Roseville Joint Union High School District has outstanding bonded indebtedness of \$127,003,563 with bonds originally issued in 1992, 2004, 2011 and

2017. The bonds have maturity dates ranging from 2018 to 2048. The Center Joint Unified School District has outstanding bonded indebtedness of \$41,022,746 with bonds originally issued in 1997, 2001, 2007, and 2016. These bonds have maturity dates ranging from 2019 to 2031. Since the territory involves a net difference of only 18.9 acres, and a potential 120 housing units in favor of the Roseville City School District and the Roseville Joint Union High School District, there will be no resulting inequity.

**IV. THE PROPOSED TERRITORY TRANSFER WILL NOT PROMOTE RACIAL OR ETHNIC DISCRIMINATION OR SEGREGATION [Education Code § 35753(a)(4); Title 5, CCR, § 18573(a)(4).]**

**NOTE:** The following enrollment statistics for sections A and B below are based on data for the 2018-19 school year.

**A. Number and Percentage of Pupils in Each Racial and Ethnic Group in the Roseville City School District**

- American Indian: 82 (0.7% of total District enrollment)
- Asian: 707 (6.2% of District enrollment)
- Pacific Islander: 48 (0.4% of District enrollment)
- Filipino: 387 (3.4% of District enrollment)
- Hispanic: 1,800 (15.8% of District enrollment)
- African-American: 228 (2.1% of District enrollment)
- White: 8,119 (71.4% of District enrollment)

**B. Number and Percentage of Pupils in Each Racial and Ethnic Group in the Roseville Joint Union High School District**

- American Indian: 361 (3.5% of total District enrollment)
- Asian: 393 (3.8% of District enrollment)
- Pacific Islander: 41 (0.4% of District enrollment)
- Filipino: 511 (5.0% of District enrollment)
- Hispanic: 1,642 (19.3% of District enrollment)
- African-American: 569 (5.6% of District enrollment)
- White: 6,618 (64.4% of District enrollment)

**C. Number and Percentage of Pupils in Each Racial and Ethnic Group of the Center Joint Unified School District**

- American Indian: 51 (1.2 % of total District enrollment)
- Asian: 295 (6.9% of District enrollment)
- Pacific Islander: 53 (1.2% of District enrollment)
- Filipino: 141 (3.3% of District enrollment)
- Hispanic: 1,136 (26.5% of District enrollment)
- African-American: 559 (13.1% of District enrollment)

- White: 1,886 (44.1% of District enrollment)
- Multiple Responses: 160 (3.7% of District enrollment)

There should be no change in the ethnic makeup of any of the school districts as a result of this territory transfer.

**V. EFFECT OF THE PROPOSED TERRITORY TRANSFER ON COSTS TO THE STATE [Education Code § 35753(a)(5); Title 5, CCR, § 18573(a)(1).]**

Based on available data, the Center Joint Union School District does not anticipate that the territory transfer, if approved, would increase any costs to the State. There are no students presently in the area proposed for transfer.

Further, the Center Joint Union School District does not anticipate that the proposed territory transfer would have any impact whatsoever on the any “Categorical Funds” currently received from the state.

**VI. THE TERRITORY TRANSFER WILL NOT SIGNIFICANTLY DISRUPT DISTRICT-WIDE OR SCHOOL SITE EDUCATIONAL PROGRAMS [Education Code § 35753(a)(6); Title 5, CCR, § 18573(a)(5).]**

Because the area involved in the proposed territory transfer is uninhabited, the territory transfer will not significantly disrupt district-wide or school-site educational programs.

**VII. EFFECT ON SCHOOL HOUSING COSTS [Education Code § 35753(a)(7).]**

The proposed territory transfer would have no impact on school housing costs.

**VIII. THE PROPOSED TERRITORY TRANSFER IS NOT PRIMARILY DESIGNED TO RESULT IN A SIGNIFICANT INCREASE IN PROPERTY VALUES [Education Code § 35753(a)(8).]**

The proposed territory transfer involves a very small area and is not intended to result in any increase in property values.

**IX. THE PROPOSED TERRITORY TRANSFER WILL NOT NEGATIVELY AFFECT THE FISCAL MANAGEMENT OR FISCAL STATUS OF THE CENTER JOINT UNIFIED SCHOOL DISTRICT [Education Code § 35753(a)(9).]**

The proposed territory transfer, if approved, would have no impact on the fiscal management or fiscal status of the Center Joint Unified School District.

**X. EFFECT OF THE PROPOSED TERRITORY TRANSFER ON CENTER JOINT UNIFIED SCHOOL DISTRICT EMPLOYEES [Education Code § 35753(a)(10).]**

The proposed territory transfer would have no impact on employees of the Center Joint Unified School District.

**XI. ENVIRONMENTAL IMPACTS OF THE PROPOSED TERRITORY TRANSFER**  
[Education Code § 35753(a)(10); School District Reorganization Handbook.]

The shifting of boundaries as proposed in the territory transfer would have no environmental impact.

**Exhibit D**  
**Letters in Support of Proposed Transfer Area**

**MOURIER INVESTMENTS, LLC  
1430 BLUE OAKS BLVD., SUITE 190  
ROSEVILLE, CA 95747  
PHONE: (916) 969-2842 FAX: (916) 782-8903**

December 7, 2018

**Mr. Dennis Snelling**  
Assistant Superintendent of Business  
**Roseville City School District**  
1050 Main Street  
Roseville, CA 95678

**RE: Sierra Vista Specific Plan – School District Boundary Adjustments**

Dear Dennis,

The signatory below owns or is authorized to act on behalf of the owners of lands that are subject to the proposed school district boundary adjustments between the Roseville City School District, Roseville Joint Union High School District and the Center Unified School District. The adjustment to the boundary between the districts is to conform to the land use approved in the Sierra Vista Specific Plan so as to avoid instances where neighborhoods are split by the boundary resulting in neighbors attending different schools in different districts. The affected parcels are identified by the following Placer County Assessor Parcel Numbers and in the attached APN map:

**499-010-005-000 – Mourier Investments, LLC  
499-010-006-000 – Mourier Investments, LLC  
499-010-025-000 – Mourier Investments, LLC  
499-010-054-000 – Mourier Investments, LLC  
499-010-055-000 – Mourier Investments, LLC**

We wish to acknowledge and support the request to modify the boundaries of the above referenced school districts as shown on the attached Exhibit B, a copy of which is attached hereto, titled "School District Boundary Westbrook & Sierra Vista Specific Plans", dated November, 2018.

Sincerely,  
**MOURIER INVESTMENTS, LLC**



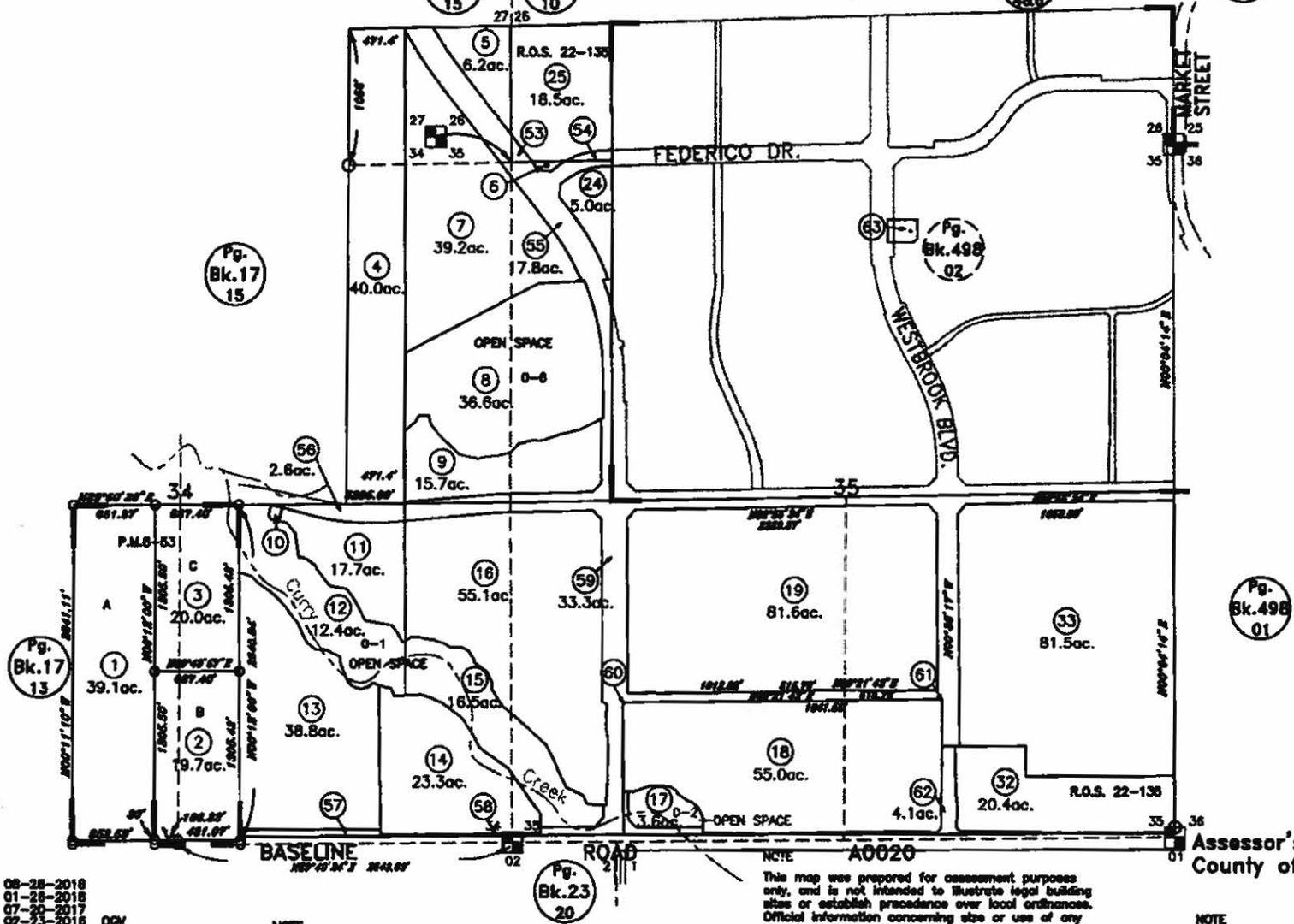
Steven A. Schnable  
Agent

cc: Denise Herrman, RJUHSD  
Scott Loehr, CJUSD

SEC.35, POR 26, 27, & 34 T.11N., R.5E., M.D.B.&M.

Parcel M.O.R. Bk. 8, Pg. 53  
 Survey M.O.R. Bk.22, Pg.135

499-01



08-28-2018  
 01-28-2018  
 07-20-2017  
 02-23-2016 OOV  
 Page drawn Electronically  
 Formerly Por 017-152

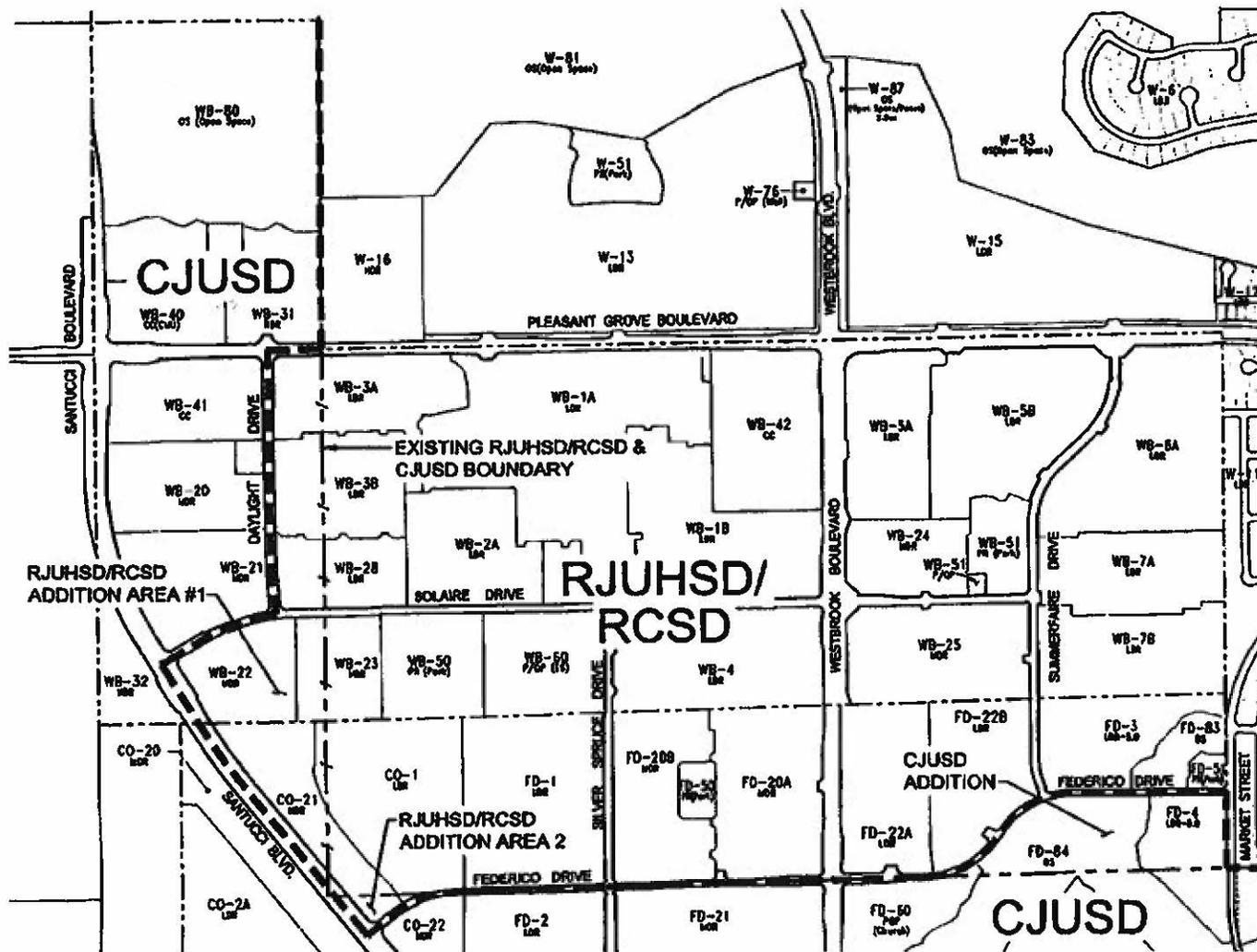
NOTE  
 All distances on curved lines are shown per recorded documentation

NOTE  
 This map was prepared for assessment purposes only, and is not intended to illustrate legal building sites or establish precedence over local ordinances. Official information concerning site or use of any parcel should be obtained from recorded documents and local governing agencies.

Assessor's Map Bk.499Pg.01  
 County of Placer, Calif.

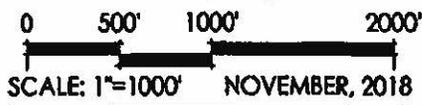
NOTE  
 Assessor's Block Numbers Shown in Ellipses.  
 Assessor's Parcel Numbers Shown in Circles.

**EXHIBIT "B"**  
**SCHOOL DISTRICT BOUNDARY**  
**WESTBROOK & SIERRA VISTA**  
**SPECIFIC PLANS**



**LEGEND**

- SCHOOL DISTRICT BOUNDARY
- RjuhSD/RCSd ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT / ROSEVILLE CITY SCHOOL DISTRICT
- CJUSD CENTER JOINT UNION SCHOOL DISTRICT



**MACKAY & SOMPS**  
 ENGINEERS PLANNERS SURVEYORS



December 5, 2018

Mr. Dennis Snelling  
ROSEVILLE CITY SCHOOL DISTRICT  
1050 Main Street  
Roseville, CA 95678

***Re: Sierra Vista Specific Plan – School District Boundary Adjustments***

Dear Dennis,

The signatory below owns or is authorized to act on behalf of the owners of lands that are subject to the proposed school district boundary adjustments between the Roseville City School District, Roseville Joint Union High School District and the Center Unified School District. The adjustment to the boundary between the districts is to conform to the land use approved in the Sierra Vista Specific Plan so as to avoid instances where neighborhoods are split by the boundary resulting in neighbors attending different schools in different districts. The affected parcels are identified by the following Placer County Assessor Parcel Numbers:

**498-020-010-000 – Federico/Tyler Family LP**

We wish to acknowledge and support the request to modify the boundaries of the above referenced school districts as shown on the exhibit, a copy of which is attached hereto, titled "School District Boundary Westbrook Sierra Vista Specific Plans", dated November 2018.

Sincerely,

WESTPARK SIERRA VISTA, LLC

A handwritten signature in blue ink, appearing to read 'J Jones', is written over the printed name of Jeff Jones.

Jeff Jones  
Manager

cc: Denise Herrman, RJUHSD  
Scott Loehr, CJUSD



December 5, 2018

Mr. Dennis Snelling  
ROSEVILLE CITY SCHOOL DISTRICT  
1050 Main Street  
Roseville, CA 95678

***Re: Sierra Vista Specific Plan – School District Boundary Adjustments***

Dear Dennis,

The signatory below owns or is authorized to act on behalf of the owners of lands that are subject to the proposed school district boundary adjustments between the Roseville City School District, Roseville Joint Union High School District and the Center Unified School District. The adjustment to the boundary between the districts is to conform to the land use approved in the Sierra Vista Specific Plan so as to avoid instances where neighborhoods are split by the boundary resulting in neighbors attending different schools in different districts. The affected parcels are identified by the following Placer County Assessor Parcel Numbers:

**496-100-036-000 – Westpark SV 400, LLC**  
**496-100-035-000 – Westpark SV 400, LLC**

We wish to acknowledge and support the request to modify the boundaries of the above referenced school districts as shown on the exhibit, a copy of which is attached hereto, titled “School District Boundary Westbrook Sierra Vista Specific Plans”, dated November 2018.

Sincerely,

WESTPARK SV 400, LLC

A handwritten signature in blue ink, appearing to read 'Jeff Jones', is written over the printed name.

Jeff Jones  
Manager

cc: Denise Herrman, RJUHSD  
Scott Loehr, CJUSD



December 5, 2018

Mr. Dennis Snelling  
ROSEVILLE CITY SCHOOL DISTRICT  
1050 Main Street  
Roseville, CA 95678

***Re: Sierra Vista Specific Plan – School District Boundary Adjustments***

Dear Dennis,

The signatory below owns or is authorized to act on behalf of the owners of lands that are subject to the proposed school district boundary adjustments between the Roseville City School District, Roseville Joint Union High School District and the Center Unified School District. The adjustment to the boundary between the districts is to conform to the land use approved in the Sierra Vista Specific Plan so as to avoid instances where neighborhoods are split by the boundary resulting in neighbors attending different schools in different districts. The affected parcels are identified by the following Placer County Assessor Parcel Numbers:

**496-100-088-000 – Westpark SV 400, LLC  
496-100-086-000 – Westpark SV 400, LLC  
496-100-083-000 – Westpark SV 400, LLC**

We wish to acknowledge and support the request to modify the boundaries of the above referenced school districts as shown on the exhibit, a copy of which is attached hereto, titled “School District Boundary Westbrook Sierra Vista Specific Plans”, dated November 2018.

Please note that the ownership of the above referenced parcels will be transferred to Lennar Homes in January, and under separate cover I will provide you with contact information to include them on future meetings on this subject.

Sincerely,

WESTPARK SV 400, LLC

A handwritten signature in blue ink, appearing to read 'J. Jones', is written over the typed name.

Jeff Jones  
Manager

cc: Denise Herrman, RJUHS  
Scott Loehr, CJUSD  
Larry Gualco, Lennar Homes of California



**DEVELOPMENT SERVICES – PLANNING DIVISION**  
311 Vernon Street  
Roseville, California 95678-2649

December 6, 2018

Roseville City School District, Derk Garcia and Dennis Snelling

Roseville Joint Union High School District, Denise Herrman and Joe Landon

Center Joint Unified School District, Scott Loehr and Craig Deason

Re: Sierra Vista Specific Plan – School District Boundaries

This letter reiterates the City of Roseville's desire to support and encourage minor school district boundary adjustments that maintain residential neighborhoods so that homes within a single subdivision/neighborhood are contained within the same school district in the Sierra Vista Specific Plan. We understand that the Sierra Vista Specific Plan and the Westbrook Amendment thereto created large lot parcels that will require minor adjustments to district boundaries to ensure that students living within a single subdivision or across a residential street from each other are not located in different school districts.

During the Sierra Vista Specific Plan public hearings, all three School Districts indicated they understood the issue and would work together to balance the student attendance and keep neighborhoods whole. The City continues to support this effort.

If there is anything else we can provide to assist in this process, I can be reached at (916) 774-5294.

Sincerely,

Gregory W. Bitter, AICP  
Planning Manager

cc: John Tallman, Westpark Communities

# Center Joint Unified School District

**AGENDA REQUEST FOR:**

**Dept. /Site:** Business Department

**Date:** 12/19/2018

**Action Item**

**To:** Board of Trustees

**Information Item**

**From:** Lisa Coronado *lc*

**# Attached Page** 1

**SUBJECT:**

**APPROVAL OF FORM J-13A REQUEST FOR ALLOWANCE OF  
ATTENDANCE DUE TO EMERGENCY CONDITIONS.**

The Governing board is asked to approve the attached J-13A Form. The Form is for a waiver for the school closure on November 16, 2018. The closure was due to Hazardous Air Quality.

**RECOMMENDATION:** That the CJUSD Board of Trustees approve the Form J-13A.

CALIFORNIA DEPARTMENT OF EDUCATION  
**REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS**  
 FORM J-13A, REVISED DECEMBER 2017

**SECTION A: REQUEST INFORMATION**

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/aa/paf/13a.asp> for information regarding the completion of this form.

**PART I: LOCAL EDUCATIONAL AGENCY (LEA)**

LEA NAME: <b>CENTER JOINT UNIFIED SCHOOL DISTRICT</b>		COUNTY CODE: <b>34</b>	DISTRICT CODE: <b>73973</b>	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: <b>SCOTT A. LOEHR</b>			FISCAL YEAR: <b>2018/2019</b>	
ADDRESS: <b>8408 WATT AVE</b>			COUNTY NAME: <b>SACRAMENTO</b>	
CITY: <b>ANTELOPE</b>		STATE: <b>CA</b>	ZIP CODE: <b>95843</b>	
CONTACT NAME: <b>CAROL DOMALAKES</b>	TITLE: <b>LEAD ACCOUNT TECH</b>	PHONE: <b>916-338-6301</b>	E-MAIL: <b>carold@centerusd.org</b>	

**PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):**

<input checked="" type="checkbox"/> <b>SCHOOL DISTRICT</b> Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> <b>COUNTY OFFICE OF EDUCATION (COE)</b> Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> <b>CHARTER SCHOOL</b>
--	---	--

**PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:**

**SCHOOL CLOSURE:** When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

---

**MATERIAL DECREASE:** When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

---

**LOST OR DESTROYED ATTENDANCE RECORDS:** When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

*"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."*

CALIFORNIA DEPARTMENT OF EDUCATION  
**REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS**  
 FORM J-13A, REVISED DECEMBER 2017

**SECTION B: SCHOOL CLOSURE**

Not Applicable (Proceed to Section C)

**PART I: NATURE OF EMERGENCY** (Describe in detail.)

Supplemental Page(s) Attached

The schools were closed due to Hazardous Air Quality. The hazardous air quality was caused by the Camp Fire.

**PART II: SCHOOL INFORMATION** (Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
ARTHUR S. DUDLEY ELEMENTARY	6032908	Traditional	180	0	0	11/16/2018	11/16/2018	1
NORTH COUNTRY ELEMENTARY	6108948	Traditional	180	0	0	11/16/2018	11/16/2018	1
OAK HILL ELEMENTARY	6107734	Traditional	180	0	0	11/16/2018	11/16/2018	1
CYRIL SPINELLI ELEMENTARY	6032924	Traditional	180	0	0	11/16/2018	11/16/2018	1
WILSON C RILES MIDDLE SCHOOL	0108621	Traditional	180	0	0	11/16/2018	11/16/2018	1
CENTER HIGH SCHOOL	3430378	Traditional	180	0	0	11/16/2018	11/16/2018	1
MCCLELLAN HIGH SCHOOL	3430451	Continuation	180	0	0	11/16/2018	11/16/2018	1

**PART III: CLOSURE HISTORY** (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
ARTHUR S. DUDLEY ELEMENTARY	6032908		NONE		
NORTH COUNTRY ELEMENTARY	6108948		NONE		
OAK HILL ELEMENTARY	6107734		NONE		
CYRIL SPINELLI ELEMENTARY	6032924		NONE		
WILSON C. RILES MIDDLE SCHOOL	0108621		NONE		
CENTER HIGH SCHOOL	3430378		NONE		
MCCLELLAN HIGH SCHOOL	3430451		NONE		

**SECTION C: MATERIAL DECREASE**

Not Applicable (Proceed to Section D)  
 Supplemental Page(s) Attached

**PART I: NATURE OF EMERGENCY** (Describe in detail.)

**PART II: MATERIAL DECREASE CALCULATION** (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

**PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS** (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

\*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

**SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS**

Not Applicable (Proceed to Section E)

**PART I: PERIOD OF REQUEST** The entire period covered by the lost or destroyed records commences with \_\_\_\_\_ up to and including \_\_\_\_\_.

**PART II: CIRCUMSTANCES** (Describe below circumstances and extent of records lost or destroyed.)

**PART III: PROPOSAL** (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

CALIFORNIA DEPARTMENT OF EDUCATION  
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS  
FORM J-13A, REVISED DECEMBER 2017

**SECTION E: AFFIDAVIT**

**PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS** – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Center Joint Unified School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

NANCY ANDERSON

DELRAE POPE

JEREMY HUNT

DONALD WILSON

MILAD H. J'BEILY

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 16th day of January, 2019.

Witness: Scott A. Loehr Title: Superintendent of Sacramento County, California  
(Name) (Signature)

**PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER** (Only applicable to charter school requests)

Superintendent (or designee): \_\_\_\_\_ Authorizing LEA Name: \_\_\_\_\_  
(Name) (Signature)

**PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): \_\_\_\_\_  
(Name) (Signature)

Subscribed and sworn (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_.

Witness: \_\_\_\_\_ Title: \_\_\_\_\_ of \_\_\_\_\_ County, California  
(Name) (Signature)

COE contact/individual responsible for completing this section:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_



# 2018-2019 CENTER JOINT UNIFIED SCHOOL DISTRICT



## 2018

JULY						
S	M	T	W	T	F	S
1	2	3		5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
						1
2						8
9						15
16						22
23						29
30						

OCTOBER						
S	M	T	W	T	F	S
						6
7						13
14						20
21						27
28						

NOVEMBER						
S	M	T	W	T	F	S
						3
4						10
11						17
18						24
25						

DECEMBER						
S	M	T	W	T	F	S
						1
2						8
9						15
16						22
23						29
30	31					

## 2019

JANUARY						
S	M	T	W	T	F	S
			2	3	4	5
6						12
13						19
20						26
27						

FEBRUARY						
S	M	T	W	T	F	S
						2
3						9
10						16
17						23
24						

MARCH						
S	M	T	W	T	F	S
						2
3						9
10						16
17						23
24						30
31						

APRIL						
S	M	T	W	T	F	S
						6
7						13
14						20
21						27
28						

MAY						
S	M	T	W	T	F	S
						4
5						11
12						18
19						25
26						31

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Holiday

Teacher Work Day

School Day

## CJUSD K-12 CALENDAR



Carol Domalakes <carold@centerusd.org>

---

**Fw: State Schools Chief Tom Torlakson Assures Schools Closed Due to Hazardous Air Quality that State Funding Will Continue**

1 message

Linda Lundquist <lundquist@scoe.net>  
To: "carold@centerusd.org" <carold@centerusd.org>

Tue, Nov 27, 2018 at 11:13 AM

Linda Lundquist  
Financial analyst  
Sacramento county Office of Education  
email: llundquist@scoe.net  
Telephone: 916-228-2285  
FAX: 916-228-2290

---

**From:** Debbie Wilkins  
**Sent:** Tuesday, November 27, 2018 10:45 AM  
**To:** Linda Lundquist  
**Subject:** FW: State Schools Chief Tom Torlakson Assures Schools Closed Due to Hazardous Air Quality that State Funding Will Continue

---

**From:** Darla Sullivan  
**Sent:** Monday, November 19, 2018 2:22 PM  
**To:** aaron.thornsberry@twinriversusd.org; aschwab@natomascharter.org; Bill.McGuire@twinriversusd.org; chargis@egusd.net; creihl@ghsd.k12.ca.us; Debbie Wilkins <dwilkins@scoe.net>; Douglas Crancer <douglas@rylandsbc.com>; ekaston@riverdelta.k12.ca.us; fil.duldulao@sanjuan.edu; Gloria Chung <Gloria@scusd.edu>; Javetta Cleveland (jccleveland@natomasunified.org) <jccleveland@natomasunified.org>; John Quinto <John-Quinto@scusd.edu>; kate.ingersoll@twinriversusd.org; kblandfo@fcusd.org; kent.stephens@sanjuan.edu; Kiu Chuong <kchuong@scoe.net>; Larry Falcon <lfalcon@viedu.org>; coronado@centerusd.org; Lois Yount <lyount@galt.k12.ca.us>; mborgaard@ejesd.net; Michael Smith <masmith@scoe.net>; Mike Henkel <MHenkel@robja.k12.ca.us>; Mindy McCreery <mccreery@arcohe.net>; rcrawfor@fcusd.org; Robert Pierce (rdpierce@egusd.net) <rdpierce@egusd.net>; Shannon Hayes (SHayes@egusd.net) <SHayes@egusd.net>; Sharmila LaPorte <slaporte@scoe.net>; skorvink@westlakecharter.com; Susan Kane <susan.kane@sanjuan.edu>; Tammy Sanchez <tsanchez@scoe.net>; Tom Barentson <tbarentson@galt.k12.ca.us>; Tracy Stinson <tstinson@galt.k12.ca.us>; Vina Guzman, Natomas USD <vguzman@natomas.k12.ca.us>; Von Canale <vcanale@scoe.net>; William Young <wyoung@natomasunified.org>  
**Subject:** FW: State Schools Chief Tom Torlakson Assures Schools Closed Due to Hazardous Air Quality that State Funding Will Continue

Good afternoon,

This message is sent on behalf of Tamara Sanchez, Assistant Superintendent, Sacramento County Office of Education.

Please see a message below from State Superintendent of Public Instruction, Tom Torlakson.

Darla Sullivan

Executive Assistant, Business Services

Sacramento County Office of Education

Phone: 916-228-2550 Fax: 916-228-2290

**From:** COMMUNICATIONS <COMMUNICATIONS@cde.ca.gov>

**Sent:** Friday, November 16, 2018 3:26 PM

**To:** Dave Gordon

**Subject:** State Schools Chief Tom Torlakson Assures Schools Closed Due to Hazardous Air Quality that State Funding Will Continue



CALIFORNIA DEPARTMENT OF EDUCATION

## NEWS RELEASE

**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

REL#18-75

CONTACT: Jonathan Mendick

FOR IMMEDIATE RELEASE

PHONE: 916-319-0818

November, 16 2018

E-MAIL: [jmendick@cde.ca.gov](mailto:jmendick@cde.ca.gov)

### **State Schools Chief Tom Torlakson Assures Schools Closed Due to Hazardous Air Quality that State Funding Will Continue**

SACRAMENTO— State Superintendent of Public Instruction Tom Torlakson today reminded educators who close schools because of dangerous air quality that they can apply for a waiver to ensure they do not lose funding because of a drop in attendance. He also pledged that they would be assisted by administrators from the California Department of Education.

State law allows schools to continue to receive state funds from the Local Control Funding Formula (LCFF) if they have to close because of a natural disaster such as floods, fires, earthquakes or other extraordinary conditions, such as hazardous air quality

The California Department of Education does not keep precise numbers of school closings, but schools are closed in 22 counties.

"The tragic wildfires in California that have caused so much heartbreaking destruction and loss of life are continuing to harm some of our schools and communities," Torlakson said. "I want to thank school districts for acting to protect educators and students, and to let them know that the California Department of Education will assist them in any way that we can. Safety must come first for students, teachers, and staff."

Torlakson also encouraged schools facing poor air quality to keep students indoors during recess and meals. Air quality information is available at the AirNow website, and wildfire information is available from the CAL FIRE website.

Approval of school closures and material decrease in attendance may be requested by submitting a Form J-13A. For more guidance on the J-13A submittal and approval process, see the CDE's Form J-13A web page. More information about recovery resources is available from the CDE's School Disaster Recovery web page, and at this CalOES web page. Find more information regarding health and the effects of smoke and ash at the CalEPA website. Any impacted school or local education agency can contact [EmergencyServices@cde.ca.gov](mailto:EmergencyServices@cde.ca.gov) to connect with the CDE team.

#### **Counties where one or more schools are closed:**

Alameda County

Butte County

Colusa County

Contra Costa County

Glenn County

Lake County

Los Angeles County

Marin County

Napa County

Nevada County

Placer County

Solano County

Sonoma County

Sacramento County

San Francisco County

San Joaquin County

San Mateo County

Santa Clara County

Sutter County

Ventura County

Yolo County

Yuba County

Please contact your local school, district or county for the latest closure information.

#####

The California Department of Education is a state agency led by State Superintendent of Public Instruction Tom Torlakson. For more information, please visit the California Department of Education's Web site or by mobile device. You may also follow Superintendent Torlakson on Twitter, Facebook, and YouTube.

---

You are currently subscribed to news-release as: [dgordon@scoe.net](mailto:dgordon@scoe.net).

To unsubscribe: <http://165.74.253.23/u?id=8833845.5078def707ed3ec9609d5bd23f40e3e0&n=T&l=news-release&o=1589338>

(It may be necessary to cut and paste the above URL if the line is broken)

or send a blank email to [leave-1589338-8833845.5078def707ed3ec9609d5bd23f40e3e0@mlist.cde.ca.gov](mailto:leave-1589338-8833845.5078def707ed3ec9609d5bd23f40e3e0@mlist.cde.ca.gov)



Carol Hunt <carolhunt@centerusd.org>

---

## AIR Quality Update

1 message

---

Scott Loehr <sloehr@centerusd.org>  
Bcc: allcjusdstaff@centerusd.org

Thu, Nov 15, 2018 at 9:03 AM

Good morning CJUSD Staff,

We are distributing the following communication to all families this morning.

Thank you for your support!

Scott

---

November 15, 2018

Dear CJUSD Families and Community,

All Center Joint Unified School District schools are open and are following the suggested outdoor restrictions, which were provided by the Sacramento Public Health Department. These poor air quality conditions are likely to continue through the end of this week. As a result, all of our schools will continue with restrictions on outdoor activity through Friday, November 16. All outdoor physical activity, including recess, lunch, Physical Education classes, and athletic activities, will be moved indoors, or cancelled when appropriate.

If the status of our schools changes, we will communicate with you through our website, email and calling system, and social media. If you choose to keep your student home for medical reasons related to the air quality, your student's absence should be coded as an excused health-related absence.

Thank you for your continued support and assistance as we work to keep our students and staff healthy.

Sincerely,

Scott A. Loehr  
Superintendent

*For your reference, here you will find local air quality guidelines outlining the recommended level of activity based on current air quality conditions:*

<http://www.sparetheair.com/AQI%20Activity%20Guide.pdf>



---

## All Schools Cancelled Tomorrow

1 message

---

**Scott Loehr** <sloehr@centerusd.org>

Thu, Nov 15, 2018 at 2:30 PM

To: allcjusdstaff@centerusd.org

The following message was sent to all families a few moments ago. This closure applies to all district employees as well. School is scheduled to resume on November 26, 2018.

Thank you and have a nice Thanksgiving.

Scott

---

Dear Parents and Guardians,

All schools in Center Joint Unified School District will be closed Friday, November 16, 2018, due to the ongoing unhealthy air quality. We made this decision after careful consideration regarding the needs of all students and staff. This closure includes all activities held at the school. Sports and other activities originally scheduled for Thursday evening and Friday will need to be rescheduled.

We are sorry for the inconvenience this causes. We recognize that closing schools can present a hardship for many families so we wanted to give you notice as soon as possible.

Our district calendar has a scheduled school break next week for Thanksgiving. School is scheduled will resume on Monday, November 26, 2018.

# Friday, Nov 16 Smoke Outlook - Camp Fire



**Smoke Outlook for 11/16 - 11/17**  
**Regional North-Central California - Camp Fire**  
 Issued at: 2018-11-16 10:39 PST

**Fire**

Firefighters continue to make good progress on the northern and eastern flanks, and fire perimeter growth has slowed again as of this morning, with containment up to 45% from 40%. Firing operations continue to improve containment lines and produce some small fraction of total smoke production, estimated at 500-1,000 tons PM2.5. Fuels are very dry and consuming efficiently.

**Smoke**

Though fire emissions continue to decrease, smoke impacts have worsened in many places as smoke accumulates under a strong inversion "lid" on the floor of the Central Valley and in the Bay Area. Terrain-driven winds continue to inject smoke into the Central Valley under that lid, with very little vertical mixing. Regionally, smoke levels are in the Hazardous range at sites directly in the path of the smoke coming out of the Feather River Canyon, south into the Sacramento and Bay Area. Today and tomorrow, this pattern will likely persist and will worsen in some places as more smoke accumulates. Some limited clearing may occur this afternoon north of the fire in the Redding area, but Chester and areas NE of the fire in the higher elevations may start to see more impacts.



Daily AQI Forecast for Nov 16, 2018

Station	Yesterday hourly	Thu 11/15	Forecast* Comment for Today -- Fri, Nov 16	Fri 11/16	Sat 11/17
Anderson		●	Potential early afternoon clearing	●	●
Chester		○	Potential for afternoon smoke, moderate/USG range	○	●
Quincy		○	Potential for afternoon smoke, otherwise moderate	○	○
Chico		●	Continued Very Unhealthy to Hazardous	●	●
Palermo		●	Continued Very Unhealthy to Hazardous	●	●
Yuba City		●	Continued Very Unhealthy to Hazardous	●	●
Auburn		●	Continued Unhealthy, potential for worsening AQ	●	●
Downtown Sac		●	Continued Very Unhealthy to Hazardous	●	●
Lakeport		○	Potential for Unhealthy, most likely around noon	●	●
Santa Rosa		●	Continued Unhealthy	●	●
San Francisco		●	Continued Very Unhealthy, potential for worsening AQ	●	●
San Jose		●	Continued Unhealthy to Very Unhealthy	●	●
Turlock		●	Continued Unhealthy, potential for worsening AQ	●	●
Tahoe City		●	Potential afternoon haze; otherwise good/moderate	●	●

Issued 2018-11-16 10:39 PST by Leland Tarnay, ARA (leland\_tarnay@firenet.gov); K.C. Shedden, ARA Trainee

Air Quality Index (AQI)	Actions to Protect Yourself
● Good	None
○ Moderate	Unusually sensitive individuals should consider limiting prolonged or heavy exertion.
○ USG	People within Sensitive Groups* should reduce prolonged or heavy outdoor exertion.
● Unhealthy	People within Sensitive Groups* should avoid all physical outdoor activity.
● Very Unhealthy	Everyone should avoid prolonged or heavy exertion.
● Hazardous	Everyone should avoid any outdoor activity.

\*Disclaimer: This forecast is based on fine particulates only; ozone is not included. Forecasts may be wrong; use at own risk. Use caution as conditions can change quickly. See your health professional as needed. Smoke sensitive groups should take appropriate precautions.

Issued by USFS Wildland Fire Air Quality Response Program -- [www.wildlandfiresmoke.net](http://www.wildlandfiresmoke.net)  
 Regional North-Central California Updates -- [tools.arfire.org/outlooks/RegionalNorth-CentralCalifornia](http://tools.arfire.org/outlooks/RegionalNorth-CentralCalifornia)  
 \*Smoke and Health Info -- [www.airnow.gov/index.cfm?action=smoke\\_index](http://www.airnow.gov/index.cfm?action=smoke_index)

Revised 11/16/18 at 10:39am

Posted by PlacerCounty APCD at 10:48 AM No comments:

Home

Older Posts



# Air Quality In Sacramento Reaches 'Hazardous' Levels

November 16, 2018 at 12:23 pm Filed Under: air quality, Butte County, Camp Fire, Sacramento



## FOLLOW US

## OUR NEWSLETTER



Sign up and get our latest headlines delivered right to your inbox!

Email address

Subscribe Now!

SACRAMENTO (CBS13) - Smoke from the Camp Fire continues to pose a health threat in the Sacramento area. As of 12:56 p.m. Friday, the air quality reading, or Air Quality Index (AQI) reading in downtown Sacramento, specifically along T Street, was 337, or "very unhealthy"

The highest reading of the day, 370, was taken at 7 a.m. and was considered "hazardous."

ADVERTISING

## MOST VIEWED

- 1 'This Is Why I Go To The Gym,' Man Posts Video of Woman's Behind While Working Out
- 2 Sixteen Years Later, Family Of Scott Peterson Claims New Evidence Proves Innocence
- 3 Male, Female, Nonbinary Licenses Offered Starting January 1
- 4 Retired Cop Allegedly Recorded Secret Sex Videos Of Housesitters

Air Quality Index - Particulate Matter	
301 - 500	Hazardous
201 - 300	Very Unhealthy
151 - 200	Unhealthy
101 - 150	Unhealthy for Sensitive Groups
<b>51 - 100</b>	<b>Moderate</b>
0 - 50	Good

- 5 All California Cars Must Have License Plates Starting January 1 [🔗](#)
- 6 SUV Hit By 2 Semi Trucks In Deadly Highway 99 Crash [🔗](#)
- 7 How Did Suspect Smuggle 150 Lbs Of Pot From Sacramento To Boston? [🔗](#)
- 8 Teenage Girl Injured In Shooting Near Arden Fair Mall [🔗](#)
- 9 Police: Parolee Leads Officers On Chase, Damages Property In Roseville [🔗](#)
- 10 CHP Shares Emotional Video From Retired Trooper's Poem 'My Christmas Eve' [🔗](#)

According to SpareTheAir.com, Sacramento Metropolitan Air Quality Management District's air-quality page, hazardous means "the entire population is more likely to experience serious health effects and should avoid all outdoor physical activity, remain indoors and keep activity levels low."

In Arden Arcade/Del Paso Manor area, AQI was measuring at 215, with that location's highest reading of the day of 336.

All schools districts, including Sac State and UC Davis, canceled Friday classes.

The Camp Fire began just over a week ago in Butte County, has burned over 142,000 acres, and is 45 percent contained. The fire has killed 63 people, with as many as 600 still missing.

Comments

**Oto's Marketplace**  
*Family owned since 1959*

FOR MORE WEEKLY SAVINGS  
 VISIT US AT [otosmarketplace.com](http://otosmarketplace.com)  
**CLICK HERE**  
 A Market Like No Other



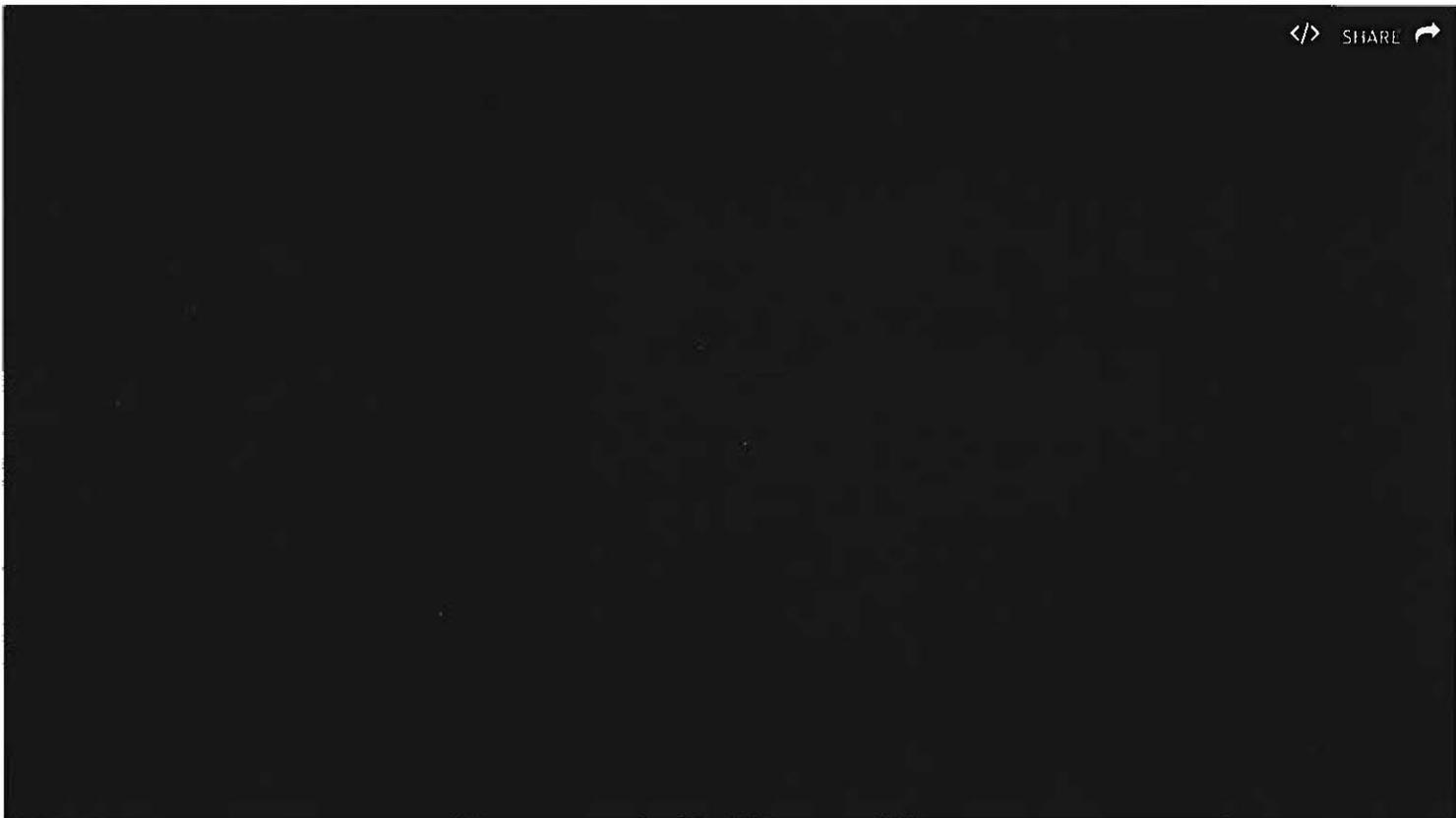
EDUCATION

# See which Sacramento-area schools, colleges are closed Friday due to air quality

BY MICHAEL MCGOUGH AND  
VINCENT MOLESKI



NOVEMBER 15, 2018 07:52 AM, UPDATED NOVEMBER 16, 2018 09:29 AM



<> SHARE ↗

The Camp Fire and Woosley Fire and the smoke emanating from them are so intense that they can easily be seen from National Atmospheric and Oceanic Administration satellites.

By David Caraccio

All of Sacramento County's biggest public school districts are among many in the region that will close their campuses Friday due to poor air quality brought on by smoke from the Camp Fire burning to the north in Butte County.

Here is the status of the major Sacramento County public school districts, as well as other local districts and community colleges, Sacramento State and UC Davis, as of 5:45 p.m. Thursday.

Georgia-Pacific  
 enMotion 800 ft  
 Hardwood Panel

FOR THE ONES  
 WHO GET IT DONE

- **Elk Grove Unified:** All schools will be closed Friday. Schools remained open Thursday with restrictions to outdoor activities. All outdoor field trips to areas affected by smoke have been canceled.
- **Folsom Cordova Unified:** All schools and district offices were closed Thursday and will remain closed Friday.
- **Sacramento City Unified:** Schools remained open Thursday with restrictions to outdoor activities, but will be closed Friday.
- **San Juan Unified:** Schools remained open Thursday with restrictions to outdoor activities, but will be closed Friday.
- **Twin Rivers Unified:** Schools remained open Thursday, with restrictions to outdoor activities. Outdoor athletic events and practices were canceled this week. All schools will be closed Friday.
- **Natomas Unified:** Schools remained open Thursday with restrictions to outdoor activities but will be closed on Friday.
- **Galt Joint Union High School and Elementary School Districts:** Schools were open Thursday with restrictions to outdoor activities but will be closed Friday.
- **Elverta Joint Elementary School District:** All schools will be closed Friday.
- **Center Joint Unified:** All schools will be closed Friday.
- **Dry Creek Joint Elementary School District:** After originally projecting they would remain open through the week, schools will be closed Friday.
- **Arcohe School District:** Schools were open Thursday with restrictions to outdoor activities but will be closed Friday.
- **River Delta Unified:** All schools will be closed Friday.
- **Robla School District:** All schools will be closed Friday.
- **Jesuit High School:** The school was closed Wednesday and Thursday and will be closed Friday.

## Your All Access subscription is waiting!

Enjoy 92% off your first month of digital access when you finish signing up today.

SUBSCRIBE NOW

#READLOCAL

## Placer County K-12

- **Roseville Joint Union High School District:** All schools were open Thursday with restrictions to outdoor activities and will be closed Friday.
- **Roseville City School District:** All schools will be closed Friday.
- **Western Placer Unified:** All schools will be closed Friday.
- **Rocklin Unified:** All schools will be closed Friday.
- **Eureka Union:** All schools will be closed Friday.
- **Auburn Union:** All schools will be closed Friday.

## Yolo County K-12

- **Washington Unified:** Schools were open on Thursday with restrictions to outdoor activities but will be closed Friday.
- **Woodland Joint Unified:** Schools were open Thursday with restrictions to outdoor activities but will be closed Friday.
- **Davis Joint Unified:** Schools were open Thursday with restrictions to outdoor activities but will be closed Friday.
- **Winters Joint Unified:** Schools were open Thursday with restrictions to outdoor activities but will be closed Friday.
- **Esparto Unified:** Schools were open Thursday with restrictions to outdoor activities but will be closed Friday.

## El Dorado County K-12

- **El Dorado Union:** Schools will remain open Friday with restrictions to outdoor activities.

## Sacramento-area colleges and universities

- **Los Rios Community College District:** All four Los Rios campuses — Sacramento City College, Folsom Lake College, American River College and Cosumnes River College — and the district office are closed through Sunday. All classes are canceled.
- **Sierra College:** Sierra College campus locations, except Tahoe-Truckee, were closed Thursday with all classes canceled, and will remain closed until Sunday evening.
- **Sacramento State:** The main and downtown campuses were closed Thursday and will remain closed Friday, with all classes canceled.
- **UC Davis:** All Davis and Sacramento campuses were closed Thursday and will be closed Friday, with all classes canceled. Only “essential staff” are required to report to work.
- **University of the Pacific:** The Sacramento and Stockton campuses were closed as of noon Thursday and will remain closed Friday, except for essential services including campus health centers. All classes are canceled both days.

Elk Grove Unified has about 63,000 students, according to the Sacramento County Office of Education website. Folsom Cordova has more than 20,000.

Sacramento City Unified, Natomas Unified, Elk Grove Unified and San Juan Unified have said in official statements that they were complying

By continuing to use this site, you give your consent to our use of cookies for analytics, personalization and ads. [Read more](#)



Air quality readings in the region monitored by [Spare the Air](#) show Wednesday's conditions reached a high of 253 AQI, considered "very unhealthy," in parts of Sacramento. Spare the Air says conditions remained in the unhealthy or very unhealthy range as of 7 a.m. Thursday, and were worst in Elk Grove, Arden Arcade and downtown Sacramento.

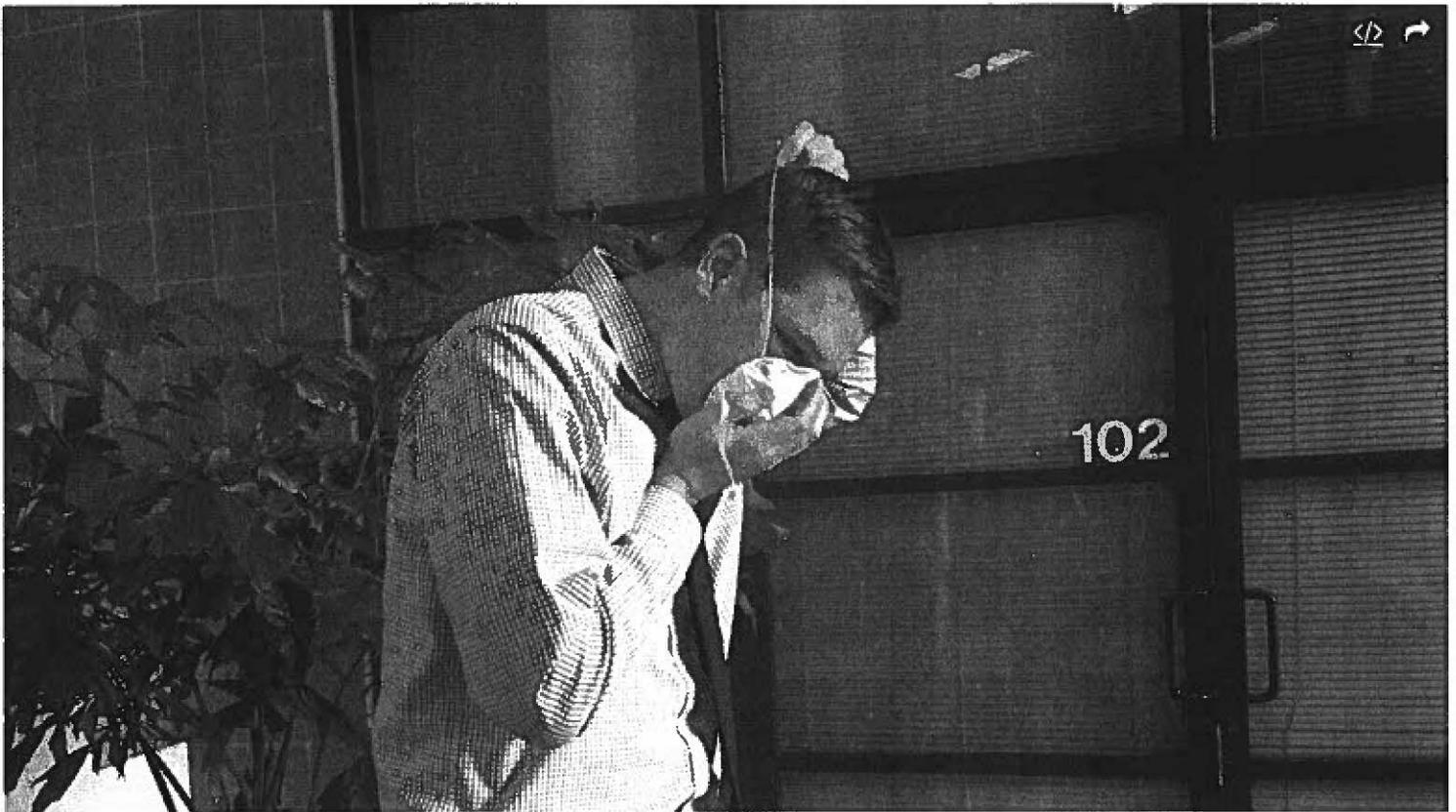
For many families, cancellation of school creates child care problems, especially on short notice.

"We understand that many of our families count on us to provide students with a safe and supervised environment to go to during the day," Sacramento City Unified said in a news release announcing schools would remain open Thursday.

After deciding to close schools Friday, the district apologized for the inconvenience to families in a statement, but maintained that the potential health risks posed by air quality outweighed other factors.

All K-12 public schools in the region are on Thanksgiving break after Friday, resuming classes Nov. 26. Colleges and universities in the area are closed Thanksgiving Day and Nov. 23 for the holiday.

In addition to schools, Folsom closed its zoo, the Steve Miklos Aquatic Center and a skate park, according to a news release by the city.



If used correctly, N95 respirators can help filter air to make it safer to breathe. These can be helpful when air conditions are poor due to wildfire smoke.

By [Alyssa Hodenfield](#)

## RELATED STORIES FROM SACRAMENTO BEE

FIRES

**Are those smoke masks safe? Handouts end in Sacramento area as city and county argue**

NOVEMBER 15, 2018 01:29 PM

HEALTH-AND-MEDICINE

**Sacramento's free respirator masks can't protect you if you don't know this**

NOVEMBER 15, 2018 12:00 AM

**CENTER JOINT UNIFIED SCHOOL DISTRICT  
FACILITIES PLANNING & INFORMATION**

1. Welcome/Introductions
2. General Overview of Caldwell Flores Winter's Process
3. Educational Specifications - Suburban/Urban
4. 21st Century Schools
5. School Academy Concepts