

Mendocino Unified School District



Agenda

Regular Board Meeting

THURSDAY, OCTOBER 19, 2023

**MENDOCINO K8 SCHOOL
4261 LITTLE LAKE ROAD
MENDOCINO, CA 95460**

4:00 P.M. CLOSED SESSION – VIA TELECONFERENCE

(Closed Session Public Hearing – link on page 2)

**5:00 P.M. OPEN SESSION – IN PERSON at MENDOCINO K-8 SCHOOL
& VIA TELECONFERENCE**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81882660507?pwd=RzYyOEZtcTFiQnNLZUNvV2dneDY3UT09>

Passcode: 559754

Dial by your location +1 669 900 9128 US (San Jose)

Webinar ID: 818 8266 0507 Passcode: 559754

Please “mute” your device during the meeting.

MUSD is not available for technical support for remote meetings.

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <https://www.mendocinoused.org/District/3051-Untitled.html>. In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

MENDOCINO UNIFIED SCHOOL DISTRICT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

1. 4:00 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call
- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

2. PUBLIC HEARING FOR CLOSED SESSION

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

Join Zoom Meeting

<https://us02web.zoom.us/j/88159142322?pwd=cXFsUEhaNUhuaXhHcXBzMIJUOXBLZz09>

Meeting ID: 881 5914 2322 Passcode: 481470

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 881 5914 2322 Passcode: 481470

3. CLOSED SESSION

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962.

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees
- 3.2. Employment/Personnel Changes
- 3.3. Employee Discipline/Dismissal/Release

4. 5:00 P.M. OPEN SESSION

- 4.1. Call to order and roll call
- 4.2. Closed session disclosure
Any reportable action taken during closed session will be disclosed at this time.
- 4.3. Approval of agenda
Items to be removed from the agenda or changes to the agenda should be done at this time.

5. PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN CEMUS AND MUSD

Both the Classified Employees of Mendocino Unified School District (CEMUS) and the District will present their openers for the negotiation of the CMEUS contract for the 2023-24 school year.

6. PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN MTA AND MUSD

Both the Certificated Employees of Mendocino Unified School District (MTA) and the District will present their openers for the negotiation of the MTA contract for the 2023-24 school year.

7. CONSENT AGENDA

Items on the consent agenda are passed in one motion without discussion. Any item may be pulled from the consent agenda by any member of the Board and moved to action when approving the agenda. (action)

- 7.1. Approval of Warrants
7.1.1. 9/14/23, 9/21/23, 9/28/23, 10/5/23

- 7.2. Approval of Minutes
 - 7.2.1. Board Meeting Minutes: 9/14/23, 10/4/23
- 7.3. Approval of Employment/Personnel Changes
 - 7.3.1. Hire, Classified Employee, 8 hrs/day, 12 mos, effective 9/18/23
 - 7.3.2. Hire, Classified Coach, Stipend Position, effective 8/28/23
 - 7.3.3. Hire, Classified Coach, Stipend Position, effective 8/28/23
- 7.4. Approval of the Current Budget Change Report
- 7.5. Approval of 2023-24 Attendance Report – Month 1
- 7.6. Approval of Student Body Reports – September 2023
- 7.7. Acknowledgement of correspondence from MCOE regarding the approval of the 2023-24 Budget and LCAP
- 7.8. Approval of Engineering Service Agreement for Materials T&I Services between MUSD and LACO
- 7.9. Approval of Grant Donation Opportunities for 2023-24
 - 7.9.1. Save the Redwoods League – Woodlands School Trip - \$6,000
 - 7.9.2. Save the Redwoods League – Steelhead Trout Release Field Trip - \$500
- 7.10. Acknowledgement of donation to Mendocino High School PE Program of the following items by Ms. Jeanie Dobbins of Mendocino, CA
 - 7.10.1. Bowflex weight bench - \$250 value
 - 7.10.2. Bowflex weight set (no bench) - \$600 value
 - 7.10.3. Elliptical machine - \$ 3,000 value
 - 7.10.4. LifeFitness Home Gym tower - \$9,188 value
- 7.11. Approval of Williams Settlement Quarterly Uniform Complaint Report for School Year 2023-24 – Quarter 1
- 7.12. Approval of the MUSD Emergency Operations Plan of 2023-24
- 7.13. Approval of Certificated Seniority List
- 7.14. Approval of Classified Seniority List

8. REPORTS

- 8.1. Student Trustee – Knute Kvinsland
- 8.2. Administrative
 - 8.2.1. Principal – Kim Humrichouse
 - 8.2.2. Superintendent – Jason Morse
- 8.3. Bargaining Units
 - 8.3.1. Mendocino Teachers Association (MTA)
 - 8.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

8.4. Board Trustee Reports

9. TIMED ITEM 5:30 P.M. - PARENT/COMMUNITY COMMENT

Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda. In addition, in order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

10. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

10.1. Modernization and Construction Management Update

Construction Manager, Donald Alameida, will provide an update on the Phase I and Phase II Modernization of Mendocino High School. (information)

10.2. MUSD Deferred Maintenance Plan

Maintenance Supervisor, Paulo Andrade, will provide an update on the Deferred Maintenance Plan (action)

10.3. MCN Listserve

The Board will discuss the future of the MCN listserves (action)

10.4. Consideration of Reduced Workload Program for 2023-24

As per the negotiated MTA Contract, the District must declare by November 15th of each year whether certificated employees will be offered the reduced workload retirement option of the following year (action)

10.5. Approval/Authorization of Certificated Teaching Assignments

10.5.1. Approval of 7th Grade Math Teacher to be assigned to teach math under a Limited Assignment Option under Education Code 44256(b) which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required. (action)

10.5.2. Approval of 8th Grade Math Teacher to be assigned to teach math under a Limited Assignment Option under Education Code 44256(b) which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required. (action)

10.5.3. Approval of 7/8 Grade ELA Teacher to be assigned to teach English Language Arts under a Limited Assignment Option under Education Code 44256(b) which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required. (action)

10.5.4. Approval of 6-8 Grade Spanish Teacher to be assigned to teach a Spanish Elective under a Limited Assignment Option under Education Code 44256(b)

which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required. (action)

- 10.5.5. Approval of 5-8 Grade Dance/Performance Teacher to be assigned to teach a Dance/Performance Elective under a Limited Assignment Option under Education Code 44256(b) which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required. (action)

- 10.6. Board Policies, Bylaws and Administrative Regulations (for information only)
 - 10.6.1. BP 3315: Relations with Vendors (business/noninstructional operations)
 - 10.6.2. BP/AR 3550: Food Service/Child Nutrition Program (business/noninstructional operations)
 - 10.6.3. BP/AR 3553: Free and Reduced-Price Meals (business/noninstructional operations)
 - 10.6.4. BP 4134: Acceptance of Gifts by Employees (personnel)

11. FUTURE AGENDA ITEMS

CAASPP, AE Week Trips, Inter-district Transfer Report, MCN 1st Quarter Report,

12. ADJOURNMENT

The next regular Board meeting is scheduled for **November 16, 2023 at Albion School.**

Payment Id	Comment	Check Amt	Status	Cleared	36.47
Check # 766663	01	FREDERICK, AIMEE J (001541 - Emp)	01-0794-0-4300-220-1110-1000-0000	Cleared	36.47
EP24-00027	Classroom Supplies				
Check # 766664	01	GOLD, NICOLE (001550 - Emp)	01-0794-0-4300-220-1110-1000-0000	Cleared	12.95
EP24-00028	Coffee for Parent Meeting				
Check # 766665	01	HAHN, TOBIN C (000085 - Emp)	01-0794-0-4300-220-1110-1000-0000	Cleared	133.58
EP24-00026	HS Cleaning Supplies				
Check # 766666	01	KATZ, EVA B (001511 - Emp)	01-0000-0-4300-150-0000-8200-0000	Cleared	25.00
EP24-00025	TB Test				
Check # 766667	01	PRICE, WILLIAM (000283 - Emp)	01-0000-0-5812-220-1110-4200-0000	Cleared	29.54
EP24-00023	Postage Reimbursement				
Check # 766668	01	ACCREDITING COMMISSION FOR SCH (ACCRED/1)	01-0000-0-5904-001-0000-7200-0000	Printed	1,190.00
1320383	Membership Fee 2023-2024				
Check # 766669	01	ASCAP (0ASCAP/2)	01-0000-0-5300-150-0000-2700-1076	Cleared	390.00
DP24-00032	Annual License Fee KAKX				
Check # 766670	21	CALIFORNIA DEPT OF ED (CALDEP/1)	01-0795-0-5800-150-3800-1000-8167	Cleared	8,642.44
C-070446	Review HS Plans				
Check # 766671	01	CARDIO PARTNERS (CARDIO/1)	21-9012-0-5800-150-0000-8500-9914	Cleared	10,629.35
INV3256501	7 AEDs				
Check # 766672	01	COMMUNITY CENTER OF MENDOCINO (COMMUN/1)	01-9640-0-4400-150-0000-2700-0000	Cleared	7,280.00
1026	ELOP Services per MOU				
Check # 766673	01	EYEP SOLUTIONS (EYEPSO/1)	01-2600-0-5800-220-1110-4900-8342	Cleared	48,000.00
23-244	Installation/Training				
23-459	Service-Installation/Training				
Check # 766674	01	FEINER, DONNA (DFEINE/1)	01-3212-0-9500- - - - -	Cleared	29,000.00
AUGUST 2023	Water Testing, Treatment				
Check # 766675	01	FRANCOTYP-POSTALIA, INC. (FPMAIL/1)	01-8150-0-5800-150-0000-8110-2096	Cleared	5,253.60
RH05900724	Ink Cartridges for Postage Meter				
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/14/2023, Ending Check Date = 9/14/2023, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)				

Payment Id	Comment	Check Amt	Status	364.53	GALLERY BOOKSHOP (GALLERY/1)	206.69
Check # 766676	01		Cleared			
10765137	Textbooks			01-6300-0-4100-150-1110-1000-0000		206.69
10765759	Textbooks			01-6300-0-4100-150-3300-1000-0000		157.84
Check # 766677	01		Cleared	675.00	HALLIE DAVRILL (HDAVRU/1)	
MUSD7-923	SPEd Services					
Check # 766678	01		Cleared	114.34	HARE CREEK NURSERY & POWER (HARECR/1)	270.00
						405.00
715888	Groundskeeping Supplies					114.34
Check # 766679	15		Cleared	12,082.10	HI STAR ELECTRIC LLC (HISTAR/1)	
520	Electric Bus Setup					12,082.10
Check # 766680	13		Cleared	436.87	HOPPER DAIRY (HOPPER/1)	
67311311	Dairy for Cafeteria					213.59
67700068	Dairy for Cafeteria					223.28
Check # 766681	63		Cleared	169.65	IKANODSL (IKANOD/1)	
SEPT 2023	DSL Service					169.65
Check # 766682	01		Cleared	400.00	IXL LEARNING (IXLLEA/1)	
S477152	25 Math Licenses					400.00
Check # 766683	63		Cleared	112.50	LEVEL UP OFFICE PRO (LEVELU/1)	
1103	Consulting					112.50
Check # 766684	13		Cleared	296.00	MENDOCINO COAST PRODUCE (MCOPRO/2)	
30828	Produce for Cafeteria					296.00
Check # 766685	01		Printed	3,041.24	MENDOCINO GARDEN SHOP (MEGARD/1)	
4164B-4172B-4163B	Horticulture Supplies					3,041.24
Check # 766686	63		Cleared	50.00	MITOTEC (MITOTE/1)	
IN150816	Services					50.00
Check # 766687	01		Cleared	1,308.32	OFFICE DEPOT (OFFICD/2)	
324356420001	Office Supplies					206.44
326901052001	Classroom Supplies					399.32
326929992001	Classroom Supplies					390.94
326929994001	Classroom Supplies					87.69
326929996001	Classroom Supplies					165.76
327622023001	Classroom Supplies					58.17
Check # 766688	21		Cleared	3,000.00	PHILIP MORTON INSPECTION (PHILIP/1)	
AUGUST 2023	High School Modernization Phase 1					3,000.00
Check # 766689	01		Cleared	98.00	POSTMASTER - COMPTCHE (POSTCO/1)	

Payment Id	Check #	Check Amt	Status	Cleared	98.00	Comment
	DP24-00033	PO Box 144, Annual Fee	01	Cleared	98.00	POSTMASTER - COMPTCHE (POSTCO/1) - continued
	Check # 766690	Check Amt	01	Cleared	98.00	U.S. POSTAL SERVICE (POSTME/2)
	DP24-00034	PO BOX 1154	01	Cleared	98.00	Roundman's (ROUND/1)
	Check # 766691	Check Amt	13	Cleared	479.20	13-5310-0-4700-001-0000-3700-0000
	33174	Grass Fed Beef	01	Cleared	1,697.00	ROYALE MANAGEMENT GROUP LLC (ROYALE/1)
	Check # 766692	Check Amt	01	Cleared	1,697.00	01-0795-0-5800-220-1110-1000-0000
	2062	Big Air BMX Show	01	Cleared	100,389.50	SISC MEDICAL (SISCME/1)
	Check # 766693	Check Amt	01	Cleared	100,389.50	01- - -9514- - -
	SEPTEMBER 23-24	Medical Insurance	01	Cleared	219.78	SOLID WASTE OF WILLITS INC (SOLIDW/1)
	Check # 766694	Check Amt	01	Cleared	219.78	12-6105-0-5540-222-7110-8200-0000
	05-229943-1AUGUST 23	Waste Disposal at Greenwood	01	Cleared	83.78	01-0000-0-5540-001-0000-8200-0000
	33-41147-6 AUG 2023	Dump Fees	01	Cleared	136.00	SPORT & CYCLE TEAM ATHLETICS (SPORT&/1)
	Check # 766695	Check Amt	01	Cleared	1,420.30	01-0000-0-4300-150-1110-4200-0000
	226840-226841-226842	Athletics Supplies	63	Cleared	12,265.20	STREAKWAVE (STREAK/1)
	Check # 766696	Check Amt	63	Cleared	12,265.20	63-0000-0-4300-001-0000-6000-0000
	SI-1079803	Supplies PO23-0232	63	Cleared	174.40	63-0000-0-4300-001-0000-6000-0000
	SI5002593	Supplies, PO23-00264	63	Cleared	19.55	63-0000-0-4300-001-0000-6000-0000
	SI5003352	Supplies, PO23-00264	63	Cleared	509.23	63-0000-0-4300-001-0000-6000-0000
	SI5013204	Supplies	63	Cleared	405.46	63-0000-0-4300-001-0000-6000-0000
	SI5013477	Supplies, MCN Req #1573	63	Cleared	30.47	63-0000-0-4300-001-0000-6000-0000
	SI5013526	Supplies, MCN Req#1572	63	Cleared	2,579.51	63-0000-0-4300-001-0000-6000-0000
	SI5014861	Supplies, MCN Req#1577	63	Cleared	196.22	63-0000-0-4300-001-0000-6000-0000
	SI5015325	Supplies, MCN Req# 1579	63	Cleared	5,089.17	63-0000-0-4300-001-0000-6000-0000
	Check # 766697	Check Amt	63	Cleared	2,742.08	63-0000-0-4300-001-0000-6000-0000
	537734	Phone Services	63	Cleared	2,742.08	63-0000-0-5903-001-0000-6000-0000
	Check # 766698	Check Amt	01	Cleared	500.00	TONK'S TREE SERVICE (TONKST/1)
	DP24-00030	Remove Fallen Tree	01	Cleared	500.00	01-8150-0-5800-150-0000-8110-0000
	Check # 766699	Check Amt	01	Cleared	1,431.00	TYLER GRINBERG (TGRINB/1)
	DP24-00035	CPR, Narcan, First Aid Training	01	Cleared	1,431.00	01-0000-0-5200-001-1110-1000-0000
	Check # 766700	Check Amt	63	Cleared	3,700.76	US BANK CORPORATE PAYMENT SYS (USBANK/2)
	0617889-IN	Specialized Services	63	Cleared	19.05	63-0000-0-5811-001-0000-6000-0000
	10001248031011	Quickbooks Subscription	63	Cleared	100.00	63-0000-0-5800-001-0000-6000-0000

Payment Id	Comment	Check Amt	Status	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued	
Check # 766700	63	3,700.76				
1045010830	Netonix Supplies			63-0000-0-4300-001-0000-6000-0000	501.70	
13521	Telephone Services			63-0000-0-4300-001-0000-6000-0000	37.79	
1EL97398XK356615H	Specialized Services			63-0000-0-5903-001-0000-6000-0000	412.51	
2394807760	Verizon			63-0000-0-5800-001-0000-6000-0000	38.00	
3249653	Verizon, Cell Phone Rob			63-0000-0-5902-001-0000-6000-0000	1,059.52	
462935104	Specialized Services			63-0000-0-5902-001-0000-6000-0000	377.55	
I-154901	OpenVPN Yearly Subscription			63-0000-0-5800-001-0000-6000-0000	352.43	
Check # 766701	13	889.81			840.00	
4021644	Cafeteria Food and Snack			13-5310-0-4700-001-0000-3700-0000	889.81	
Check # 766702	01	133.55				
9612309960	Cell Phone, Superintendent			01-0000-0-5902-001-0000-7150-0000	133.55	
Check # 766703	01	1,310.40				
0463680-IN	Urinal Supplies			01-0000-0-4300-001-0000-8200-0000	1,310.40	
Check # 766704	63	13.50				
20230831 MCN	Drinking Water			63-0000-0-5500-001-0000-6000-0000	13.50	
Check # 766705	01	927.69				
913022	Maintenance Supplies			01-8150-0-4300-001-0000-8110-0000	927.69	
* Break in sequence						
Check # VCH-00000169	01	87.77				
EP24-00024	Cloverdale Mileage AD Meeting			01-0000-0-5200-150-1110-4200-0000	87.77	
Check # VCH-00000170	01	131.28				
EP24-00029	3rd Grade Recess Equipment			01-0795-0-4300-220-1110-1000-0000	131.28	
Check # VCH-00000171	01	173.69				
INVSAC10201	Bus 15 Repair Parts			01-0740-0-4365-001-0000-3600-0000	173.69	
Check # VCH-00000172	68	4,358.46				
DP24-00031	Dental and Vision Claims, 9/3/23			68-0000-0-5800-000-0000-6000-0000	4,169.46	
Check # VCH-00000173	63	1,623.78				
WUSTC23INV13437	Supplies			63-0000-0-4300-001-0000-6000-0000	1,623.78	
Number of Items	48	237,389.27	Totals for Register 000283			

2024 FUND-OBJ Expense Summary / Register 000283

01-4100 364.53

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/14/2023, Ending Check Date = 9/14/2023, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

2024 FUND-OBJ Expense Summary / Register 000283 (continued)

01-4300	8,597.21	
01-4365	173.69	
01-4400	10,629.35	
01-5200	1,518.77	
01-5300	1,190.00	
01-5540	136.00	
01-5600	196.00	
01-5800	15,060.00	
01-5812	25.00	
01-5902	133.55	
01-5904	29.54	
01-9110*		186,443.14-
01-9500	48,000.00	
01-9514	100,389.50	
Totals for Fund 01	186,443.14	186,443.14-
12-5540	83.78	
12-9110*		83.78-
Totals for Fund 12	83.78	83.78-
13-4700	2,101.88	
13-9110*		2,101.88-
Totals for Fund 13	2,101.88	2,101.88-
15-5800	12,082.10	
15-9110*		12,082.10-
Totals for Fund 15	12,082.10	12,082.10-
21-5800	8,642.44	
21-6200	3,000.00	
21-9110*		11,642.44-
Totals for Fund 21	11,642.44	11,642.44-
63-4300	15,037.68	
63-5300	840.00	
63-5500	13.50	
63-5800	652.93	
63-5811	19.05	

2024 FUND-OBJ Expense Summary / Register 000283 (continued)

63-5902	1,437.07	
63-5903	3,324.24	
63-9110*		20,677.47-
63-9550*		647.00-
Totals for Fund 63	21,324.47	21,324.47-
68-5800	4,169.46	
68-9110*		4,169.46-
Totals for Fund 68	4,169.46	4,169.46-
69-5800	189.00	
69-9110*		189.00-
Totals for Fund 69	189.00	189.00-
Totals for Register 000283	238,036.27	238,036.27-

* denotes System Generated entry

Net change to Cash 9110 237,389.27- Credit

Payment Id	Check #	Check Amt	Status	Cleared	Comment
	63	10.00	10.00	10.00	MITCH SPRAGUE (MITCH SPRAG - Payee)
DP24-00036	63	10.00	10.00	10.00	Notary Reimbursement
	01	581.10	581.10	581.10	FRIES, SARA L (001501 - Emp)
EP23-00012	01	581.10	581.10	581.10	Summer School Supplies
	63	504.34	504.34	504.34	GRIFFEN, MATTHEW R (001535 - Emp)
EP24-00030	63	127.07	127.07	127.07	Dispatch Mileage 7/3 - 7/12
EP24-00031	63	109.38	109.38	109.38	Dispatch Mileage 7/13 - 7/25
EP24-00032	63	64.19	64.19	64.19	Dispatch Mileage 7/26 - 7/31
EP24-00033	63	95.63	95.63	95.63	Dispatch Mileage 8/1 - 8/15
EP24-00034	63	108.07	108.07	108.07	Dispatch Mileage 8/16 - 8/31
	01	15.36	15.36	15.36	MARTIN, AMANDA M (000130 - Emp)
EP24-00040	01	15.36	15.36	15.36	Classroom Supplies
	63	30.00	30.00	30.00	SHAW, NORMAN E (001597 - Emp)
EP24-00036	63	30.00	30.00	30.00	Fingerprinting
	63	60.30	60.30	60.30	SQUIRE, CRANS S (001596 - Emp)
EP24-00038	63	30.30	30.30	30.30	TB Test, Fingerprinting
	63	30.00	30.00	30.00	AT&T (00AT&T/2)
Check # 767171	63	110.88	110.88	110.88	AT&T (00AT&T/2)
70793740496539SEPT23	21	9,000.00	9,000.00	9,000.00	Telephone Services
Check # 767172	21	9,000.00	9,000.00	9,000.00	CLM Inspection Services (CLMINS/1)
001	01	5,823.66	5,823.66	5,823.66	HS Inspection Services
Check # 767173	01	5,823.66	5,823.66	5,823.66	CUMMINS PACIFIC LLC (CUMMIN/2)
Y7-7104	01	1,461.70	1,461.70	1,461.70	Bus #15 Repair
Check # 767174	01	4,361.96	4,361.96	4,361.96	DELL MARKETING LP (DELLMA/2)
10696179469	01	322.29	322.29	322.29	Computer Supplies for James, Monitor for Marci
10696632639	01	198.30	198.30	198.30	Computers for Tiffany and Amanda
Check # 767175	01	1,708.62	1,708.62	1,708.62	DISCOUNT SCHOOL SUPPLY (DISCOU/1)
P42443230101	12	161.88	161.88	161.88	Classroom Supplies
Check # 767176	12	212.85	212.85	212.85	ELK CO. WATER DISTRICT (ELKCOW/1)
23781	01	889.34	889.34	889.34	Water Monitoring, Greenwood
Check # 767177	01	119.40	119.40	119.40	FERRELL GAS (FERREL/1)
1123872568	01	119.40	119.40	119.40	Heating Fuel

ReqPay04b

Check Register with Accounts

Register 000284 - 09/21/2023

Bank Account COUNTY - AP Checks

Payment Id	Check #	Check Amt	Status	Cleared	Comment	FERRELL GAS (FERREL/1) - continued	
	767177	889.34	01	Cleared			
	1123967292				Heating Fuel, Multiple Sites + Propane for Bus	01-0740-0-4361-001-0000-3600-0000	92.87
	1124122473				Heating Fuel, Multiple Sites + Propane for Bus	01-0740-0-4361-001-0000-3600-0000	69.42
	1124213651				Heating Fuel, Multiple Sites + Propane for Bus	01-0740-0-4361-001-0000-3600-0000	86.81
	1124233926				Heating Fuel, Multiple Sites + Propane for Bus	01-0740-0-4361-001-0000-3600-0000	103.41
	2033801008				Heating Fuel, Multiple Sites + Propane for Bus	01-0740-0-4361-001-0000-3600-0000	101.83
	2033854708				Heating Fuel, Multiple Sites + Propane for Bus	01-0740-0-4361-001-0000-3600-0000	315.60
	767178	1,493.29	01	Cleared			
	ACC 2114505 AUG 2023				Open PO for Classified Advertising	01-0000-0-5811-001-0000-7200-0000	1,493.29
	767179	174.72	01	Cleared			
	ACC 2115235 AUG 2023				Open PO for Classified Advertising	01-0000-0-5811-001-0000-7200-0000	174.72
	767180	2,103.70	40	Cleared			
	DP24-00038				Water Project Bids Advertising	40-9022-0-6170-001-0000-8500-0000	2,103.70
	767181	2,389.11	01	Cleared			
	380-0029319				Recycled Water Project	01-9019-0-6170-001-0000-8500-0000	2,389.11
	767182	1,935.00	01	Cleared			
	79307				Keys and Lock Work	21-9012-0-5800-150-0000-8500-9914	346.00
	79425				7 Restricted Keys	01-8150-0-4300-150-0000-8110-0000	189.00
	79449				K8 Gym, Lock Work	01-8150-0-5800-220-0000-8110-0000	1,400.00
	767183	486.51	01	Cleared			
	717498				Groundskeeping Supplies	01-0000-0-4300-001-0000-8110-0000	486.51
	767184	300.00	63	Cleared			
	8775A				Advertising on MTA	63-0000-0-5811-001-0000-6000-0000	300.00
	767185	169.95	63	Cleared			
	17021653				DSL Service	63-0000-0-5903-001-0000-6000-0000	169.95
	767186	269.00	63	Cleared			
	1				Electrical Work	63-0000-0-5800-001-0000-6000-0000	269.00
	767187	284,368.44	21	Cleared			
	APP 1 PHASE 2				Phase 1 High School Construction	21-9012-0-6200-150-0000-8500-9914	284,368.44
	767188	141.61	01	Cleared			
	INV43381				Math Textbooks	01-0794-0-4100-220-1110-1000-0000	53.94
	INV43728				Math Textbooks	01-0794-0-4100-220-1110-1000-0000	87.67
	767189	326.95	01	Cleared			
	4097944				Maintenance Supplies	01-8150-0-4300-220-0000-8110-0000	242.16
						12-6105-0-4300-222-0000-8110-0000	84.79

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/21/2023, Ending Check Date = 9/21/2023, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Payment Id	Check #	Check Amt	Status	Cleared	Comment	210.00	210.00
	1538	Legal Services, HS Boundary Issue	01	Cleared	MOMSEN LAW OFFICES (MOMSEN/2)		210.00
	1538	OFFICE DEPOT (OFFICD/2)	01	Cleared	01-0000-0-5802-001-0000-7200-9915		210.00
	325847190001	Office Supplies	01	Cleared	01-0794-0-4300-220-0000-2700-0000		77.35
	326929992002	Classroom Supplies	01	Cleared	01-0794-0-4300-220-1110-1000-0000		61.73
	327116790001	Classroom Supplies	01	Cleared	01-0794-0-4300-220-1110-1000-0000		354.01
	329841949001	Dry Erase Markers and Pens	01	Cleared	01-0794-0-4300-150-1110-1000-0000		53.92
	329841950001	Dry Erase Markers and Pens	01	Cleared	01-0794-0-4300-150-1110-1000-0000		20.28
	330226658001	Classroom Supplies	01	Cleared	01-0794-0-4300-150-1110-1000-0000		22.01
	330226658002	Classroom Supplies	01	Cleared	01-0794-0-4300-150-1110-1000-0000		61.37
	330235602001	Classroom Supplies	01	Cleared	01-0794-0-4300-150-1110-1000-0000		367.87
	330235604001	Classroom Supplies	01	Cleared	01-0794-0-4300-150-1110-1000-0000		65.18
	330235605001	Classroom Supplies	01	Cleared	01-0794-0-4300-150-1110-1000-0000		64.09
	330422635001	Office Supplies	01	Cleared	01-0794-0-4300-150-0000-2700-0000		1.96
	330422636001	Office Supplies	01	Cleared	01-0794-0-4300-150-0000-2700-0000		11.32
	330943882001	Classroom Supplies	01	Cleared	01-0794-0-4300-150-1110-1000-0000		77.35
	330943884001	Classroom Supplies	01	Cleared	01-0794-0-4300-150-1110-1000-0000		42.06
	331121394001	Binders for Culinary Class	01	Cleared	01-0794-0-4300-150-3800-1000-8171		21.70
	0483535710-6AUG2023	Electricity for District	01	Cleared	PG&E (00PG&E/1)	205.57	205.57
	51533	BID Water Supply and Storage Project	40	Cleared	SONOMA MEDIA INVESTMENTS LLC (PRESSD/2)	391.00	391.00
	0052337-IN PUMPOUT	Diesel and Regular Fuel for Vehicles and Heating	01	Cleared	NICK BARBIERI TRUCKING, LLC (RWCOAS/2)	5,624.18	5,624.18
	0055791-IN	Diesel and Regular Fuel for Vehicles and Heating	01	Cleared	01-1100-0-5520-220-0000-8200-0000		2,475.68-
	2Q22023	Fire Department Reimbursement 2Q2023	01	Cleared	01-0740-0-4361-001-0000-3600-0000		10,200.62
	175291773U039	Garbage Collection	01	Cleared	REDWOOD WASTE SOLUTIONS INC (RWWAST/1)	3,982.38	3,982.38
	175292446U039	Garbage Collection	01	Cleared	01-0000-0-5540-246-0000-8200-0000		121.49
	175292447U039	Garbage Collection	01	Cleared	01-0000-0-5540-150-0000-8200-0000		1,203.33
	175292448U039	Garbage Collection	01	Cleared	01-0000-0-5540-150-0000-8200-0000		433.14
	175292449U039	Garbage Collection	01	Cleared	01-0000-0-5540-220-0000-8200-0000		1,791.28
	3140 AUGUST 2023	Maintenance Auto Repair Parts	01	Cleared	RHOADS AUTO PARTS INC. (RHOADS/1)	663.86	663.86
	678363	Fingerprinting	01	Cleared	CA DEPT OF JUSTICE (STOFCZ/1)	96.00	96.00
	678363	T&T TOWING	01	Cleared	T&T TOWING (T&TTOW/1)	891.00	891.00

Payment Id	Comment	Check Amt	Status	Cleared	T&T TOWING (T&TTOW/1) - continued	891.00
Check # 767198	01 Towing Services				01-0740-0-5800-001-0000-3600-0000	891.00
1933						
Check # 767199	01 Classroom Supplies				TEACH TCI (TEACHT/1)	540.78
INV112642					01-0794-0-4100-220-1110-1000-0000	540.78
Check # 767200	63 Phone Services				TPX COMMUNICATIONS (TPXCOM/1)	3,437.78
174077982-0					63-0000-0-5903-001-0000-6000-0000	3,437.78
Check # 767201	01 US BANK CORPORATE PAYMENT SYS (USBANK/2)				6,703.24	6,703.24
112-0393087	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	19.40
112-0563218-6816245	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	787.22
112-0838784	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	12.92
112-1191666-2775462	Office Supplies				01-0794-0-4300-220-0000-2700-0000	344.65
112-1523731-9257025	Glue and Markers				01-0794-0-4300-220-1110-1000-0000	24.64
112-2597106-9720212	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	14.00
112-2835987-4188228	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	11.42
112-3362642-2264207	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	78.94
112-3362642-2264207B	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	266.09
112-3688647-0171439	Open PO for Maintenance Items				01-8150-0-4300-220-0000-8110-0000	1,067.79
112-4766545-1014658	Pens, Calendar				01-0794-0-4300-220-1110-1000-0000	17.21
112-4887675-9642623	Toner Cartridge				01-0794-0-4300-220-1110-1000-0000	194.06
112-4988065-6117060	Glue and Markers				01-0794-0-4300-220-1110-1000-0000	8.60
112-5536089-4057036	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	10.78
112-583-7242-0621829	Radio Program Supplies				01-0001-0-4300-150-3800-1000-0015	26.40
112-5971931-2334668	Classroom Supplies				01-0794-0-4300-150-3800-1000-8167	18.25
112-6123576-1429829	Cables, Adapters				01-0794-0-4300-220-1110-1000-0000	423.77
112-6185011-9233868	Classroom Supplies				01-0000-0-4300-001-0000-2420-9015	119.22
112-6187430-9519439	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	393.99
112-6362565-5270600	Pens, Calendar				01-0794-0-4300-220-1110-1000-0000	13.76
112-6866675-2929822	Equipment for HS Network				01-0794-0-4300-220-1110-1000-0000	26.91
112-6866675-2929822B	Equipment for HS Network				01-0000-0-4300-150-0000-2420-9015	182.27
112-7082168-3133845	Classroom Supplies				01-0000-0-4300-150-0000-2420-9015	959.98
112-8339805-2843428	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	7.55
112-8757400-6705011	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	31.07
112-9328287	Textbooks, Classroom Supplies				01-0794-0-4300-220-1110-1000-0000	135.84
112-9906058	Cables, Adapters				01-6300-0-4100-220-1110-1000-0000	203.03
INV213941232	Zoom Coud Recording				01-0000-0-4300-001-0000-2420-9015	1,073.88
Check # 767202	01 WHISPERING PINES WATER (WHISPE/2)				55.50	55.50
					01-0000-0-5800-001-0000-7110-0000	40.00

Payment Id	Comment	Check Amt	Status	Cleared	WHISPERING PINES WATER (WHISPE/2) - continued	
Check # 767202	01	55.50	01-0794-0-4300-150-1110-1000-0000	Printed	55.50	
20230831 HS	Drinking Water					
Check # 767203	01	498.74	01-0000-0-4300-155-0000-2700-0000	Printed	498.74	
019520569	XEROX CORPORATION (XEROXC/2)					
019634993	Copy Machine Rental					21.03
	Copy Machine Rental					145.83
	Copy Machine Rental					197.51
	Copy Machine Rental					134.37
* Break in sequence						
Check # VCH-00000174	01	35.37	01-0000-0-5200-220-0000-2700-0000	Printed	35.37	
EP24-00041	HUMRICHOUSE, KIMBERLY T (000096 - Emp)					
Check # VCH-00000175	01	91.59	01-0001-0-4300-001-0000-3130-1137	Printed	91.59	
EP24-00035	Albion and Compiche Site Visits					
EP24-00037	Student School Supplies					71.59
	Chromebook Repair Reimburse					20.00
Check # VCH-00000176	01	1,870.22	01-0001-0-8699-220-0000-0000-9011	Printed	1,870.22	
EP24-00039	YANEZ, ANNA E (001530 - Emp)					
	Travel Expenses, DE Summit					1,870.22
Check # VCH-00000177	63	1,007.37	01-9128-0-5200-150-1110-1000-1115	Printed	1,007.37	
BWUS10645611	BANDWIDTH INC. (BANDWI/1)					
Check # VCH-00000178	01	11,611.43	63-0000-0-5903-001-0000-6000-0000	Printed	11,611.43	
223513	PROMOVO LLC (PROMEVI/2)					
	Open Purchase Order for Telephone Services					1,658.75
	Chromebooks for K8 and HS					9,952.68
Check # VCH-00000179	21	42,441.63	01-0000-0-4400-150-1110-2420-1171	Printed	42,441.63	
24942	QUATTROCCHI KWOK ARCHITECTS (QUATTR/1)					
24943	MHS Bond Architectural Services					28,257.96
	Gymnasium & Tech Center Modernization					14,183.67
Check # VCH-00000180	01	3,090.50	21-9010-0-6200-150-0000-8500-9911	Printed	3,090.50	
0058986-IN	NICK BARBIERI TRUCKING, LLC (RWCOAS/2)					
	Diesel and Regular Fuel for Vehicles and Heating					3,090.50
Check # VCH-00000181	68	2,091.83	01-1100-0-5520-220-0000-8200-0000	Printed	2,091.83	
DP24-00037	REDWOOD HEALTH SERVICES (RWHEAL/1)					
	Dental Claims 9/10/23					2,091.83
Check # VCH-00000182	01	2,502.50	68-0000-0-5800-000-0000-6000-0000	Printed	2,502.50	
81957288	WAXIE SANITARY SUPPLY (009737/1)					
81957303	Custodial Supplies					2,456.08
	Custodial Supplies					46.42
Check # VCH-00000183	63	1,240.39	01-0000-0-4300-001-0000-8200-0000	Printed	1,240.39	
STDINV0227473	WINNCOMM TECHNOLOGIES (WINNCO/1)					
	Supplies					461.69
	Supplies					32.16
	Supplies					3.89
	Supplies					55.86
	Supplies					496.45

Payment Id	Check #	VCH-00000183	63	Comment	Check Amt	1,240.39	Status	Printed	WINNCOMM TECHNOLOGIES (WINNCO/1) - continued	
STDINV022737				Supplies					63-0000-0-4300-001-0000-6000-0000	26.20
									63-0000-0-4360-001-0000-6000-0000	11.95
									63-0000-0-4360-001-0000-6000-0000	226.39

Number of Items 49 Totals for Register 000284 406,093.90

2024 FUND-OBJ Expense Summary / Register 000284	
01-4100	1,756.27
01-4300	12,960.16
01-4361	8,869.80
01-4400	15,562.28
01-5200	1,905.59
01-5510	205.57
01-5520	614.82
01-5540	3,982.38
01-5600	4,642.16
01-5800	2,331.00
01-5802	210.00
01-5811	1,668.01
01-5814	96.00
01-6170	2,389.11
01-8699	20.00
01-9110*	
01-9500*	57,794.25
Totals for Fund 01	57,794.25
12-4300	84.79
12-5530	212.85
12-9110*	
Totals for Fund 12	297.64
21-5800	9,346.00
21-6200	326,810.07
21-9110*	
Totals for Fund 21	336,156.07
40-6170	2,494.70

2024 FUND-OBJ Expense Summary / Register 000284 (continued)

40-9110*		2,494.70	2,494.70-
Totals for Fund 40		2,494.70	2,494.70-
63-4300		1,016.50	
63-4360		298.09	
63-5230		504.34	
63-5520		119.40	
63-5800		269.00	
63-5802		10.00	
63-5811		300.00	
63-5812		30.30	
63-5814		60.00	
63-5903		4,725.98	
63-9110*			7,259.41-
63-9550*			74.20-
Totals for Fund 63		7,333.61	7,333.61-
68-5800		2,091.83	
68-9110*			2,091.83-
Totals for Fund 68		2,091.83	2,091.83-
Totals for Register 000284		406,168.10	406,168.10-

2023 FUND-OBJ Summary / Register 000284

01-4300		581.10	
01-9502*			581.10-
Total for Fiscal Year 2023 and Fund 01		581.10	581.10-
01-4100		1,756.27	
01-4300		12,960.16	
01-4361		8,869.80	
01-4400		15,562.28	
01-5200		1,905.59	
01-5510		205.57	
01-5520		614.82	
01-5540		3,982.38	
01-5600		4,642.16	

2024 FUND-OBJ Summary / Register 000284 (continued)

01-5800	2,331.00	
01-5802	210.00	
01-5811	1,668.01	
01-5814	96.00	
01-6170	2,389.11	
01-8699	20.00	
01-9110*		57,794.25-
01-9500*	581.10	
Totals for Fund 01	57,794.25	57,794.25-
12-4300	84.79	
12-5530	212.85	
12-9110*		297.64-
Totals for Fund 12	297.64	297.64-
21-5800	9,346.00	
21-6200	326,810.07	
21-9110*		336,156.07-
Totals for Fund 21	336,156.07	336,156.07-
40-6170	2,494.70	
40-9110*		2,494.70-
Totals for Fund 40	2,494.70	2,494.70-
63-4300	1,016.50	
63-4360	298.09	
63-5230	504.34	
63-5520	119.40	
63-5800	269.00	
63-5802	10.00	
63-5811	300.00	
63-5812	30.30	
63-5814	60.00	
63-5903	4,725.98	
63-9110*		7,259.41-
63-9550*		74.20-
Totals for Fund 63	7,333.61	7,333.61-

2024 FUND-OBJ Summary / Register 000284 (continued)

68-5800	2,091.83	
68-9110*		2,091.83-
Totals for Fund 68	2,091.83	2,091.83-
Total for Fiscal Year 2024	406,168.10	406,168.10-
Totals for Register 000284	406,749.20	406,749.20-

* denotes System Generated entry

Net change to Cash 9110 406,093.90-Credit

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Payment Id	Check #	Check Amt	Status	Cleared	Comment	30.00	72.00	249.55	26.25	50.00	1,108.51	292.50	5,532.20	4,059.59	61.82	.45	1,623.63	26.21	928.79	82.69	544.44	92.20	10.01	301.92
	01				Fingerprinting																			
DP24-00046	01				Notary Services, CHP Fingerprinting																			
EP24-00047	63				Sacramento Mileage																			
EP24-00049	01				2 Dump Runs																			
EP24-00045	01				Open P.O. Water Testing																			
3093452-MENUSD	01				Telephone Services																			
20544873					Telephone Services																			
20545212					Telephone Services																			
20545213					Telephone Services																			
4769	21				Professional Services																			
2302976-IN	01				Textbooks																			
49062 AUGUST 2023	01				Maintenance, Transportation, Cafeteria Supplies																			
49494 AUG 2023					Maintenance, Transportation, Cafeteria Supplies																			
49495 AUGUST 2023					Culinary, Board, Supplies																			

Payment Id	Comment	Check Amt	Status	Cleared	4,059.59
Check # 767764	01	CYPRESS HOLDINGS INC (HARVESI2) - continued			44.97
49495 AUGUST 2023	Culinary, Board, Supplies				117.17
		01-0000-0-4300-150-0000-2700-9075			17.46
		01-0794-0-4300-150-0000-2700-0000			187.79
		01-0794-0-4300-150-1110-1000-0000			20.04
		01-6387-0-4300-150-3800-1000-8171			
		01-0000-0-4300-001-0000-8200-0000			
49496 AUGUST 2023	Custodial Supplies				15,398.61
Check # 767765	15	HI STAR ELECTRIC LLC (HISTAR/1)			
524	Electric Bus Setup				15,398.61
		15-0000-0-5800-001-0000-3600-7237			
Check # 767766	13	HOPPER DAIRY (HOPPER/1)			885.84
67311381	Dairy for Cafeteria				235.85
		13-5467-0-4700-001-0000-3700-0000			171.60
67311423	Dairy for Cafeteria				242.54
		13-5467-0-4700-001-0000-3700-0000			235.85
67311448	Dairy for Cafeteria				
		13-5467-0-4700-001-0000-3700-0000			
67311502	Dairy for Cafeteria				
		13-5467-0-4700-001-0000-3700-0000			
Check # 767767	01	MENDOCINO CITY COMM. SERV'S (MCITYC/1)			3,357.70
R12710	Sewer Service				1,085.78
		01-0000-0-5530-150-0000-8200-0000			185.74
R12742	Sewer Service				1,561.73
		63-0000-0-5530-001-0000-6000-0000			145.49
R12753	Sewer Service				378.96
		01-0000-0-5530-220-0000-8200-0000			
R12756	Sewer Service				
		01-0000-0-5530-150-0000-8200-0000			
R12793	Sewer Service				
		01-0000-0-5530-001-0000-8200-0000			
Check # 767768	13	MENDOCINO COAST PRODUCE (MCOPRO/2)			297.00
30943	Produce for Cafeteria				297.00
		13-5310-0-4700-001-0000-3700-0000			
Check # 767769	01	OFFICE DEPOT (OFFICD/2)			119.95
330926604001	Office Supplies				114.38
		01-0794-0-4300-220-0000-2700-0000			5.57
330926612001	Office Supplies				
		01-0794-0-4300-220-0000-2700-0000			
Check # 767770	01	ROSSI BUILDING MATERIALS (ROSSIB/1)			1,101.17
2308-181038	Open PO for Supplies				55.82
		63-0000-0-4300-001-0000-6000-0000			39.17
2308-181050	Maintenance Supplies				151.32
		01-8150-0-4300-150-0000-8110-0000			354.61
2308-184725	Maintenance Supplies				11.75
		01-8150-0-4300-001-0000-8110-0000			425.79
2308-186679	Maintenance Supplies				62.71
		01-8150-0-4300-150-0000-8110-0000			
2308-187138	Maintenance Supplies				
		01-8150-0-4300-001-0000-8110-0000			
Check # 767771	13	SAFEWAY INC. (SAFEWA/2)			1,304.38
151360 SEPT 2023	Cafeteria Food				48.43
		13-5310-0-4300-001-0000-3700-0000			1,194.88
		13-5310-0-4700-001-0000-3700-0000			61.07
		13-5310-0-4700-001-0000-3700-8634			
Check # 767772	01	SCHOOL SPECIALTY INC (SCHSP2/2)			30,062.39
		Printed			

Payment Id	Comment	Check Amt	Status	Printed	SCHOOL SPECIALTY INC (SCHSP2/2) - continued	
Check # 767772	01	Textbooks, Science Curriculum	30,062.39	Cleared	01-6300-0-4100-220-1110-1000-0000	30,062.39
Check # 767773	63	STREAKWAVE (STREAK'1)	549.32	Cleared		
SI5002593 PART		Supplies, PO23-00264			63-0000-0-4300-001-0000-6000-0000	19.55
SI5002637		Supplies, PO23-00258			63-0000-0-4300-001-0000-6000-0000	529.77
					63-0000-0-4300-001-0000-6000-0000	40.77
Check # 767774	13	SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)	1,401.18	Cleared		
431601285		Cafeteria Food			13-5310-0-4700-001-0000-3700-0000	950.48
					13-5310-0-4700-001-0000-3700-8634	450.70
Check # 767775	13	UKIAH PAPER SUPPLY INC (UKIAHP/1)	1,292.33	Cleared		
550032		Paper Products for Cafeteria			13-5310-0-4300-001-0000-3700-0000	988.25
550213		Paper Products for Cafeteria			13-5310-0-4300-001-0000-3700-0000	304.08
Check # 767776	21	US BANK CORPORATE PAYMENT SYS (USBANK/2)	7,121.06	Cleared		
1000270898		4 Narrowband Radios			01-0794-0-4300-220-0000-2700-0000	191.41
111-2114215-8234644		Classroom Supplies			01-0794-0-4300-150-1110-1000-0000	15.44
112-1176999-6563445		Tablet for Kim - Note Taking			01-0000-0-4300-220-0000-2700-9075	646.17
113-1303667-2409033		Brochure Holder			01-0794-0-4300-150-0000-2700-0000	19.41
113-1561025-6932210		Office Supplies			01-0794-0-4300-150-0000-2700-0000	263.48
113-2980161-2166643		Office Supplies			01-0794-0-4300-150-0000-2700-0000	49.16
113-3141374-9274659		Textbook			01-0794-0-4100-150-1110-1000-0000	36.41
113-4008664-1724255		Label Maker			01-0794-0-4300-150-0000-2700-0000	64.71
113-4152368-0951442		Office Chairs			01-0794-0-4300-150-0000-2700-0000	148.80
113-4251931-6845837		File Folders			01-0794-0-4300-150-0000-2700-0000	28.03
113-4369118-9589013		Classroom Supplies			01-0794-0-4300-150-1110-1000-0000	34.81
113-4755394-6482605		Dry Erase Board			01-0794-0-4300-150-0000-3110-0000	84.95
113-4842080-5611469		Clothing for Students			01-0001-0-4300-150-0000-3130-1137	57.60
113-4881038-7700209		Counseling Office Supplies			01-0794-0-4300-150-0000-3110-0000	48.19
113-9631496-0329040		Sweatshirts for Students			01-0001-0-4300-150-0000-3130-1137	37.27
1130182878-0903471		Batteries for Classrooms			01-0794-0-4300-150-1110-1000-0000	37.40
114-7331214-0792238		Recognition Awards			01-0000-0-4300-150-1110-1000-9075	24.79
114-9762377-7084200		Recognition Awards			01-0000-0-4300-150-0000-2700-9075	21.70
					01-0000-0-4300-150-1110-1000-9075	92.71
18332597021093011082		Tidal Subscription			01-0794-0-5800-150-3800-1000-8167	29.99
5KDR2		Drama Notebook Registration			01-6300-0-5800-220-1110-1000-0000	99.95
6055901		Library Supplies			01-0795-0-4300-220-1110-1000-0000	197.56
7923734J		Sketchbooks and Sketch Pads			01-0794-0-4300-220-1110-1000-0000	339.92
9PADOA-31		cleanfeed subscription			01-0794-0-5800-150-3800-1000-8167	22.00
DP24-00039		Counselor Conference			01-0795-0-5200-150-0000-3110-0000	287.00

Payment Id	Comment	Check Amt	7,121.06	Status	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued	
Check # 767776	21						
DP24-00040	Classroom Supplies					01-0794-0-4300-150-1110-1000-0000	114.35
DP24-00041	Mounting Brackets for HS Technology					21-9010-0-6200-150-0000-8500-9916	32.36
DP24-00042	LCD TVs and Mounts					21-9010-0-6200-150-0000-8500-9916	2,979.69
DP24-00043	Staff Lunch Supplies					01-0000-0-4300-220-0000-2700-9075	125.80
DP24-00044	Dual Enrollment Summit, 3 Attendees					01-9128-0-5200-150-1110-1000-1115	900.00
DP24-00045	UC Counselor Conference					01-7412-0-5200-150-0000-3110-0000	90.00
Check # 767777	13		6,624.21	Status	Cleared	US FOODS INC. SAN FRANCISCO (USFOOD/2)	
3837233	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	56.62
3843866	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	2,853.74
						13-5310-0-4700-001-0000-3700-8634	277.29
3984251	Cafeteria Food and Snack					13-5310-0-4300-001-0000-3700-0000	132.35
4274694	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	811.36
						13-5310-0-4700-001-0000-3700-8634	311.11
4369369	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	986.08
						13-5310-0-4700-001-0000-3700-8634	238.65
4551826	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	1,156.89
5911273	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-8634	66.98
5989411	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	88.85-
						13-5310-0-4700-001-0000-3700-0000	178.01-
Check # 767778	01		755.43	Status	Cleared	XEROX CORPORATION (XEROXC/2)	
019535737	Copy Machine Rental					01-0000-0-4300-001-0000-7200-0000	29.28
019535738	Copy Machine Rental					01-0000-0-5600-150-0000-2700-0000	133.38
019546296	Copy Machine Rental					01-0000-0-4300-150-0000-2700-0000	35.59
019634991	Copy Machine Rental					01-0000-0-4300-220-0000-2420-0000	10.57
019634994	Copy Machine Rental					01-0000-0-4300-150-0000-2700-0000	167.75
						01-0000-0-5600-150-0000-2700-0000	125.32
019634995	Copy Machine Rental					01-0000-0-4300-246-0000-2700-0000	1.68
						01-0000-0-5600-246-0000-2700-0000	48.42
019722650	Copy Machine Rental					01-0000-0-4300-220-0000-2700-0000	78.12
						01-0000-0-5600-220-0000-2700-0000	125.32
* Break in sequence							
Check # VCH-00000184	01		176.42	Status	Printed	LEVY, ANNA (000277 - Emp)	
EP24-00044	Privacy Curtain					01-0794-0-4300-150-0000-3130-0000	17.17
EP24-00046	Office Supplies					01-0794-0-4300-150-0000-3120-0000	159.25
Check # VCH-00000185	01		16.16	Status	Printed	PLACIDO, ERIN K (001459 - Emp)	
EP24-00042	Board Name Plates					01-0000-0-4300-001-0000-7110-0000	16.16
Check # VCH-00000186	13		226.93	Status	Printed	PRICE, DIANE (000173 - Emp)	
Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Payment Method = N, Starting Check Date = 9/28/2023, Ending Check Date = 9/28/2023, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)							

Payment Id	Check #	Check Amt	Status	Printed	Comment
	VCH-00000186	226.93	13	226.93	PRICE, DIANE (000173 - Emp) - continued
EP24-00043				13- 5310-0-4700-001-0000-3700-0000	Cafeteria Food and Spices
	VCH-00000187	377.96	01	377.96	YANEZ, ANNA E (001530 - Emp)
EP24-00048				01- 9128-0-5200-150-1110-1000-1115	CCEMC Conference
	VCH-00000188	500.00	01	500.00	DFA-ACTUARIES, LLC (DFAACT/1)
202309141557				01- 0000-0-5800-001-0000-7200-0000	Periodic Report Fee, Annual Fee
	VCH-00000189	25.00	63	25.00	NORTH AMERICAN NUMBERING PLAN (NORTHA/1)
FILER ID 0031810708				63- 0000-0-5800-001-0000-6000-0000	Annual Fee
	VCH-00000190	5,422.29	68	5,422.29	REDWOOD HEALTH SERVICES (RWHEAL/1)
09-20-23				68- 0000-0-5800-000-0000-6000-0000	Dental and Vision Claims
				69- 0000-0-5800-000-0000-6000-0000	
	VCH-00000191	563.64	01	563.64	WAXIE SANITARY SUPPLY (009737/1)
81975141				01- 0000-0-4300-001-0000-8200-0000	Custodial Supplies
81975148				01- 0000-0-4300-001-0000-8200-0000	Custodial Supplies
	VCH-00000192	459.00	01	459.00	XIO INC. (XIOINC/1)
2022-12146				01- 8150-0-5800-001-0000-8110-0000	Water Quality Monitoring
Number of Items	32	89,458.57	Totals for Register 000285		

2024 FUND-OBJ Expense Summary / Register 000285

01-4100	35,631.00
01-4300	8,885.49
01-4365	.45
01-5200	1,654.96
01-5530	3,171.96
01-5540	26.25
01-5600	432.44
01-5800	1,175.94
01-5814	87.00
01-5903	1,027.94
01-9110*	52,093.43-
Totals for Fund 01	52,093.43
12-5903	80.57
12-9110*	80.57-
Totals for Fund 12	80.57

2024 FUND-OBJ Expense Summary / Register 000285 (continued)

13-4300	1,473.11	
13-4700	10,620.58	
13-9110*		12,093.69-
Totals for Fund 13	12,093.69	12,093.69-
15-5800	15,398.61	
15-9110*		15,398.61-
Totals for Fund 15	15,398.61	15,398.61-
21-5800	292.50	
21-6200	3,012.05	
21-9110*		3,304.55-
Totals for Fund 21	3,304.55	3,304.55-
63-4300	645.91	
63-5230	249.55	
63-5530	185.74	
63-5800	25.00	
63-9110*		1,065.43-
63-9550*		40.77-
Totals for Fund 63	1,106.20	1,106.20-
68-5800	5,224.79	
68-9110*		5,224.79-
Totals for Fund 68	5,224.79	5,224.79-
69-5800	197.50	
69-9110*		197.50-
Totals for Fund 69	197.50	197.50-
Totals for Register 000285	89,499.34	89,499.34-

* denotes System Generated entry

Net change to Cash 9110 89,458.57-Credit

Payment Id	Comment	Check Amt	Check Amt	Status	Printed	52.27	AUM, WINDSPIRIT (001450 - Emp)	52.27
EP24-00056	Board Meeting Mileage	01	01-0000-0-5200-001-0000-7110-0000	Printed	22.40	GRIFFEN, EMILY V (001493 - Emp)	22.40	52.27
EP24-00054	Board Meeting Mileage	01	01-0000-0-5200-001-0000-7110-0000	Printed	21.35	JAMES, LISA B (001598 - Emp)	21.35	22.40
EP24-00061	Board Meeting Mileage	01	01-0000-0-5200-001-0000-7110-0000	Cleared	400.23	MARTIN, AMANDA M (000130 - Emp)	400.23	21.35
EP24-00050	Books for Albion School	01	01-0001-0-4100-246-1110-1000-8327	Cleared	37.73	MORTON, MARK D (000148 - Emp)	37.73	400.23
EP24-00057	Board Meeting Mileage	01	01-0000-0-5200-001-0000-7110-0000	Cleared	203.70	MYAD, KIVA K (001411 - Emp)	203.70	37.73
EP24-00062	Mileage 8/28 - 9/18	01	01-0000-0-5200-001-0000-8110-0000	Printed	127.33	SCHAEFFER, MICHAEL M (000190 - Emp)	127.33	203.70
EP24-00058	Board Meeting Mileage	01	01-0000-0-5200-001-0000-7110-0000	Printed	36.02	THOMPSON, CHELSY R (000180 - Emp)	36.02	127.33
EP24-00052	Dance Classes at Albion and Compiche	01	01-0000-0-5200-221-1110-1000-0000	Cleared	5,500.00	ALAMEIDA ARCHITECTURE (ALAMEI/1)	5,500.00	36.02
EP24-00052	Dance Classes at Albion and Compiche	01	01-0000-0-5200-246-1110-1000-0000	Cleared	20.96		20.96	5,500.00
EP24-00052	Dance Classes at Albion and Compiche	01	01-0000-0-5200-246-1110-1000-0000	Cleared	15.06		15.06	20.96
MUSD 04-14	Phase 2 High School Bond Project Services	21	21-9012-0-5800-150-0000-8500-9914	Cleared	280.00	ALPHA ANALYTICAL LABS INC (ALPHAA/1)	280.00	15.06
3095501-MENUSSD	Open P.O. Water Testing	01	01-8150-0-5800-001-0000-8110-2096	Cleared	220.00		220.00	280.00
3095502-MENUSSD	Open P.O. Water Testing	01	01-8150-0-5800-246-0000-8110-2096	Cleared	60.00		60.00	220.00
833877968-4SEPT2023	Services	63	63-0000-0-5903-001-0000-6000-0000	Cleared	5.22	AT&T/SBC LONG DISTANCE (AT&TLD/2)	5.22	60.00
8649352808	Telephone Services	63	63-0000-0-5903-001-0000-6000-0000	Cleared	2,334.69	AT&T (00AT&T/1)	2,334.69	5.22
10699945728	Laptop for Will	01	01-0740-0-4400-001-0000-3600-0000	Cleared	1,766.86	DELL MARKETING LP (DELLMA/2)	1,766.86	2,334.69
DP24-00049	Service System at K8	01	01-8150-0-5800-220-0000-8110-0000	Printed	361.72	EUREKA OXYGEN COMPANY INC (EUREKA/1)	361.72	1,766.86
INV24-00024	Bus Driver Training	01	01-0740-0-5800-001-0000-3600-7233	Printed	2,736.83	FORT BRAGG UNIFIED (FBUSD/1)	2,736.83	361.72
RI105919113	Postage Meter Rental	01	01-0000-0-5600-001-0000-7200-0000	Cleared	119.58	FRANCOTYP-POSTALIA, INC. (FPMAIL/1)	119.58	2,736.83

Payment Id	Check #	Check Amt	Status	Comment	Check Amt	Status	Comment	Check Amt	Status
	380-0030562	537.65	Cleared	Recycled Water Project	537.65	Cleared	GHD INC. (000GHD/2)	537.65	
	Check # 768271	01							
	Check # 768272	01	Printed	LEARNING WITHOUT TEARS (LEARNW/2)	495.85	Printed			
	INV183346			Writing Textbooks			01-0794-0-4100-220-1110-1000-0000	52.64	
	INV183969			Handwriting Textbooks			01-0794-0-4100-220-1110-1000-0000	295.47	
	INV187526			Textbooks			01-0794-0-4100-220-1110-1000-0000	147.74	
	Check # 768273	01	Printed	MENDOCINO BEACON (MBEACO/2)	72.80	Printed			
	104187 23-24			High School Subscription, 1 year			01-0794-0-4300-150-0000-2700-0000	72.80	
	Check # 768274	01	Cleared	MENDOCINO CITY COMM. SERV'S (MCITYC/1)	378.96	Cleared			
	R13172			Sewer Service			01-0000-0-5530-001-0000-8200-0000	378.96	
	Check # 768275	01	Printed	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)	921.75	Printed			
	00158			Drinking Water			01-0794-0-4300-220-1110-1000-0000	26.25	
	01120			Water Cooler Rental			01-0794-0-5600-220-1110-1000-0000	80.00	
	0115			Drinking Water			01-0794-0-4300-220-1110-1000-0000	61.25	
	1119			Drinking Water			01-0794-0-4300-220-1110-1000-0000	43.75	
	1121			Water Cooler Rental			01-0794-0-5600-220-1110-1000-0000	80.00	
	1122			Water Cooler Rental			01-0794-0-5600-220-1110-1000-0000	80.00	
	1123			Water Cooler Rental			01-0794-0-5600-220-1110-1000-0000	80.00	
	1703			Water Cooler Rental			01-0794-0-5600-220-1110-1000-0000	56.75	
	23153			Drinking Water			01-0794-0-4300-220-1110-1000-0000	8.75	
	2528			Drinking Water			01-0794-0-4300-220-1110-1000-0000	35.00	
	2727			Drinking Water			01-0794-0-4300-220-1110-1000-0000	43.75	
	2939			Water Cooler Rental			01-0794-0-5600-220-1110-1000-0000	80.00	
	3314			Water Cooler Rental			01-0794-0-5600-220-1110-1000-0000	80.00	
	4294			Drinking Water			01-0794-0-4300-220-1110-1000-0000	87.50	
	432916			Drinking Water			01-0794-0-4300-220-1110-1000-0000	78.75	
	Check # 768276	01	Printed	OFFICE DEPOT (OFFICD/2)	23.39	Printed			
	330422633001			Office Supplies			01-0794-0-4300-150-0000-2700-0000	23.39	
	Check # 768277	01	Printed	PG&E (00PG&E/1)	6,785.77	Printed			
	4668452137-3AUG2023			Electricity for District			01-0000-0-5510-001-0000-8200-0000	732.88	
							01-0000-0-5510-150-0000-8200-0000	4,861.11	
							01-0000-0-5510-220-0000-8200-0000	24.53-	
							01-0000-0-5510-221-0000-8200-0000	106.83	
							01-0000-0-5510-223-0000-8200-0000	23.18	
							01-0740-0-5510-001-0000-8200-0000	373.90	
							12-6105-0-5510-222-7110-8200-0000	712.40	
	Check # 768278	01	Printed	PG&E (00PG&E/1)	1,325.42	Printed			

Payment Id	Check #	Check Amt	Status	Printed	PG&E (00PG&E/1)	PG&E (00PG&E/1) - continued	
	6905412483-4SEPT2023	1,325.42	01-0000-0-5510-006-0000-8200-0000	Printed	PG&E (00PG&E/1)	1,325.42	
	Check # 768279	95.53	01-0000-0-5510-246-0000-8200-0000	Printed	PG&E (00PG&E/1)	95.53	
	8658020613AUG2023	151.73	01-0000-0-4300-150-1110-4200-0000	Cleared	SPORT & CYCLE TEAM ATHLETICS (SPORT&/1)	151.73	
	Check # 768281	942.89	01-0000-0-4300-150-1110-4200-0000	Printed	SUN LIFE FINANCIAL (SUNLIF/1)	942.89	
	OCTOBER 23-24	5,471.60	01-0000-0-5926-	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2)	5,471.60	
	0618261-IN	21.59	63-0000-0-5811-001-0000-6000-0000	Cleared	Moving Targets, Specialized Services	21.59	
	09-15-23	38.00	63-0000-0-5800-001-0000-6000-0000	Cleared	Akmin Technologies, Specialized Services	38.00	
	10001255487120	100.00	63-0000-0-5800-001-0000-6000-0000	Cleared	Qu ckbooks Subscription	100.00	
	13849	412.51	63-0000-0-5903-001-0000-6000-0000	Cleared	Call 48, Telephone Services	412.51	
	44270976825	25.00	63-0000-0-5300-001-0000-6000-0000	Cleared	TowerCoverage.com	25.00	
	464452948	352.43	63-0000-0-5800-001-0000-6000-0000	Cleared	Digital Ocean, Specialized Services	352.43	
	80016555471	850.00	63-0000-0-5800-001-0000-6000-0000	Cleared	Tower Coverage.com	850.00	
	9942809625	544.35	63-0000-0-5902-001-0000-6000-0000	Cleared	Verizon	544.35	
	DP24-00047	42.82	63-0000-0-5903-001-0000-6000-0000	Cleared	TRS Fund	42.82	
	DP24-00048	3,084.90	63-0000-0-4300-001-0000-6000-0000	Cleared	Three Star, Roof Mounts	3,084.90	
	Check # 768283	242.93	63-0000-0-4300-001-0000-6000-0000	Printed	VERIZON WIRELESS (VERIZO/1)	242.93	
	9620293467	133.63	01-0000-0-5902-001-0000-7150-0000	Cleared	Cell Phone, Superintendent	133.63	
	Check # 768284	314.46	01-0000-0-5902-001-0000-7150-0000	Printed	VERIZON WIRELESS (VERIZO/1)	314.46	
	9945216787	314.46	63-0000-0-5902-001-0000-6000-0000	Cleared	Cell Phone Service	314.46	
	Check # 768285	32.23	63-0000-0-5902-001-0000-6000-0000	Cleared	XEROX CORPORATION (XEROXC/2)	32.23	
	019722649	32.23	01-0000-0-4300-155-0000-2700-0000	Cleared	Copy Machine Rental	32.23	
	* Break in sequence						
	Check # VCH-00000193	122.67	01-0000-0-5200-221-0000-2700-0000	Printed	JIMENEZ, MARTHA C (001455 - Emp)	122.67	
	EP24-00051	20.96	01-0000-0-5200-221-0000-2700-0000	Printed	Comptche Mileage, Clothes for Student	20.96	
	Check # VCH-00000194	101.71	01-0001-0-4300-001-0000-3130-1137	Printed	LUCIER, LAURA E (000022 - Emp)	101.71	
	EP24-00053	124.93	01-0795-0-4300-220-1110-1000-0000	Printed	6th Grade Recess Equipment	124.93	
	Check # VCH-00000195	825.73	01-0795-0-4300-220-1110-1000-0000	Printed	NEWKIRK, ELIZABETH (000153 - Emp)	825.73	
	EP24-00059	327.15	01-6266-0-5200-150-0000-3110-0000	Printed	CSU Conference Hotel	327.15	
	EP24-00060	498.58	01-9128-0-5200-150-1110-1000-1115	Printed	CCEMC Conference Expenses	498.58	
	Check # VCH-00000196	1,716.00	01-9128-0-5200-150-1110-1000-1115	Printed	ALWAYS FOOD SAFE (ALWAYS/1)	1,716.00	



Payment Id	Check #	Check Amt	Status	Printed	Comment	
	VCH-00000196	01	1,716.00	ALWAYS FOOD SAFE (ALWAYS1) - continued		1,716.00
BF8B670-0001	VCH-00000197	01	281.39	NICK BARBIERI TRUCKING, LLC (RWCOAS/2)		281.39
0053555-IN	VCH-00000198	68	4,088.10	REDWOOD HEALTH SERVICES (RWHEAL/1)		3,232.60
09-24-23				Dental and Vision Claims		317.50
OCTOBER 23-24				Dental and Vision Admin Fees		371.50
				Dental and Vision Admin Fees		166.50

Totals for Register 000286

37

38,848.41

2024 FUND-OBJ Expense Summary / Register 000286

01-4100	896.08	
01-4300	891.79	
01-4400	1,766.86	
01-5200	1,347.49	
01-5510	7,494.32	
01-5520	281.39	
01-5530	378.96	
01-5600	656.33	
01-5800	5,094.55	
01-5902	133.63	
01-6170	537.65	
01-9110*		20,959.94-
01-9514	538.00	
01-9526	942.89	
Totals for Fund 01	20,959.94	20,959.94-
12-5510	712.40	
12-9110*		712.40-
Totals for Fund 12	712.40	712.40-
21-5800	5,500.00	
21-9110*		5,500.00-
Totals for Fund 21	5,500.00	5,500.00-
63-4300	3,327.83	

2024 FUND-OBJ Expense Summary / Register 000286 (continued)

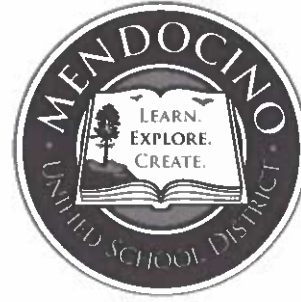
63-5300	25.00	
63-5800	1,340.43	
63-5811	21.59	
63-5902	858.81	
63-5903	2,795.24	
63-9110*		8,125.97-
63-9550*		242.93-
Totals for Fund 63	8,368.90	8,368.90-
68-5800	3,232.60	
68-9110*		3,232.60-
Totals for Fund 68	3,232.60	3,232.60-
69-5800	317.50	
69-9110*		317.50-
Totals for Fund 69	317.50	317.50-
Totals for Register 000286	39,091.34	39,091.34-

* denotes System Generated entry

Net change to Cash 9110 38,848.41 -Credit

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Mendocino Unified School District



MINUTES

Regular Board Meeting

THURSDAY, SEPTEMBER 14, 2023

**MENDOCINO HIGH SCHOOL
10700 FORD STREET
MENDOCINO, CA 95460**

4:30 P.M. CLOSED SESSION – VIA TELECONFERENCE

(Closed Session Public Hearing - link on page 2)

**5:00 P.M. OPEN SESSION – IN PERSON at MENDOCINO HIGH SCHOOL
& VIA TELECONFERENCE**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84776836452?pwd=Uy82NDhFcDl3ZEhBU2luYlg3dTA2Zz09>

Passcode: 103771

Dial by your location +1 669 900 9128 US (San Jose)

Webinar ID: 847 7683 6452 Passcode: 103771

Please "mute" your device during the meeting.

MUSD is not available for technical support for remote meetings.

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <http://www.mendocinoused.org/District/2285-Untitled.html>

In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

MENDOCINO UNIFIED SCHOOL DISTRICT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

1. 4:30 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call

The meeting was called to order at 4:33 P.M. Present were Trustees Morton, Griffen and Schaeffer.

- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

The President verbally identified the agenda items to be discussed.

2. PUBLIC HEARING FOR CLOSED SESSION

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

Join Zoom Meeting

<https://us02web.zoom.us/j/87608122127?pwd=dUtsdzBZYUIGeEdVNSStHeFZKNmhSUT09>

Meeting ID: 876 0812 2127 Passcode: 734028

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 876 0812 2127 Passcode: 734028

3. CLOSED SESSION

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962.

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees
- 3.2. Employment/Personnel Changes
- 3.3. Employee Discipline/Dismissal/Release

4. 5:00 P.M. OPEN SESSION

- 4.1. Call to order and roll call

The meeting was called to order at 5:03 P.M. Present were Trustees Morton, Griffen and Schaeffer.

- 4.2. Closed session disclosure
Any reportable action taken during closed session will be disclosed at this time.

Nothing was reported out of closed session.

- 4.3. Approval of agenda
Items to be removed from the agenda or changes to the agenda should be done at this time.

MSA Morton/Griffen (3/0) to approve the agenda.

5. SWEARING IN OF NEW STUDENT TRUSTEE

Knute Kvinsland was sworn in as the new student trustee.

6. PUBLIC HEARING – SUFFICIENCY OF INSTRUCTIONAL MATERIALS

This public hearing is regarding the sufficiency of instructional materials. At this time, the Board will hear comments regarding the availability of textbooks and instructional materials in the District.

The Public Hearing was opened at 5:09 P.M. and closed at 5:09 P.M. with no comments.

7. CONSENT AGENDA

Items on the consent agenda are passed in one motion without discussion. Any item may be pulled from the consent agenda by any member of the Board and moved to action when approving the agenda. (action)

- 7.1. Approval of Warrants
 - 7.1.1. 8/24/23, 8/31/23, 9/7/23
- 7.2. Approval of Minutes
 - 7.2.1. Board Meeting Minutes: 8/24/23
- 7.3. Approval of Employment/Personnel Changes
 - 7.3.1. Hire, Classified Coach, Stipend Position, effective 8/7/23
 - 7.3.2. Hire, Classified Coach, Stipend Position, effective 8/7/23
 - 7.3.3. Hire, Classified Coach, Stipend Position, effective 8/7/23
 - 7.3.4. Hire, Classified Coach, Stipend Position, effective 8/7/23
 - 7.3.5. Hire, Classified Coach, Stipend Position, effective 8/7/23
 - 7.3.6. Increase, Classified Employee from 5.2 hrs/day to 5.75 hrs/day, effective 8/28/23
 - 7.3.7. Hire, Classified Employee, 6 hrs/day, 10 month/year, effective 8/25/23
- 7.4. Approval of the Current Budget Change Report
- 7.5. Approval of Student Body Reports – August 2023
- 7.6. Approval of the NCLB attestation – Paraprofessionals
- 7.7. Approval of the surplus of damaged/obsolete Chromebooks (various asset #'s)
- 7.8. Approval of Grant/Donation Opportunities for 2023-24
 - 7.8.1. North Coast Builders Exchange - \$1,500
 - 7.8.2. Clay Craig - \$6,000
 - 7.8.3. Krenov Foundation - \$4,000
 - 7.8.4. Mount Storm Lumber - \$1,100 in materials donation
- 7.9. Acknowledgement of donation to KAKX in the amount of \$1,000 from Mr. & Mrs. Smith
- 7.10. Acknowledge correspondence from MCOE regarding the Annual Williams Review Notice for 2023-24

MSA Griffen/Morton (3/0) to approve the consent agenda.

8. REPORTS

8.1. Student Trustee – Knute Kvinsland

Student Trustee Knute Kvinsland reported that ASB has really been stepping up its game. They are more focused than before. There are no freshmen appointed to ASB yet. They will be joining the weekly Monday meetings soon. The new school is helping the learning environment. Having the loud tools outside gone is nice. The temperature in the classrooms is constant and a nice change from years past. The bells are calm and pleasant when they go off. The layout is convenient and everything is nearby. The new equipment is great for learning. The fume hood in teacher May's classroom is great for experiments. The messages on the clocks and landscaping is nice. The new library is quiet. Only one issue is that there is no where to hang the bathroom pass in the bathroom which causes a sanitary concern. Sports are going strong. Girls soccer continues to win. Boys soccer is putting up a good fight. They lost their first three games but won the fourth. Cross Country is also doing well.

8.2. Administrative

8.2.1. Principal – Tobin Hahn

Principal Tobin Hahn reported that being in the building has been wonderful. Welcoming the community into the building last weekend was celebratory and a very nice way to showcase the hard work. People were very excited to see the new building and pictures in the building. Agree with Student Trustee Kvinsland that the building is helping promote positive learning. Staff is focusing on professional goals of assessment and a school wide goal of creating a culture of excellence. Identifying what that looks like in the staff/students/parents. That will eventually lead into assessments. As a whole school the theme is "Pride in Place and Planet". Caring for campus, community and beyond. Enrollment is 153 students.

8.2.2. Superintendent – Jason Morse

Superintendent Jason Morse reported that the community opening went well. A representative from the architecture firm QKA was on hand to answer community questions and gave a speech. Two students speakers were there as well. Thank the four people again... the community, Tobin for his extra work on this project, Trustee Aum for making this his full-time job, and our neighbors who have put up with a bunch of noise. Negotiations have started with MTA. Going line by line through the contract. Have not yet met with CEMUS. Meeting with Diana Taur soon to talk about licensing of PK/TK at the K8 School. Have also driven my first solo bus route with students yesterday in the propane bus. It was an eventful first run.

8.3. Bargaining Units

8.3.1. Mendocino Teachers Association (MTA)

MTA President, Diana Dominguez, reported that negotiations have started. Would like to invite a board member to attend these meetings. There has been an uptick in COVID and there has been conversation regarding the sick days required to use versus not having COVID leave available any longer. Those days used to be covered under SPSL. In two weeks we have our first union meeting where Business Manager, Meg Kailikole, will be present to review the budget with the members.

8.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

No one was present from CEMUS.

8.4. Board Trustee Reports

Trustee Griffen reported that her wife Sage is the new 7/8 Science teacher. It is neat to see her back on campus. Son Eli started high school and is saying wonderful things about his experience thus far.

Trustee Morton reported that he attended the community open house on Saturday. The student speeches were really good. It appears the community was very pleased.

9. TIMED ITEM 5:30 P.M. - PARENT/COMMUNITY COMMENT

Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda. In addition, in order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

There was no one present for Parent/Community Comment.

10. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

10.1. Board Member Interviews and Possible Provisional Appointment

The Board will hold interviews for the Elk Area Board Trustee seat that is currently vacant. (action)

The board conducted interviews with the two Elk Area candidates.

MSA Griffen/Morton (3/0) to provisionally appoint Lisa James as the Elk Trustee effective immediately.

10.2. Swearing In of New Board Member

The Superintendent will conduct the Oath of Office should the Board take action to appoint a new member. (information)

Lisa James was sworn in at 5:56 P.M. as the new provisional Elk Trustee.

10.3. Modernization and Construction Management Update

Construction Manager, Donald Alameida, will provide an update on the Phase I and Phase II Modernization of Mendocino High School. (information)

Construction Manager, Don Alameida, gave the attached presentation.

10.4. Budget Update

Business Manager, Meg Kailikole, will present the MUSD Unaudited Actual Financial Report and request approval by the Board. These mandated financial reports detail the "unaudited Actuals" revenues and expenses for school year 2022-23. The included series of forms provides revenue and expense detail for each fund. The reports for each fund include columns that represent the "Unaudited Actuals" for the 2022-23 year. The reports for each fund also include informational columns that represent the budget for 2023-24 (action)

MSA Morton/Griffen (4/0) to approve the Unaudited Actual Financial Report as presented.

10.5. Board Calendar

The Board will discuss the meeting calendar for the 2023-24 school year. (action)

MSA Griffen/Morton (4/0) to approve the amended Board Calendar changing the January 3rd meeting to January 10th.

10.6. Consideration of Resolution 2023-16: Sufficiency of Instructional Materials. Each year the District is required to pass a resolution determining that each pupil in the District has sufficient textbooks or instructional materials in each core subject which are consistent with the contents of the curriculum framework and standards adopted the State Board of Education. The resolution established the District's eligibility to receive instructional material funding from the state (action)

MSA Griffen/Morton (4/0) to approve Resolution 2023-16 with the change on the document of 2022 to 2023.

10.7. Consideration of Resolution 2023-17: Adoption of the 2022-23 Actual and the 2023-24 Budget GANN Limit (action)

MSA Morton/Griffen (4.0) to approve Resolution 2023-17 as presented.

11. FUTURE AGENDA ITEMS

Reduced Workload, Teaching Assignments, Deferred Maintenance Plan Update, Emergency Plan Update, Quarterly Investment Report, School Single Plans, Williams Settlement, Seniority Lists

MCN List Serve, Attendance Update

12. ADJOURNMENT

The next regular Board meeting is scheduled for **October 19, 2023 at Albion School.**

The meeting was adjourned at 6:46 P.M.



Mendocino Unified School District

**BOND MEASURE
IMPROVEMENT BOND
PROGRAM
PHASE ONE & TWO
PROJECTS**

•MUSD BOARD MEETING – September 2023

Alameda
Architecture

Mendocino Unified School District

**Budget
M.U.S.D. PHASE ONE PROJECT**

Source of Funds:

Source Code:	Series A Bond (less issuance cost)	18,884,464
	Series B Bond	13,847,127
	Interest to date	119,912
	Issuance cost and Interest paid	(2,023,645)
	State Bonds	-
		30,827,859

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	2,343,405	1,773,021	569,567	2,349,739	-6,334
Bidding, Permitting, Misc	140,000	193,667	-53,667	220,736	-83,736
Construction	14,848,602	15,183,901	-337,299	15,301,054	-454,452
8% Owners Contingency	1,368,140	388,184	977,956	565,820	800,320
Construction Support	441,774	647,756	-205,982	826,178	-188,402
Fixtures & furniture	250,000	212,935	37,065	250,000	0
Reserve	0	0	0	0	0
Totals	19,387,921	19,396,464	987,840	19,316,824	89,397

Available vs. budgeted 11,438,938 assumes 100% contingency expended
soft cost vs hard cost 29.90%

Funding Status

AVAILABLE FUNDS	PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED				
	0%	1%	5%	8%	
Series A bonds	30,827,859	12,806,078	12,657,612	12,063,747	11,439,918

Schedule

	Planned	Actual	Schedule Status
Design and Planning	Nov. 2019 - Sept 2021	Sept 2021	On schedule
Permitting and PH-1 GMP	September 2021	Nov. 15, 2021	Delayed but completed
Construction	Oct. 2021 - Dec 2022		Weather and Procurement latest delays
Completion	December 16 2022		Substantial Completion August 2023

Mendocino Unified School District

Overall Project Status

Classes have resumed and open for education.

Remaining Items to Close out the project

1. Door closers to meet ADA tolerances need to be completed, pending delivery of new closers and louver.
2. Rain water leader to storm drain work completed excepting a few 18 inch transition pieces being fabricated.
3. Window balancers are going to be replaced to hopefully lighten operating force to open the large windows.

Potential Issues:

No remaining issues with construction contract.

Sending Correspondence to Health Department regarding the grease trap and them taking issue with it in the kitchen after initially approving the planned location.

Next Steps

Continue to work with Tobin on non-construction contract modifications.

When satisfied with the work, we'll file a Notice of Completion with the County.

Typically retention is release 35 days after filing with the County.

Mendocino Unified School District

2020 Bond Program – Phase 2

Budget

M.U.S.D. PHASE TWO PROJECT

Source of Funds:

	Available
Source Code: Series A Bond (less issuance cost)	-
Series B Bond	11,509,335
Developer Fees	-
State Bonds	-
	11,509,335

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	1,118,538	882,558	172,789	1,039,327	0
Building, Permitting, Misc	95,000	64,300	30,700	70,000	20,000
Construction	8,641,825	0	8,641,825	8,641,825	0
Owners Contingency	697,428	0	697,428	697,428	0
Construction Support	505,000	69,060	415,956	505,000	0
Fixtures & furniture	0	0	0	0	0
Reserve	0	0	0	0	0
Totals	11,057,789	996,918	9,988,879	10,948,630	28,000

Available vs. budgeted **451,648** assumes 100% contingency as expended
soft cost vs. hard cost 27.96%

Funding Status

AVAILABLE FUNDS	PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED				
	0%	1%	5%	8%	
Series A bonds	11,509,335	1,148,974	1,062,555	716,882	451,546

Schedule

	Planned	Actual	Schedule Status
Design and Planning	Jun-22	Jun-22	
Permitting and PH-2 GMP	1-Dec-22	August 23	
Construction	August 2023	August 21, 2023	
Completion	Apr-24	(Generator completion Sept. 2024)	

Mendocino Unified School District

2020 Bond Program – Phase 2

Overall Project Status

Contractor's demolition subcontractor has been on site for about two weeks. Preparing for underground plumbing work to commence on site and within buildings.

Early procured mechanical and electrical equipment and materials anticipated in mid October.

In meantime working with site personnel and architect to make refinements to electrical and data planned work.

Potential Issues:

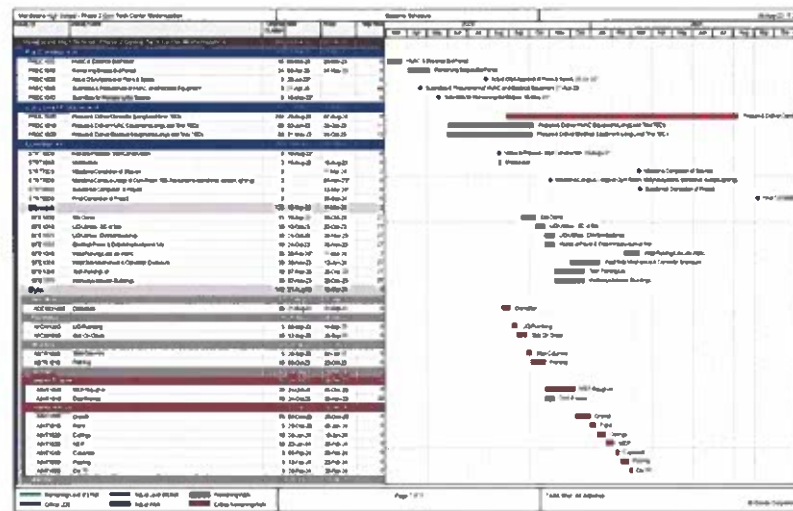
Coordinating how to accomplish some site work with minimal disruption given we lost the opportunity to complete the work over the summer.

Next Steps

Lathrop to progress to underground and underslab work.

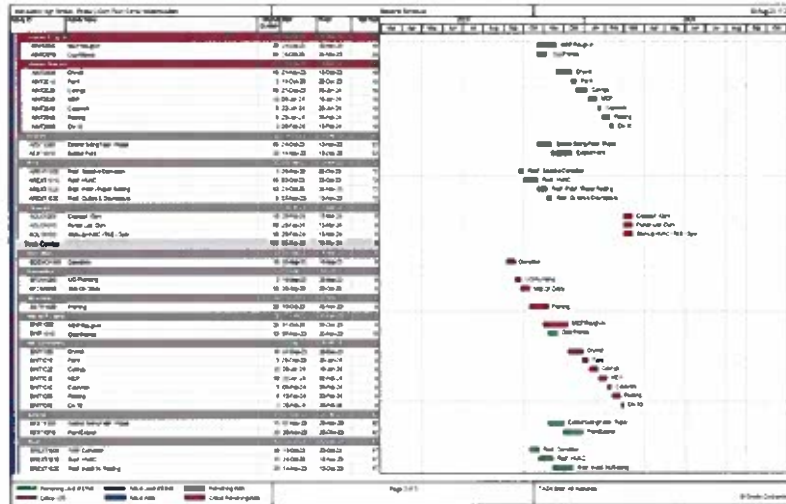
Mendocino Unified School District

2020 Bond Program – Phase 2



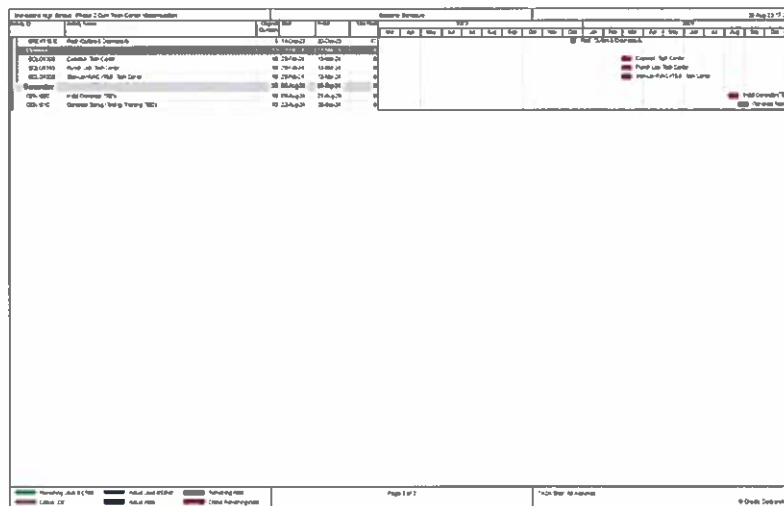
Mendocino Unified School District

2020 Bond Program – Phase 2



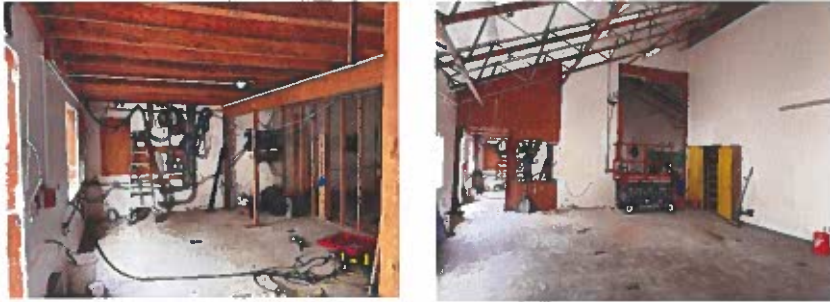
Mendocino Unified School District

2020 Bond Program – Phase 2



Mendocino Unified School District

2020 Bond Program – Phase 2



Demolition at Technical Center

Mendocino Unified School District

2020 Bond Program – Phase 2



Demolition at Gymnasium - Kitchen

Resolution 2023-16
Mendocino Unified School District
Mendocino, California
Mendocino County, California

RESOLUTION REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS:

Whereas, the governing board of Mendocino Unified School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on **September 14, 2023 at 5:00 pm**, which is on or before the eighth week of school *and* which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days' notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
- Science
- History-social science
- English/language arts, including the English language development component of an adopted program

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that, for the **2023 –24** school year, the Mendocino Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

This resolution was passed and adopted by the Board of Trustees of the Mendocino Unified School District in Mendocino, California, this **14th day of September, 2023**, by the following vote:

President Michael Schaeffer	<u><i>MS</i></u>
Clerk Emily Griffen	<u><i>EG</i></u>
Trustee Mark Morton	<u><i>MM</i></u>
Trustee Windspirit Aum	<u><i>WA</i></u>
Trustee <u>James</u>	<u><i>JP</i></u>

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I, Emily Griffen, Clerk of the Board of Trustees of the MENDOCINO UNIFIED SCHOOL DISTRICT, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at a Regular Board meeting held on **September 14, 2023**.



Emily Griffen, Clerk
Board of Trustees
Mendocino Unified School District
Mendocino County, California



Michael Schaeffer, President
Board of Trustees

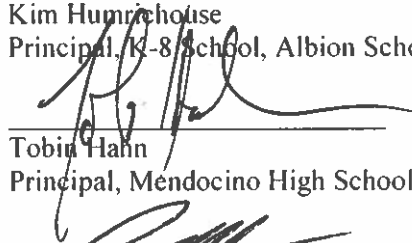
September 14, 2023

ATTESTATION

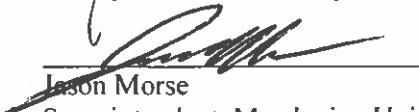
Procedures are in place at each school to ensure that all requirements of the Williams Sufficiency of Instructional Materials as listed in Resolution 2023-16 above.



Kim Humrichouse
Principal, K-8 School, Albion School, and Comptche School



Tobin Hahn
Principal, Mendocino High Schools



Jason Morse
Superintendent, Mendocino Unified School District

**BEFORE THE GOVERNING BOARD OF MENDOCINO
UNIFIED SCHOOL DISTRICT RESOLUTION NO. 2023-24-17**

RESOLUTION FOR ADOPTING THE "GANN" LIMIT
No Change to Limit pursuant to G.C. 7902.1 (ZERO ON LINE 10)

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2022-23 fiscal year and a projected Gann Limit for the 2023-24 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2022-23 and 2023-24 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2022-23 and 2023-24 fiscal years include **NO CHANGE** to the 2022-23 Gann Limit pursuant to the provisions of Government Code Section 7902.1;

AND BE IT FURTHER RESOLVED that the Superintendent notifies the Director of the State Department of Finance of no change to the 2022-23 Gann Limit;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2022-23 and 2023-24 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

PASSED AND ADOPTED by the Governing Board on 09/14/23 by the following vote:

4 AYES:
0 NOES:
0 ABSTAIN:
1 ABSENT:

Mendocino Unified School District


Michael Schaefer, President, Board of Education

	2022-23 Calculations			2023-24 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA	2021-22 Actual			2022-23 Actual		
2021-22 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)						
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	6,742,514.91		6,742,514.91			7,240,697.42
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	406.93		406.93			406.33
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2021-22			Adjustments to 2022-23		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA	2022-23 P2 Report			2023-24 P2 Estimate		
2022-23 data should tie to Principal Apportionment Data Collection attendance reports and include ADA for charter schools reporting with the district.)						
1. Total K-12 ADA (Form A, Line A6)	406.33		406.33	402.11		402.11
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			406.33			402.11
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2022-23 Actual			2023-24 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	41,970.14		41,970.14	41,970.00		41,970.00
2. Timber Yield Tax (Object 8022)	211,032.84		211,032.84	75,000.00		75,000.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	162.02		162.02	0.00		0.00
4. Secured Roll Taxes (Object 8041)	5,722,874.36		5,722,874.36	5,805,082.00		5,805,082.00
5. Unsecured Roll Taxes (Object 8042)	158,641.19		158,641.19	150,000.00		150,000.00
6. Prior Years' Taxes (Object 8043)	1,805.69		1,805.69	5,000.00		5,000.00
7. Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00

	2022-23 Calculations			2023-24 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	89,228.40		89,228.40	81,350.00		81,350.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	6,225,714.64	0.00	6,225,714.64	6,168,402.00	0.00	6,168,402.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8814)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	6,225,714.64	0.00	6,225,714.64	6,168,402.00	0.00	6,168,402.00
EXCLUDED APPROPRIATIONS						
19a. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			93,488.41			93,325.19
19b. Qualified Capital Outlay Projects						
19c. Routine Restricted Maintenance Account (Fund 01, Resource 8150, Objects 8900-8999)	432,081.54		432,081.54	438,446.04		438,446.04
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)	432,081.54	0.00	525,569.95	438,446.04	0.00	533,771.23
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	1,750,306.00		1,750,306.00	1,750,189.00		1,750,189.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	5,012.00		5,012.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	1,755,318.00	0.00	1,755,318.00	1,750,189.00	0.00	1,750,189.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	10,642,418.50		10,642,418.50	9,171,802.21		9,171,802.21

	2022-23 Calculations			2023-24 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	(1,454.32)		(1,454.32)	15,000.00		15,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS	2022-23 Actual			2023-24 Budget		
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			6,742,514.91			7,240,697.42
2. Inflation Adjustment			1,075.55			1,044.44
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9985			0.9896
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			7,240,697.42			7,483,537.67
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			6,225,714.64			6,168,402.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			48,759.60			48,250.00
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,540,572.73			1,750,189.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,540,572.73			1,750,189.00
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by {Lines C27 minus C28} times {Lines D5 plus D6c})			(1,454.32)			12,971.65
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			6,224,260.32			6,181,373.65
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,542,027.05			1,750,189.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			6,224,260.32			
b. State Subventions (Line D8)			1,542,027.05			
c. Less: Excluded Appropriations (Line C23)			525,589.95			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			7,240,697.42			
10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4)			0.00			
SUMMARY						
11. Adjusted Appropriations Limit						
	2022-23 Actual			2023-24 Budget		

Mendocino Unified
Mendocino County

Unaudited Actuals
Fiscal Year 2022-23
School District Appropriations Limit Calculations

23 88881 000000
Form GANN
DBA87C4613(2022-23)

	2022-23 Calculations			2023-24 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
(Lines D4 plus D10)			7,240,897.42			7,483,537.67
12. Appropriations Subject to the Limit			7,240,897.42			
(Line D9d)						
* Please provide below an explanation for each entry in the adjustments column.*						
Meg Kallkole				707-937-5866		
Gann Contact Person				Contact Phone Number		



Mendocino Unified School District



MINUTES

BOARD WORKSHOP

OCTOBER 4, 2023

**MENDOCINO COMMUNITY CENTER
998 SCHOOL STREET
MENDOCINO, CA 95460**

9:00 A.M. – 9:30 A.M. - CLOSED SESSION

9:30 A.M. – 11:00 A.M. - OPEN SESSION

11:00 A.M. – 12:00 P.M. – PHASE II WALKTHROUGH

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <https://www.mendocinoused.org/District/3015-Untitled.html>

In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

MENDOCINO UNIFIED SCHOOL DISTRICT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

1. 9:00 A.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call

The meeting was called to order at 9:01 A.M. Present were Trustees Griffen, Morton, Aum and Schaeffer.

- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

The President verbally identified the agenda items.

2. PUBLIC HEARING FOR CLOSED SESSION

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

3. CLOSED SESSION

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962.

- 3.1. Anticipated Litigation: Boundary Line Dispute

4. 9:30 A.M. OPEN MEETING, CALL TO ORDER AND ROLL CALL

- 4.1. Call to order and roll call

The meeting was called to order at 9:30 A.M. Present were Trustees Griffen, Morton, Aum and Schaeffer.

- 4.2. Approval of agenda

Items to be removed from the agenda or changes to the agenda should be done at this time.

MSA Morton/Griffen (4/0) to approve the agenda

5. TIMED ITEM 9:05 A.M. - PARENT/COMMUNITY COMMENT

Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda. In addition, in order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process. The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

There were no parent/community comments.

6. INFORMATION/DISCUSSION

- 6.1. Water Project Update

The Board will hear from Matt Kennedy of GHD regarding the status of the water projects (information)

The board received an update on the water projects.

- 6.2. Board Priorities and Goals for 2023-24

The Board will discuss and set priorities and goals for the 2023-24 school year (discussion)

The board discussed and set priorities and goals for the school year.

- 6.3. Preschool and TK Options for 2024-25 & 2025-26

The Board will review and discuss options for a Preschool and TK at the K8 campus (discussion)

The Board discussed options for a TK/PreK school on the K8 campus.

7. 11:00 A.M. PHASE II WALKTHROUGH

7.1. High School Modernization Phase II Walkthrough

The Board will walk through and view the progress on phase II of the high school modernization project (information)

The board took a tour of phase II of the modernization project.

8. ADJOURNMENT

The next regular Board meeting is scheduled for **October 19, 2023 at the Albion School.**

The meeting was adjourned for the walkthrough at 11:16 A.M.

Mendocino Unified School District
2023-24 Combined General Fund Budget Change Report
October 2023

REVENUES:		Septmber View 9/7/2023	October View 10/11/2023	Change	
REVENUE LIMIT SOURCES					
8011	State Aid - Current Year	1,662,031	1,662,031	-	
8012	Education Protection Account	88,158	88,158	-	
8019	EPA Prior Year Adjustment	-	-	-	
8021	Homeowners' Exemptions Tax	41,970	41,970	-	
8022	Timber Yield Tax	75,000	75,000	-	
8029	Other Subventions/In-Lieu Taxes	-	-	-	
8041	Secured Roll Taxes	5,805,082	5,805,082	-	
8042	Unsecured Taxes	150,000	150,000	-	
8043	Prior Years' Taxes	5,000	5,000	-	
8044	Supplemental Taxes	-	-	-	
8091	Revenue Limit Transfers	-	-	-	
Total Revenue Limit Sources		7,827,241	7,827,241	-	
FEDERAL REVENUES					
8181	Special Education Entitlement	62,418	87,048	24,630	SPED Reallocation
8182	Discretionary Grants	2,654	2,654	-	
8285	Interagency Contracts between LEAs	-	-	-	Title I +62.5k
8290	All other Federal Revenue	397,982	478,602	80,620	Title II +8.1k
Total Federal Revenues		463,054	568,304	105,250	COVID +10k
OTHER STATE REVENUES					
8311	Other St. Apportionments Current Yr.	-	-	-	
8520	State Nutrition KIT Grant	-	-	-	
8550	Mandated Cost Reimbursements	20,000	20,000	-	
8560	State Lottery Revenue	100,384	100,384	-	Dual Enroll +350k
8590	All Other State Revenue	478,576	1,032,363	553,787	ELOP +166k
Total Other State Revenues		598,960	1,152,747	553,787	MH +32.8k Other +5k
OTHER LOCAL REVENUES					
8622	Non-Ad Valorem Taxes	91,350	91,350	-	
8631	Sale of Equipment & Supplies	-	-	-	
8650	Leases and Rentals	6,200	6,200	-	
8660	Interest	15,000	15,000	-	
8662	Net Increase in Fair Value Investment	-	-	-	
8675	Transport. Fees from Individuals	-	-	-	
8677	Transportation & Interagency Services	3,850	3,850	-	Cmty Fdn +25k
8689	Other Fees and Contracts	1,000	1,000	-	Dual Enroll +6k
8699	All Other Local Revenue	54,423	96,849	42,426	Medi-Cal Reimb +11.4k
8792	Transfer of Apportionment from COE	263,612	228,993	(34,619)	SPED Reallocate -18.6k
Total Other Local Revenues		435,435	443,242	7,807	MH to State -16k
TOTAL REVENUES		9,324,690	9,991,534	666,844	
<i>Total All Revenue Sources</i>		<i>9,423,029</i>	<i>10,089,873</i>		

Septmber October
 View View
 data as of: 9/7/2023 10/11/2023 Change

EXPENDITURES:

CERTIFICATED SALARIES					
1100	Teachers' Salaries	3,022,900	3,031,561	8,661	SPED ESY, Nat'I Cred
1200	Pupil Support Salaries	296,299	296,741	442	
1300	Supervisors' and Admin Salaries	406,658	406,658	-	
1900	Other Certificated Salaries	-	-	-	
Total Certificated Salaries		3,725,856	3,734,959	9,103	
CLASSIFIED SALARIES					
2100	Instructional Aides' Salaries	521,269	547,476	26,208	Open 5h K8 aid (Title I)
2200	Support Salaries	652,187	657,187	5,000	Inc maint sub cost
2300	Supervisors' and Admin Salaries	375,761	375,761	-	
2400	Clerical and Office Salaries	492,645	492,645	-	
2900	Other Classified Salaries	15,727	15,727	-	
Total Classified Salaries		2,057,589	2,088,796	31,208	
EMPLOYEE BENEFITS					
310X	STRS	1,021,718	1,021,037	(681)	Bens in tandem with sals
320X	PERs	524,811	531,191	6,380	
33XX	OASDI/Medicare	216,333	218,711	2,378	
340X	Health & Welfare Benefits	918,504	916,067	(2,437)	
350X	Unemployment Insurance	28,985	26,792	(2,193)	
360X	Workers' Compensation	207,014	209,134	2,120	
370X	Other Post-Employment Benefits	30,971	30,971	-	
390X	Other Benefits (Ret. Inc. & Board bene.)	34,023	34,023	-	
Total Employee Benefits		2,982,359	2,987,926	5,567	
BOOKS AND SUPPLIES					
4100	Approved Textbooks & Core Materials	30,384	69,702	39,318	K8 Curriculum (lottery/AMIMBG)
4200	Books & Other Reference Materials	-	-	-	
4300	Materials and Supplies	329,951	331,485	1,533	
4400	Noncapitalized Equipment	30,000	43,178	13,178	AEDs districtwide, Laptop
Total Books and Supplies		390,335	444,365	54,029	Transportation
SERVICES, OTHER OPERATING EXPENSES					
5100	Subagreements for Services	30,000	49,154	19,154	Student Svcs agreement
5200	Travel & Conference	63,900	71,440	7,540	Dual Enroll and Cmty Fdn CTE
5300	Dues and Memberships	31,330	31,330	-	workshops
5450	Insurance	106,600	106,600	-	
5500	Operation & Housekeeping Services	315,650	315,350	(300)	
5600	Rentals, Leases, Repairs, Improvmnts	73,661	73,661	-	
5700		-	-	-	
5800	Consulting Svcs and Op Expenses	305,567	479,039	173,472	MCOE Nurse svcs, MCOE Psych
5900	Communications	38,740	39,090	350	svcs, ELOP/CCM svcs, MH svcs,
Total Services and Other Operating Expenses		965,448	1,165,664	200,216	Digital Curriculum, Legal
CAPITAL OUTLAY					
6100	Land	-	-	-	
6400	Equipment / Equipment Replacement	-	-	-	
Total Capital Outlay		-	-	-	

Septmber October
View View
data as of: 9/7/2023 10/11/2023 Change

OTHER OUTGO

7142	County Operated ADA	21,500	21,500	-
7299	All Other Transfer Out to All Other	-	-	-
7300-7399	Transfer of Indirect Costs	(6,000)	(6,000)	-
7439	Debt Service - Principal & Interest	-	-	-
Total Other Outgo		15,500	15,500	-
TOTAL EXPENDITURES		10,137,087	10,437,210	300,123
OTHER FINANCING SOURCES AND USES				
8912	Transfer In from Fund 17	58,339	58,339	-
8919	Transfer In from MCN Fund	40,000	40,000	-
7612	Transfer Out to Transp Equipment	-	-	-
7611	Transfer Out to State Preschool Fund	(59,793)	(59,793)	-
7616	Transfer Out to Cafeteria	(136,476)	(136,476)	-
7619	Transfer Out to MCN - telecom	(8,190)	(8,190)	-
TOT. OTHER FINANCING SOURCES & USES		(106,120)	(106,120)	-
NET INCREASE (DECR) IN FUND BALANCE		(918,517)	(551,796)	366,721
<i>Total All Expenditure Sources</i>		<i>10,341,546</i>	<i>10,641,669</i>	<i>300,123</i>

FUND BALANCE, RESERVES				
Beginning Fund Balance		2,037,784	2,353,535	315,751
Ending Fund Balance		1,119,267	1,801,739	682,472

COMPONENTS OF ENDING FUND BALANCE				
9711	Revolving Cash	10,000	10,000	-
9740	Restricted Balances	617,384	1,148,641	531,257
9789	Designated for Econ Uncertainty	413,662	425,667	12,005
9780	Other Designations:	-	-	-
9780	SLIP/LUMP/Site Accts/Lottery	38,221	43,756	5,535
9780	Transportation (Elec Bus)	40,000	40,000	-
9790	General (Undesignated) Reserve	0	133,675	133,675

9780 Other Designations:

Locally Defined (Site Accts)	38,221.00	33,595.78	(4,625)
Supplemental Concentration	-	7,822.41	7,822
SLIP/LUMP	-	2,337.98	2,338
Lottery - Unrestricted	-	-	-
	<u>38,221.00</u>	<u>43,756.17</u>	<u>5,535</u>

Potentially eliminate

					(\$000)
					ELOP 145.7
					COVID ESSER 16.7
					ARP-Homeless 2.9
					Educator Effectiveness 113.5
					Art-Music-IM BG 115.2
					KIT Grants 129.4
					Dual Enrollment 350.0
					A-G Access 10.5
					Lrng Recov Emer BG 202.3
					Cnty Fdn - CTE 17.6
					Lottery/Other Grants 8.2
					Title I 37.4
					Mental Health 16.8
					Restricted Maint 20.8
					FMV Entries (39.0)
					<u>1,148.0</u>

One-time in nature 1,073.0

2023-24 Year-To-Date ADA by District of Residence

Month: 1

		<u>MUSD</u>	<u>FB</u>	<u>PA</u>	<u>AV</u>	<u>Ukiah</u>	<u>Other</u>	<u>Totals</u>	23-24 CBEDS (Oct.)	22-23 CBEDS (Oct.)
Albion	TK	1.42	0.00	0.00	0.00	0.00	0.00	1.42	2	0
	K	1.79	0.00	0.00	0.00	0.00	0.00	1.79	2	2
	1	1.89	0.00	0.00	0.00	0.00	0.00	1.89	2	4
	2	2.79	0.00	0.00	0.00	0.00	0.00	2.79	3	2
	3	<u>0.79</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.79</u>	<u>1</u>	<u>1</u>
	Total	8.68	0.00	0.00	0.00	0.00	0.00	8.68	10	9
Comptche	TK	1.00	0.00	0.00	0.00	0.00	0.00	1.00	1	3
	K	4.00	0.00	0.00	0.00	0.00	0.00	4.00	5	4
	1	2.95	0.00	0.00	0.00	0.00	0.00	2.95	3	1
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	6
	3	<u>6.37</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6.37</u>	<u>7</u>	<u>3</u>
	Total	14.32	0.00	0.00	0.00	0.00	0.00	14.32	16	17
MK-8	TK	7.00	0.00	0.00	0.00	0.00	0.00	7.00	8	2
	K	14.05	0.00	0.00	0.00	0.00	0.00	14.05	15	25
	1	21.84	0.00	0.00	0.00	0.00	0.00	21.84	23	15
	2	13.84	1.79	0.95	0.00	0.00	0.00	16.58	18	19
	3	16.53	2.79	0.00	0.00	0.00	0.00	19.32	21	17
	4	17.63	0.84	0.00	0.00	0.00	0.00	18.47	19	30
	5	28.74	1.95	0.00	0.00	0.00	0.00	30.69	32	32
	6	33.37	0.90	0.00	0.00	0.00	0.00	34.27	37	33
	7	23.42	4.53	1.00	0.00	0.00	0.00	28.95	31	42
	8	<u>36.42</u>	<u>2.89</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>39.31</u>	<u>42</u>	<u>35</u>
Total	212.84	15.69	1.95	0.00	0.00	0.00	230.48	246	250	
MHS	9	30.74	2.68	0.79	0.00	0.00	0.00	34.21	38	35
	10	27.00	4.64	0.00	0.00	0.00	0.00	31.64	34	51
	11	38.05	3.05	1.89	0.00	0.00	0.00	42.99	46	36
	12	<u>21.21</u>	<u>7.79</u>	<u>0.00</u>	<u>1.84</u>	<u>0.00</u>	<u>0.00</u>	<u>30.84</u>	<u>34</u>	<u>43</u>
	Total	117.00	18.16	2.68	1.84	0.00	0.00	139.68	152	165
MAS (I.S.)	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	1	1.00	0.00	0.00	0.00	0.00	0.00	1.00	1	0
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	3	0.74	0.00	0.00	0.00	0.00	0.00	0.74	1	0
	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	3
	5	1.74	0.00	0.00	0.00	0.00	0.00	1.74	2	1
	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	7	0.00	1.00	0.00	0.00	0.00	0.00	1.00	1	0
	8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	10	2.00	0.00	0.00	0.00	0.00	0.00	2.00	2	4
	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
12	<u>0.26</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.26</u>	<u>1</u>	<u>1</u>	
Total	5.74	1.00	0.00	0.00	0.00	0.00	6.74	8	14	
SHS	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	4
	12	<u>1.73</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1.73</u>	<u>4</u>	<u>3</u>
	Total	1.73	0.00	0.00	0.00	0.00	0.00	1.73	4	7
TOTAL		360.31	34.85	4.63	1.84	0.00	0.00	401.63	436	462

2023-24 Total ADA by Attendance Month
ADA for each attendance month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	23-24 P-1	22-23 P-1	Mo. 5	Mo. 6	Mo. 7	23-24 P-2	22-23 P-2	Mo. 8	Mo. 9	Mo. 10	23-24 Annual	22-23 Annual
Albion	TK	1.42															
	K	1.79															
	1	1.89															
	2	2.79															
	3	<u>0.79</u>															
	Total	8.68					8.00					8.03					8.09
Comptche	TK	1.00															
	K	4.00															
	1	2.95															
	2	0.00															
	3	<u>6.37</u>															
	Total	14.32					14.40					14.89					15.35
MK-8	TK	7.00															
	K	14.05															
	1	21.84															
	2	16.58															
	3	19.32															
	4	18.47															
	5	30.69															
	6	34.27															
	7	28.95															
	8	<u>39.31</u>															
Total	230.48					216.62					216.26					216.72	
MHS	9	34.21															
	10	31.64															
	11	42.99															
	12	<u>30.84</u>															
	Total	139.68					150.70					148.20					148.65
MAS	TK	0.00															
	K	0.00															
	1	1.00															
	2	0.00															
	3	0.74															
	4	0.00															
	5	1.74															
	6	0.00															
	7	1.00															
	8	0.00															
	9	0.00															
	10	2.00															
	11	0.00															
12	<u>0.26</u>																
Total	6.74					12.63					14.02					13.99	
SHS	9	0.00															
	10	0.00															
	11	0.00															
	12	<u>1.73</u>															
	Total	1.73					5.45					4.93					4.46
TOTAL ADA		401.63				407.80					406.33					407.26	

2023-24 Enrollment by District of Residence

Month: 1

		MUSD	FB	PA	AV	Ukiah	Other	23-24 Totals To Date	23-24 CBEDS (Oct.)	22-23 CBEDS (Oct.)
Albion	TK	2	0	0	0	0	0	2	2	0
	K	2	0	0	0	0	0	2	2	2
	1	2	0	0	0	0	0	2	2	4
	2	3	0	0	0	0	0	3	3	2
	3	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>
	Total	10	0	0	0	0	0	10	10	9
Comptche	TK	1	0	0	0	0	0	1	1	3
	K	4	0	0	0	0	0	4	5	4
	1	3	0	0	0	0	0	3	3	1
	2	0	0	0	0	0	0	0	0	6
	3	<u>7</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7</u>	<u>7</u>	<u>3</u>
	Total	15	0	0	0	0	0	15	16	17
MK-8	TK	8	0	0	0	0	0	8	8	2
	K	15	0	0	0	0	0	15	15	25
	1	23	0	0	0	0	0	23	23	15
	2	15	2	1	0	0	0	18	18	19
	3	18	3	0	0	0	0	21	21	17
	4	18	1	0	0	0	0	19	19	30
	5	30	2	0	0	0	0	32	32	32
	6	35	1	0	0	0	0	36	37	33
	7	25	5	1	0	0	0	31	31	42
	8	<u>39</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>42</u>	<u>42</u>	<u>35</u>
Total	226	17	2	0	0	0	245	246	250	
MHS	9	33	3	1	0	0	0	37	38	35
	10	26	5	0	0	0	0	31	34	51
	11	39	3	2	0	0	0	44	46	36
	12	<u>22</u>	<u>9</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>33</u>	<u>34</u>	<u>43</u>
	Total	120	20	3	2	0	0	145	152	165
MAS (I.S.)	TK	0	0	0	0	0	0	0	0	0
	K	1	0	0	0	0	0	1	0	1
	1	0	0	0	0	0	0	0	1	0
	2	0	0	0	0	0	0	0	0	1
	3	1	0	0	0	0	0	1	1	0
	4	0	0	0	0	0	0	0	0	3
	5	2	0	0	0	0	0	2	2	1
	6	0	0	0	0	0	0	0	0	1
	7	0	1	0	0	0	0	1	1	0
	8	0	0	0	0	0	0	0	0	0
	9	0	0	0	0	0	0	0	0	1
	10	2	0	0	0	0	0	2	2	4
	11	0	0	0	0	0	0	0	0	1
12	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	
Total	7	1	0	0	0	0	8	8	14	
SHS	9	0	0	0	0	0	0	0	0	0
	10	0	0	0	0	0	0	0	0	0
	11	0	0	0	0	0	0	0	0	4
	12	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>4</u>	<u>3</u>
	Total	4	0	0	0	0	0	4	4	7
TOTAL		382	38	5	2	0	0	427	436	462

2023-24 Total Enrollment by Attendance Month

												23-24
		Mo. 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	Annual Avg
Albion	TK	2										2
	K	2										2
	1	2										2
	2	3										3
	3	1										1
	Total	10										
Comptche	TK	1										1
	K	4										4
	1	3										3
	2	0										0
	3	7										7
	Total	15										
MK-8	TK	8										8
	K	15										15
	1	23										23
	2	18										18
	3	21										21
	4	19										19
	5	32										32
	6	36										36
	7	31										31
	8	42										42
Total	245											245
MHS	9	37										37
	10	31										31
	11	44										44
	12	33										33
	Total	145										145
MAS	TK	0										0
	K	1										1
	1	0										0
	2	0										0
	3	1										1
	4	0										0
	5	2										2
	6	0										0
	7	1										1
	8	0										0
	9	0										0
	10	2										2
	11	0										0
12	1										1	
Total	8											8
SHS	9	0										0
	10	0										0
	11	0										0
	12	4										4
	Total	4										4
TOTAL Enroll		427										427

MENDOCINO GRAMMAR SCHOOL
 STUDENT BODY ACCOUNT
 2023-2024 MONTHLY SUMMARY
 PERIOD: SEPTEMBER 2023

	BALANCE	INCOME	EXPENSE	NEW BALANCE
KINDERGARTEN	0.00			0.00
1st GRADE	20.00			20.00
2nd GRADE	-72.84			-72.84
3rd GRADE	122.50			122.50
4-5 GRADES	151.34			151.34
COMPTCHE SCHOOL	0.78			0.78
GENERAL STUDENT BODY	3.55			3.55
MULTI-PURPOSE STAGE	45.07			45.07
To be Reimbursed MUSD	-225.00			-225.00
TOTAL	45.40	0.00	0.00	45.40

**MENDOCINO MIDDLE SCHOOL
STUDENT BODY ACCOUNT
2023-24 MONTHLY SUMMARY
PERIOD: SEPTEMBER 2023**

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Art Field Trips	\$ 506.23			\$ 506.23
6-8 Boys Free Throw	\$ -			\$ -
6-8 Girls Free Throw	\$ -			\$ -
6th Grade Trips	\$ 1,126.71	\$4,570.00	\$1,995.00	\$ 3,701.71
7-8 Boy's BB	\$ 1,575.63			\$ 1,575.63
7-8 Girl's BB	\$ 1,279.03	\$767.00		\$ 2,046.03
7th Grade Class	\$ 1,888.66			\$ 1,888.66
8th Grade Class	\$ -			\$ -
8th Grade Trip	\$ 1,845.21			\$ 1,845.21
Art Fund	\$ 2.74	\$1,920.00		\$ 1,922.74
Athletics	\$ 1,157.57			\$ 1,157.57
AVID	\$ -			\$ -
Chess Club	\$ -			\$ -
Chorus	\$ -			\$ -
Cooking Club	\$ 258.77			\$ 258.77
Film Club	\$ 84.22			\$ 84.22
Grad Dance	\$ -			\$ -
Leadership	\$ 175.65			\$ 175.65
Maker Faire	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ 98.61			\$ 98.61
Science	\$ 291.65			\$ 291.65
Student Council	\$ 1,470.85	\$1.08		\$ 1,471.93
Volleyball	\$ 9,157.59	\$3,773.58	\$1,784.55	\$ 11,146.62
Yearbook	\$ 1,648.73	\$1,264.80		\$ 2,913.53
Yearend Activities	\$ -			\$ -
TOTAL	\$ 22,567.85	\$12,296.46	\$3,779.55	\$ 31,084.76

**MENDOCINO HIGH SCHOOL
STUDENT BODY ACCOUNT
2023-2024 MONTHLY SUMMARY
PERIOD: SEPTEMBER 2023**

	DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS					
	Athletic Travel/Requests	1904.68		201.42	1703.26
	Athletics - Officials only	4292.80			4292.80
	CTE Art	1394.00			1394.00
	CTE Media	150.00			150.00
	CTE Woodshop	2419.83		341.12	2078.71
	Facilities (key dep)	3108.05			3108.05
	Library	96.20			96.20
	MCHS General	2051.09	860.00	708.52	2202.57
	MCHS Outdoor Leadership	493.15			493.15
	MCHS Yearbook	560.00			560.00
	PACT Testing	525.00			525.00
	PSAT/SAT workbooks	1485.00			1485.00
	Request (donations/interest)	340.89	3.24		344.13
	Sober Grad	2164.49			2164.49
	Skate Ramp Fund	500.87			500.87
	SONAR	4236.34			4236.34
	Store	160.33			160.33
	Student Council	-498.38	410.00		-88.38
	Youth Prevention	92.50			92.50
CLASSES					
	Class of 16	500.00			500.00
	Class of 19	306.26			306.26
	Class of 21	327.48			327.48
	Class of 22	990.29			990.29
	Class of 23	0.00			0.00
	Class of 24	6132.87	446.71		6579.58
	Class of 25	1641.46	10.00		1651.46
	Class of 26	1279.10	585.95		1865.05
	Class of 27	0.00	50.00		50.00
FALL SPORTS					
	Boys Soccer	324.74		555.99	-231.25
	Football	134.12			134.12
	Girls Soccer	135.00	322.28		457.28
	Volleyball	891.85	1363.29	1563.18	691.96
WINTER SPORTS					
	Boys Basketball	2352.23			2352.23
	Girls Basketball	3748.32			3748.32
SPRING SPORTS					
	Baseball	500.00			500.00
	Golf	1000.00			1000.00
	Softball	367.73			367.73
	Swim Team	283.00			283.00
	Tennis	64.97			64.97
	Track	0.00			0.00
CLUB					
	Amnesty	387.87			387.87
	Art Club	542.85			542.85
	Body Positive	0.00			0.00

Chorus	152.21			152.21
CSF	549.85	171.80	28.32	693.33
Culinary	3278.87			3278.87
Electronics	1141.69			1141.69
Horticulture/Botany Club	2275.35			2275.35
Improv club	1028.02			1028.02
Interact Club-Activity	3976.41			3976.41
Interact Club-Administrative	3093.10			3093.10
Leadership	56.44			56.44
** Model U.N.	1296.57	205.67	1569.39	-67.15
Multi-Cultural Club	305.00			305.00
Radio	803.89	1410.36	418.16	1796.09
Science Club	126.09			126.09
S.E.A. Club	30.00			30.00
Spectrum Club	0.00	80.00		80.00
Workability/Cardinal Express	146.41			146.41
Yearbook	1853.55	3500.00		5353.55
Yoga Club	0.00			0.00
A/E WEEK				
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	0.00			0.00
AE WEEK Biking	137.80			137.80
AE WEEK Celebration of Self	144.69			144.69
AE WEEK Coastal Adventures	-77.50			-77.50
AE WEEK College Tours	620.29			620.29
AE WEEK Com College/CTE	0.00			0.00
AE WEEK Creative Writing	0.00			0.00
AE WEEK Culinary	94.31			94.31
AE WEEK Drivers Ed Class	300.00			300.00
AW WEEK E-Lab	45.00			45.00
AE WEEK Engineering Extravaganza	857.30			857.30
AE WEEK First Responder Academy	1234.17		121.38	1112.79
AE WEEK Learning in La-La Land	237.27			237.27
AE WEEK Media Film	0.00			0.00
AE WEEK San Francisco	634.00			634.00
AE WEEK Sierra Adventure	0.00			0.00
AE WEEK Top Sail	-596.61			-596.61
AE WEEK Volunteer Crew	76.14			76.14
AE WEEK Washington DC	1392.67			1392.67
AE WEEK Wind Surfing	181.07			181.07
AW WEEK Woodworking	0.00			0.00
*** AE WEEK Yosemite Institute	-705.01	403.48		-301.53
AE WEEK Reserve	99.84			99.84
TO BE REFUNDED	0.00			0.00
TOTAL	72200.86	9822.78	5507.48	76516.16

** Ck# 6462 was voided, Model UN

*** Ck# 6463 was voided, AE Week Yosemite



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NICOLE H. GLENTZER
Superintendent of Schools

SERVICE

EXCELLENCE

INNOVATION

TEAMWORK

September 15, 2023

Jason Morse, Superintendent
Members, Board of Trustees
Mendocino Unified School District
P.O. Box 1154
Mendocino, California 95460

Dear Superintendent Morse and Members of the Governing Board:

In accordance with Education Code sections 52070 and 42127, the Mendocino County Office of Education has reviewed the Adopted Budget and LCAP of the Mendocino Unified School District for fiscal year 2023-24. By statute, the adopted budget review must be completed by September 15 of each year, and the LCAP review must be completed by October 8. The District's adopted budget was reviewed to determine if it complies with the Criteria and Standards for financial stability and allows the District to meet its financial obligations for the budget and two subsequent years.

The District's Adopted Budget has been analyzed in the context of the May Revision to the Governor's budget proposal for the 2023-24 year, as well as the 2023-24 Adopted State Budget and related trailer bills that were approved subsequent to the District's budget adoption, along with the County's approval of the District's 2023-24 Local Control and Accountability Plan (LCAP).

2023-24 Adopted Budget and LCAP of the Mendocino Unified School District

Based on our analysis, the County Office has concluded the District has met the necessary requirements and therefore **approves** the District's budget and LCAP as adopted by the District Board of Trustees (Board).

ADOPTED BUDGET

As adopted by the District's Governing Board, the 2023-24 budget reflects an ending fund balance in the General Fund of \$890,036 comprised of \$470,164 in unrestricted fund balance and \$419,871 in restricted fund balance. This is a change from a beginning unrestricted General Fund balance of \$1,189,799 which results in a **one-year decrease in the unrestricted General Fund balance of \$(719,635)**. The minimum state reserve level of 4% for a district of your size has been met. Even though the District meets minimum reserve requirements, the County Office remains concerned about planned spending reductions in the multi-year projection for 2024-25 and 2025-26. We urge the district to plan the specific actions necessary to implement the spending reductions needed to maintain the district's financial stability in the coming

years. Such actions are needed to align expenditures with revenues. The Budget Adoption includes a reserve percentage of just 4.46% and projected Reserve amounts of 5.86% and 5.94% in the subsequent years which include planned spending reductions.

LOCAL CONTROL ACCOUNTABILITY PLAN

Regarding our review of the district's LCAP, the Education Code requires the county superintendent to approve the plan for each school district after determining all the following:

- The LCAP adheres to the template adopted by the State Board of Education.
- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.
- The LCAP adheres to the expenditure requirements for funds apportioned based on the number and concentration of unduplicated students pursuant to Sections 42238.02 and 42238.03.

Through the review and oversight process, it has been determined that your District's LCAP meets all three criteria.

We remind districts that Supplemental and Concentration (S&C) grant funding is included in the Local Control Funding Formula to increase and/or improve services to low-income, English learner and foster youth student populations. To properly serve these targeted student groups who generated the funding, it is expected that S&C grant dollars be fully expended in each fiscal year. We recognize and acknowledge that S&C grant funds were fully expended in 2022-23.

CONCLUSION

In these times of uncertainty, districts are reminded that financial pressures are prevalent, even with the large influx of one-time dollars. Base costs of step and column, health benefits, and especially retirement contributions will continue to increase but one-time dollars will eventually be gone. It is important during these times that school districts stay proactive and cautious by developing budgets and contingency plans that allow the most flexibility in resource allocation as possible so that they can quickly react to unexpected decreases in revenues and/or unexpected increases in expenditures.

We anticipate a timely year-end closing of the 2022-23 financial records by the district, along with the annual audit by the district's external auditors, which will determine the actual beginning fund balances for 2023-24 and audited ending balances for 2022-23. These actions will ultimately affect the availability of reserves for the 2023-24 operating budgets. The audit report is due to our office on or before December 15, 2023.

ACKNOWLEDGEMENT

We want to acknowledge and express our appreciation to the district's staff, the governing board, and the community for their continued diligence and hard work. If you have any questions or concerns regarding our review process, please feel free to contact me.

Sincerely,

Penny Lauseng, MBA
Assistant Superintendent of Business and Administrative Services
Mendocino County Office of Education

cc: Meg Kailikole, Business Manager, MUSD
Shane Hildebrand, Assistant Superintendent of Educational Services, MCOE
Michelle Ebert, Director of External Fiscal Services, MCOE

ENGINEERING SERVICE AGREEMENT for Materials T&I Services

Mendocino Unified School District, referred to as “CLIENT”, requests, and LACO Associates, referred to as “LACO”, agree to provide Materials T&I services for the following project.

Project Name: MUSD: (D) Mendocino HS Gym and Technology Center Alterations Special Inspections

Project Location: 10700 Ford Street, Mendocino, California

Description of Scope and Services to Be Provided

- Special Inspections during Alterations to Gymnasium and Technology Center
- Inspections include concrete, welding, bolting and post installed anchors
- Laboratory testing, Project Management and Reporting

Estimated Completion Date

- Spring, 2024

**Estimated date of completion is contingent on when we receive the signed agreement and specified retainer.*

Prevailing Wage rates **do** apply to this project.

Payment Terms: Net 15

CLIENT agrees to pay at the hourly rates and to pay all other costs for the work or portion of work performed as set forth in the “SCHEDULE OF RATES” attached and made a part of this Agreement. The time and material based not to exceed fee is: **\$75,000***

**This is an estimate of the anticipated costs associated with the services we are proposing to provide. An estimate is made with our best professional judgment, but we cannot anticipate everything that will happen during the course of completing your project and there are often unforeseen circumstances or conditions that result in a greater commitment of staff resources than the originally estimated amount. LACO reserves the right, as a condition of this service agreement, to invoice up to an amount 10% greater than the amount originally estimated without CLIENT consultation and without a fully executed service agreement amendment.*

Retainer has been waived for this project.

This agreement includes the following attachments: GENERAL CONDITIONS, labeled GEN2007, Schedule of Rates, and others (if any) noted above.

This agreement is entered on this day, August 17, 2023, in Ukiah, Mendocino County, California.

SIGNED _____

LACO Associates
 1072 N. State Street
 Ukiah, CA 95482
 (707) 462-0222
Principal: Rodney L. Wilburn
PM: Edward H. Crump

SIGNED _____

PRINTED _____

DATE _____

CLIENT: Mendocino Unified School District
ADDRESS: PO Box 1154
 Mendocino, CA 95460
PHONE: 707-937-5868
EMAIL:

Received on Retainer _____

GENERAL CONDITIONS

LACO will perform only those services outlined in the agreed scope of work, except that CLIENT and LACO may subsequently agree in writing to provide for additional services to be rendered under this agreement for additional, negotiated compensation. The above scope of work represents the minimum program at this time. As the results of records search or other investigations or tests become known, other tests and/or sampling may be recommended to the CLIENT for written approval as Additional Services.

Invoices may be submitted to CLIENT as frequently as every four (4) weeks and/or upon completion of the work and are due and payable when presented. All accounts not paid in full within agreed payment terms will include a late payment charge from the date of the invoice, at the rate of 1.5% per month. If legal action is instituted on this account, the prevailing party shall be awarded such attorney's fees and other costs as the Court may adjudge to be reasonable. The CLIENT acknowledges the requirements of reporting cash payments for services that exceed \$10,000 under federal law. Generally, any person, as defined, in a trade or business who receives more than \$10,000 in cash in a single transaction or in related transactions must file a Form 8300 with the Internal Revenue Service. CLIENT understands that if such payment(s) are made to LACO, a Form 8300 will have to be submitted by LACO.

If CLIENT for any reason fails to pay the undisputed portion of LACO's invoices fifteen (15) days after invoice due date, LACO has the right to cease work on the project, and CLIENT agrees to waive any claim against LACO for cessation of services, and shall defend and indemnify LACO from and against any claims for injury or loss stemming from LACO's cessation of service. CLIENT agrees to pay LACO the cost associated with premature project demobilization.

In the event the project is remobilized, CLIENT agrees to pay the cost of remobilization, and shall renegotiate appropriate contract terms and conditions, such as those associated with budget, schedule, or scope of service.

In the event any bill or portion thereof is disputed by CLIENT, CLIENT shall notify LACO within ten (10) days of receipt of the bill in question, and CLIENT and LACO shall work together to resolve the matter within sixty (60) days of its being called to the attention of LACO. If resolution of the matter is not attained within sixty (60) days, either party may terminate this Agreement in accordance with condition contained herein.

LACO agrees to strive to perform the services set forth in this Agreement in accordance with generally accepted professional practices, in the same or similar localities, related to the nature of the work accomplished, at the time the services are performed. LACO's services shall not be subject to any expressed or implied warranties whatsoever.

LACO's services shall not include directly or indirectly storing, arranging for or actually transporting, disposing, treating or monitoring hazardous substances, hazardous materials, hazardous wastes or hazardous oils, except for delivery of samples to a laboratory. Unless specifically listed in the Proposal or Scope of Work, services exclude testing for the presence of asbestos, polychlorinated biphenyls (PCBs), radon gas, or any airborne pollutants.

CLIENT recognizes that subsurface conditions may vary from those observed at locations where borings, surveys, or explorations are made, and that site conditions may change with time. Data interpretations, and recommendations by LACO will be based solely on information available to LACO. LACO is responsible for these data, interpretations, recommendations, but will not accept responsibility for other parties' interpretations or use of the information developed. Because geologic and soil formations are inherently random, variable, and indeterminate in nature, the professional services rendered by LACO, and opinions provided with respect to such services under this Agreement (including opinions regarding potential cleanup costs), are not guaranteed to be representative of actual site conditions or contamination or costs, which are subject to change with time as a result of natural or man-made processes.

The CLIENT shall provide all information in its possession, custody, or control which relates to the site, its present and prior uses, or to activities at the site which may bear upon the services of LACO under this Agreement. LACO may rely on the completeness and accuracy of information supplied by CLIENT without further verification.

In recognition of the inherent risk of claims associated with the services to be provided and in consideration of our agreement to perform these services, CLIENT agrees to limit LACO's liability for CLIENT and any third parties arising from LACO's professional acts, errors or omissions, such that the total aggregate liability of engineer to all those named shall not exceed **\$50,000** or LACO's total fee for services rendered on this project, whichever is greater. (If CLIENT wishes to discuss higher limits and charges involved, he should speak with LACO.) CLIENT further agrees to require of any contractors or subcontractors an identical limitation of LACO's liability for damages suffered by the contractor or subcontractor arising from LACO's professional acts, errors, or omissions. Neither the contractor, nor any of his subcontractors assumes any liability for damages to others which may arise on account of LACO's professional acts, errors or omissions except as otherwise stipulated herein. Limitations on liability and indemnities in this Agreement are business understandings between the parties, voluntarily and knowingly entered into, and shall apply to all theories of recovery, including but not limited to, breach of contract, warranty, tort (including negligence), strict or statutory liability, or any other cause of action, except for willful misconduct or gross negligence.

MUSD: (D) Mendocino HS Gym Alterations Special Inspections

Initials: LACO _____ CLIENT _____

GEN2007

Both CLIENT and LACO agree that, to the extent allowed by law, they will not be liable to each other for special, indirect, or consequential damages arising out of or related to this Agreement, whether caused by negligence, errors, omissions, strict liability, breach of contract, breach of warranty or other cause or causes whatsoever.

By this Agreement, LACO specifically excludes, disclaims and is discharged from any responsibility or liability for all direct or indirect loss or harm resulting from the presence, failure to discover, interception, escape or discharge of hazardous or toxic materials of any kind, including the contamination of soil, water, air or other property as a result thereof. This exclusion included, but is not limited to, exploration, testing, analysis, or recommendations by LACO.

LACO's scope of work does not include the investigation or detection of the presence of any Biological Pollutants in or around any structure. CLIENT agrees that LACO will have no liability for any claim regarding bodily injury or property damage alleged to arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure. In addition, CLIENT will defend, indemnify, and hold harmless LACO from any third party claim for damages alleged to arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure, except for damages arising from or caused by LACO's sole negligence. The term "Biological Pollutants" includes, but is not limited to, molds, fungi, spores, bacteria, and viruses, and the byproducts of any such biological organisms.

To the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold LACO, its agents, subcontractors, and employees harmless from and against any and all claims, defense costs, including attorney's fees, damages, and other liabilities arising out of or in any way related to LACO's reports or recommendations concerning this Agreement, LACO's presence on the project property, or the presence, release, or threatened release of asbestos, hazardous substances, or pollutants on or from the project property; provided that CLIENT shall not indemnify LACO against liability for damages to the extent caused by the negligence or intentional misconduct of LACO, its agents, subcontractors, or employees.

CLIENT waives any claim against LACO and agrees to defend, indemnify and hold LACO harmless for injury or loss which may arise as a result of (1) alleged cross-contamination of aquifers caused by sampling, (2) release of pollutants to the environment, (3) drill cuttings, fluids or other presumed hazardous materials being left on-site after containerization by LACO, (4) containing, labeling, transporting, testing, storing, or other handling of contaminated samples, (5) any work, error, omission or negligent act performed by contractors or others under not complete and direct supervision by LACO for the specific task concerned.

CLIENT is responsible for accurately delineating the locations of all underground structures and utilities. LACO will take reasonable precautions to avoid known subterranean structures, and CLIENT agrees to defend, indemnify and hold LACO harmless from any claim or liability for injury or loss, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located.

In the absence of special arrangements, all uncontaminated samples of soil or rocks will be disposed of by LACO sixty (60) days after submission of our report. Soil, water, rock and/or other waste materials generated during work on the project site shall remain the sole property and responsibility of CLIENT. It is CLIENT's sole responsibility to arrange for lawful disposal of all waste materials. Soil, water, rock and/or other waste materials generated during LACO's work efforts on behalf of the CLIENT which may be contaminated with hazardous or toxic materials or potentially hazardous or toxic materials will be containerized on the site in approved containers at such times as they may be generated. Such materials may be required by law to be characterized and disposed of within a limited time frame. Arranging for disposal of hazardous or toxic materials or potentially hazardous or toxic materials is specifically excluded from the scope of LACO's services. Upon written request from the CLIENT, LACO may assist in coordinating or facilitating lawful disposal procedures by an appropriately-licensed contractor employed by the CLIENT. Regardless of any coordination or facilitation of disposal of hazardous or toxic materials or potentially hazardous or toxic materials by LACO on behalf of the CLIENT, CLIENT agrees to indemnify and hold harmless LACO from any claim of liability for injury, loss or environmental damage, including cost of defense, arising from any disposal of hazardous or toxic materials or potentially hazardous or toxic materials.

All laboratory and field equipment contaminated with suspected or potentially toxic or hazardous substances in performing our services will be cleaned at CLIENT's expense. Contaminated consumables will be disposed of and replaced at CLIENT's expense. Equipment (including tools) which cannot be reasonably decontaminated shall become the property and responsibility of the CLIENT. All such equipment shall be delivered to the CLIENT or disposed of in a manner similar to that indicated for hazardous samples. CLIENT agrees to pay the fair market value of any such equipment which cannot reasonably be decontaminated.

CLIENT has relied on LACO's judgement in establishing the workscope and fee for this project, given the project's nature and risks. CLIENT shall, therefore, rely on LACO's judgement as to the continued adequacy of this Agreement in light of occurrences or discoveries not originally contemplated or known. Should LACO call for contract renegotiation, LACO shall identify the changed conditions which, in LACO's judgement make such renegotiation necessary, and LACO and CLIENT shall promptly and in good faith enter into renegotiation of this Agreement to help permit LACO to continue to meet CLIENT's needs. If renegotiated terms cannot be agreed to, CLIENT agrees that LACO has an absolute right to terminate this Agreement.

LACO and CLIENT agree that discovery of unanticipated hazardous or toxic materials constitutes a changed condition mandating renegotiation or termination of services. LACO agrees to notify CLIENT as soon as practically possible should unanticipated hazardous materials or suspected hazardous or toxic materials be encountered. CLIENT agrees to make any disclosures required by law to the appropriate governmental agencies. CLIENT and LACO also agree that discovery of hazardous materials may make it necessary for LACO to take immediate action to protect health and safety. CLIENT agrees to compensate LACO for all costs required for such action and other costs incident to such unanticipated discovery of hazardous or toxic materials.

CLIENT agrees that construction contractors, subcontractors or others not affiliated with LACO are solely responsible for safety at and near the project site. LACO will have no responsibility or liability for methods of work performance, supervision including selection of equipment, selection or direction of contractor's employees, or sequencing of construction other than that done by LACO's own employees. LACO will not be responsible for excavation safety, temporary slopes, shoring, underpinning, dewatering, or other construction activities of the contractor(s) and subcontractor(s).

Unless otherwise agreed, CLIENT will furnish to LACO, its agents, representatives and subcontractors right-of-entry on land for planned field operations. CLIENT will notify any and all possessors of the project site that the CLIENT has granted LACO free access to the site. LACO will take reasonable precautions to minimize damage to the site, but it is understood by CLIENT that, in the normal course of work, some damage may occur and the correction of such damage is not part of the Agreement unless so specified in the proposal or scope of work.

All documents, reports, boring logs, field and survey notes, tracings, and other documents prepared by LACO as instruments of service shall remain the property of LACO. All designs, information, reports, or recommendations prepared or issued by LACO are for the sole use of the CLIENT for the specific project for which they are prepared. CLIENT agrees not to provide such materials to any person or organization unless the person or organization agrees in writing to be bound by the conditions of this Agreement. CLIENT agrees to save and hold LACO harmless from any liability arising from any use made by CLIENT or any other party outside the intent of this Agreement.

All claims, disputes, and other matters in controversy between LACO and CLIENT arising out of or in any way related to this Agreement will be submitted to "alternative dispute resolution" (ADR) before and as a condition precedent to other remedies provided by law. If and to the extent that CLIENT and LACO have agreed on methods for resolving such disputes, then such methods will be set forth in the "Alternative Dispute Resolution Agreement" which, if attached, is incorporated into and made a part of this Agreement. If no specific ADR procedures are set forth in this Agreement, then it shall be understood that the parties will submit disputes to mediation as a condition precedent to litigation.

If a dispute at law arises from matters related to the services provided under this Agreement and that dispute requires litigation instead of ADR as provided above, then: (1) the claim will be brought and tried in the judicial jurisdiction of the Court of the county where LACO's principal place of business is located and CLIENT waives the right to remove the action to any other county or judicial jurisdiction, and (2) the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, Court costs, attorney's fees, and other claim related expenses.

This Agreement may be terminated by either party upon ten (10) days written notice by certified mail, return receipt requested. If CLIENT elects to terminate this Agreement, CLIENT will be responsible for all charges, as computed under this Agreement, for work performed by LACO through the tenth day after mailing of the notice of termination.

The laws of the State of California will govern the validity of the terms, their interpretation and performance. If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this Agreement for any cause.

**LACO SOUTH
 2023 SCHEDULE OF RATES**

HOURLY RATES

Senior Principal Engineer	\$275.00 per hour
Senior Geotechnical Engineer	\$250.00 per hour
Senior Managing Engineer.....	\$245.00 per hour
Principal Engineer	\$235.00 per hour
Principal Land Surveyor.....	\$220.00 per hour
Senior Engineer	\$200.00 per hour
Principal Geologist, Principal Planner, Senior Project Manager	\$195.00 per hour
Deputy Director of Planning, Senior Engineering Geologist	\$185.00 per hour
Senior Geologist	\$180.00 per hour
Project Manager, Senior Planner	\$175.00 per hour
Senior Surveyor	\$165.00 per hour
Associate Engineer, Laboratory Manager	\$160.00 per hour
Associate Surveyor II	\$155.00 per hour
Senior Grant Analyst, Senior Staff Engineer.....	\$150.00 per hour
Associate Surveyor I, Senior Special Inspector.....	\$145.00 per hour
Associate Geologist.....	\$140.00 per hour
Associate Planner, Associate Surveyor, Staff Engineer, Staff Geologist	\$135.00 per hour
Staff Planner, Staff Surveyor	\$130.00 per hour
Senior Technician	\$125.00 per hour
Assistant Engineer, Assistant Planner, Assistant Geologist, Assistant Surveyor, Testing Lab Tech	\$120.00 per hour
Grant Analyst	\$110.00 per hour
Senior Project Coordinator.....	\$100.00 per hour
Project Coordinator.....	\$85.00 per hour

HOURLY PREVAILING WAGE FIELD INSPECTION RATES

Group 1: Masonry, Group 2: Welding/Construction Inspections	\$190.00 per hour
Group 3: Soils/Asphalt, Group 4: Concrete	\$185.00 per hour
Geology Group 3: Soils/Asphalt	\$170.00 per hour

HOURLY SURVEY RATES – Hourly survey rates are charged for travel time to and from job site and on-site time.

Marking Borings / USA Marking Humboldt / Sonoma / Napa (Prevailing Wage Qualifying)	\$220.00 per hour
Marking Borings / USA Marking Mendocino / Lake (Prevailing Wage Qualifying)	\$170.00 per hour
One-Person Survey.....	\$160.00 per hour
One-Person Survey (Prevailing Wage Qualifying)	\$210.00 per hour
Two-Person Survey	\$290.00 per hour
Two-Person Survey (Prevailing Wage Qualifying)	\$370.00 per hour
Three-Person Survey	\$370.00 per hour
Three-Person Survey (Prevailing Wage Qualifying)	\$500.00 per hour

EXPERT WITNESS SERVICES – Expert witness services include, but are not limited to, preparation for and attendance at depositions or court by Principal or Senior Professionals. Other staff support will be billed at regular hourly rates.

Principal Professional Expert.....	\$500.00 per hour
Senior Professional Expert	\$400.00 per hour

ANNUAL RATE INCREASE - LACO Associates anticipates an annual hourly rate increase of 3% to 5% effective January 1st of each new year without prior notice. For projects that span multiple years, an updated Schedule of Rates will be sent with the first invoice that reflects the annual increase.

NOTES

1. The above rates are regular hourly rates and include payroll costs, overhead, and profit. If overtime is requested by the Client, it will be charged at 130% of the above hourly rates.
2. Outside services, including, but not limited to, consultants and laboratories, will be billed at Cost plus 15%.
3. Subsistence and per diem will be calculated at Cost plus 15%.
4. All travel time will be charged at the regular hourly rates.

TRANSPORTATION

Automobile and pickup:

Trip charge per day (half-day minimum charge)	\$70.00 per day (\$35 minimum charge)
Over 80 miles	Federal Rate + \$0.10 per mile
Other transportation, air travel, etc.	\$Cost + 15%

MATERIALS

Survey hubs, stakes, lath, or guineas	\$1.00 each
Survey markers, plain iron pipe	\$5.00 each
Plan copies per sheet (11x17)	black & white \$0.25
Plan copies per sheet (24x36)	black & white \$5.00
All other materials or printing	\$ Cost + 15%

SURVEY FEES AND EQUIPMENT RATES

Drone Processing Access Fee	\$650.00 each
Mavic 3E / Phantom 4 RTK	\$500.00 per day
Matrice 300 w/L1 LiDAR Sensor	\$1,500.00 per day

RATES FOR MATERIALS AND SOILS TESTING

Laboratory tests are performed on samples delivered to our lab in Santa Rosa, California. Sample pick_up, special tests, and unusual sample preparation are billed at the applicable hourly rate. Faxes of reports and duplicate mailings are available for \$5 each. Reports requiring review and signature will be billed at the applicable rate. For other testing not listed, please inquire.

*Minimum charge of 1/2-day on all equipment billed on daily basis **Plus Technician Rate ***Sample preparation not included

A. AGGREGATE AND SOILS TESTING

100. Sieve Analysis – Coarse and Fine, Caltrans 202, ASTM C-136	\$186.00
101. Sieve Analysis – Coarse, Caltrans 202, ASTM C-136	\$93.00
102. Sieve Analysis – Fine, Caltrans 202, ASTM C-136	\$93.00
103. Finer than #200, ASTM C-117	\$80.00
104. Particle Size Analysis, ASTM D-422	\$192.00
105. Cleanness Value, Caltrans 227	\$186.00
106. Atterberg Limit - Wet	\$220.50
107. Hydrometer Analysis	\$90.00
108. Bulk Density of Soils	\$53.00
109. Atterberg Limits, LL-PL-PI, ASTM 4318	\$171.00
110. Sand Equivalent, Caltrans 217, ASTM D-2419	\$186.00
111. Specific Gravity – Coarse, Caltrans 206, ASTM C-127	\$141.00
112. Specific Gravity – Fine, Caltrans 207, ASTM C-128	\$155.00
113. Maximum Density of Soils, Caltrans 216, ASTM D-698 or D-1557	\$278.00
114. Maximum Density of Soils with Rock Correction, ASTM D-4718	\$300.00
301. Nuclear Density Gauge (hourly), Caltrans 231, ASTM D6938 **	\$15.00
302. Nuclear Density Gauge (daily), Caltrans 231, ASTM D6938 **	\$85.00
116. Organic Impurities, ASTM C-40	\$80.00
117. Moisture Content of Soils In Place, ASTM D-2216	\$25.00
118. Density of Soils In Place, ASTM 2937	\$50.00
119. Percent Crushed Particles, Caltrans 205, ASTM D-5821	\$186.00
120. Durability Index – Coarse, Caltrans 229, ASTM D-3744	\$150.00
121. Durability Index – Fine, Caltrans 229, ASTM D-3744	\$150.00
122. Concrete Slab Relative Humidity Test	\$98.00
123. Unconfined Compressive Strength	\$80.00
124. CBR Soils Test with Compaction	\$550.00
125. Consolidation, 3" dia., ASTM D-2435	\$280.00
126. Consolidation Test – Additional Points	\$45.00
127. Direct Shear, ASTM D-3080 (3 points)	\$275.00
128. Direct Shear, ASTM D-3080 (per additional point)	\$69.00
129. Sample Preparation	\$35.00

130.	Expansion Index, ASTM D-4829	\$351.00
131.	Pocket Penetrometer	\$20.00
135.	Unit Weight, ASTM C-29	\$186.00
139.	CBR Soils Test Without Compaction	\$350.00
166.	Max. Theoretical Specific Gravity (RICE), ASTM D2041	\$175.00
167.	Moisture % of Bituminous Mixtures, CAL370	\$75.00
168.	Bulk Specific Gravity of Compacted Asphalt Mixtures, ASTM D2726	\$65.00
169.	Marshall Compaction, Density, 3 specimens, ASTM D6926, D2726	\$345.00
170.	Marshall Stability & Flow, 3 specimens, ASTM D6927	\$230.00
171.	% Binder Content, NCAT Ignition Oven, ASTM D6307	\$150.00
172.	NCAT Calibration, ASTM D6307	\$380.00

B. CONCRETE AND FIELD TESTING

150.	Concrete/Grout Compressive Strength (curing, testing & disposal), Caltrans 521, ASTM C-39	\$35.00
151.	Concrete Compressive Strength, Caltrans 521, ASTM C-39	\$35.00
152.	Specimen Processing and Curing, ASTM C-31	(each) \$8.00
153.	Disposable Concrete Molds	(each) \$4.00
154.	Concrete Mix Design, Preparation, Review, and Adjustment	\$200.00
156.	Percent Entrained Air (Method ASTM C-231 or C-173)**	\$20.00
157.	Shrinkage Test, ASTM C-157 (3 bars)	(per test) \$300.00
158.	Concrete Rebound Test, ASTM C-805**	(per day) \$25.00
159.	Coring; Concrete, CMUs and AC, 4-inch core **	\$3.00 per inch length
161.	Coring; Concrete, CMUS and AC, 6-inch core **	\$3.00 per inch length
163.	Splitting Tensile Strength, ASTM C-496	(per test) \$90.00
164.	Voltage Meter	(per day) \$35.00

C. SPECIAL EQUIPMENT

258.	Coating Thickness Gauge	(per Day) \$25.00
246.	Skidmore **	(per day) \$60.00
303.	Core Drilling Machine**	(per day) \$75.00
333.	Load Cell **	(per hour) \$15.00
334.	Torque Wrench **	(per hour) \$10.00
320.	Photoionization Hydrocarbon Vapor Detector *	(per day) \$100.00
450.	Field Lab Analysis (Hanby)	(per test) \$25.00
332.	Turbidity Meter *	(per day) \$40.00
352.	Dissolved Oxygen Meter *	(per day) \$40.00
245.	pH/T/K Meter *	(per day) \$40.00
247.	Water Level Meter	(per day) \$25.00
321.	Bladder Pump/2" Submersible Pump *	(per day) \$45.00
224.	Cam/Portable Pump (12-volt)	(per well) \$5.00
336.	Pressure Washer *	(per day) \$45.00
323.	Steam Cleaner *	(per day) \$75.00
456.	Rotary Hammer Boring System	(per boring) \$25.00
452.	Hydro Punch	(per sample) \$30.00
454.	Continuous Core Sampler	(per foot) \$5.00
354.	Hand Auger *	(per day) \$25.00
22.	Traffic Control Cones (25) *	(per day) \$8.00
23.	Passive Skimmer (1 liter)	(per week) \$15.00
24.	Electric Skimmer	(per week) \$125.00
326.	Submersible Pump *	(per day) \$45.00
322.	Centrifugal Pump *	(per day) \$100.00
252.	Confined Space Multi-Gas Meter (LEL, Oxygen, PID, Hydrogen Sulfate, CO)	(per day) \$90.00
661.	Calcium Chloride Kits	(each) \$25.00

From: Sara Fries <sfries@mendocinoused.org>

Sent: Tuesday, October 3, 2023 12:46 PM

To: Jason Morse <jmorse@mcn.org>

Subject: Re:

Hi Jason,

Thanks for getting back to me! One grant is for \$6000, to help fund our Woodlands overnight trip, and the other grant is for \$500, to fund our Steelhead Trout Release field trip transportation costs. They are both offered by the Save the Redwoods League. The due date for both is October 13.

Thanks again,

Sara

----- Forwarded message -----

From: **Lora Barnett-Tuomala** <ltuomala@mendocinoused.org>

Date: Fri, Sep 15, 2023 at 12:20 PM

Subject: Donation letter for gym equipment

To: Megan Smithyman <adminmhs@mendocinoused.org>

Hello, Jeanie is hoping for a donation letter from the school

Bowflex weight bench - 250

Bowflex weight set (no bar) - 600

Elliptical - 3,000

LifeFitness Power Tower - 9,188

We haven't gotten the tower yet but we have everything else

Lora



SERVICE EXCELLENCE INNOVATION TEAMWORK

**Williams Settlement Legislation
Quarterly Uniform Complaints Procedure Reporting Form
2023-2024**

District Name: Mendocino Unified School District

Person Completing this Form Erin Placido

Title: Executive Assistant to Superintendent

This report is being submitted for the following quarter (please check one):

Quarter	Reporting Period	Report Due To MCOE
<input checked="" type="checkbox"/> Quarter #1	July 1, 2023 - September 30, 2023	October 13, 2023
<input type="checkbox"/> Quarter #2	October 1, 2023 - December 31, 2023	January 12, 2024
<input type="checkbox"/> Quarter #3	January 1, 2024 - March 31, 2024	April 12, 2024
<input type="checkbox"/> Quarter #4	April 1, 2024 - June 30, 2024	July 12, 2024

Check which applies:

No complaints were filed with any school in the district during the quarter indicated above.

Complaints were filed with schools in the district during the quarter indicated above.

The following chart summarizes the nature and resolution of the complaint.

Type of Complaint	Total No. of Complaints	No. of Complaints Resolved	No. of Unresolved Complaints
Textbooks and Instructional Materials	0		
Teacher Vacancies or Mis-assignments	0		
Facility Conditions	0		
TOTALS:	0		

Superintendent's Name: Jason Morse

Superintendents Signature:

Forwarded a copy of this completed report to
Veronica Bazor, vbazor@mcoe.us

**Emergency
Operations Plan
for
Mendocino Unified
School District**

October 20233-24



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Introduction

A. PURPOSE: This Emergency Plan addresses the Mendocino Unified School District's planned response to emergency situations associated with natural disasters, technological incidents, and national defense operations. The plan may apply to day-to-day emergencies and the well established and routine procedures used in coping with these minor instances. The operational concepts reflected in this plan focus on potential large-scale disasters which can generate unique situations requiring unusual responses. Such disasters pose threats to life and property or can impact the well-being of a large number of people.

B. DESIGN: The Emergency Plan is designed as closely as possible to daily procedures to avoid the necessity of learning all new functions during the start of a chaotic situation. It does comply with current State Laws which require the use of the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).

C. USE: This document is intended for use BEFORE disaster strikes so that all responding personnel are prepared - thus avoiding confusion and the loss of precious time. The manual should also be used during an event for guidance and reference.

D. ACTIVATION: This plan can be activated at any time by a supervisor at any level. The scale of activation is solely dependent upon the size of the incident. Other specific instances include:

1. On the order of the official designated by ordinance or rule, providing for the existence or threatened existence of a LOCAL EMERGENCY.
2. When the Governor of the State of California has proclaimed a STATE OF EMERGENCY in an area including this jurisdiction.
3. Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined by the California Emergency Services Act.
4. By a Presidential declaration of a NATIONAL EMERGENCY.
5. Automatically on receipt of an attack warning or the observation of a nuclear detonation.

Safety Committee

202~~32~~-2~~43~~ SAFETY COMMITTEE MEMBERS

Jason Morse	Superintendent / District Safety Director
Erin Placido	Executive Assistant/Human Resources
Kim Humrichouse	K-8 Principal
Tobin Hahn	9-12 Principal
Paulo Andrade	Maintenance Supervisor
Meg Kailikole	District Business Manager
Ceil McDonell	Transportation Supervisor
Nicole Gold	K-8 Administrative Assistant
Megan Smithyman	MHS Administrative Assistant

Annual Requirements

To Be Completed by June 1 annually (June 1, 202~~4~~²)

1. Monthly fire drills at each school site Review logs Principal

Signed and dated _____

2. Twice yearly earthquake drills at each school site Review logs Principal

Signed and dated _____

3. Annual review of plan sections by designated commanders and chiefs

Signed and dated Superintendent _____

 K-8 Principal _____

 9-12 principal _____

 K-8 Ops Chief _____

 9-12 Ops Chief _____

 K-8 Logistics Chief _____

 9-12 Logistics Chief _____

 Planning Chief _____

 Finance Chief _____

4. Annual Review of certifications Superintendent/designee

Signed and dated _____

5. Annual Review of Training Required: Safety Committee
including review of training matrix, preparation of training calendar, set-up and coordination of classes or
exercises, notification of trainees, documentation of training hours

Signed and dated:
 Superintendent _____

 K-8 Principal _____

 9-12 principal _____

 Planning Chief _____

Emergency Telephone Numbers

In an **EMERGENCY**, dial 9-1-1 for:

- Fire Department Mendocino (Business: 937-0131; FB 961-2831)
- Sheriff's Department **964-6308**
- Highway Patrol **467-1013**

American Red Cross, (<i>Santa Rosa</i>)	<u>577-7600</u>
Animal Regulation, (<i>Fort Bragg office</i>)	<u>463-4086</u>
CalTrans (<i>Road Closures</i>)	<u>1-800-427-7623</u>
Fire Department (<i>Mendocino Volunteer</i>)...<i>Emergency</i>	<u>911</u>
(<i>Business</i>)	<u>937-0131</u>
Ham Radio Operators (<i>position currently unfilled</i>)	
Pacific Gas & Electric Company (<i>Road Closures</i>)	<u>1-800-743-5002</u>
Police Department (<i>Fort Bragg</i>) (<i>Business</i>)	<u>961-2800</u>
School Insurance Group (<i>Northwest Insurance</i>)	<u>462-8615</u>
County Department of Emergency Services	<u>463-5630</u>
County Office of Education	<u>467-5000</u>
County Sheriff's Department	<u>964-6308</u>
Transportation Agency	<u>937-2877</u>
Poison Control (<i>24 hr Emergency Hotline</i>)	<u>800-222-1222</u>

About Emergency Management Systems

Through the years, those agencies responsible for disaster response have come up with several different models for coordinating that response. Although these models differ, they share a common background: The Incident Command System (ICS). As a member of your school's emergency response team, you will need to be familiar with ICS and the emergency management systems used in California.

Incident Command System (ICS) Developed in the 1970's by Southern California Fire Protection Agencies, this system was designed to coordinate multi-jurisdictional response. The beauty of ICS is that it is based upon common terminology and on the division of response activities into five functional units that essentially eliminates the possibility of the duplication of efforts. ICS became the model for the state's system.

Standardized Emergency System (SEMS) Developed in response to the lack of agency and multi-jurisdictional coordination during the Oakland Fires of 1991, SEMS became the state-wide standard for coordinated emergency response. All agencies involved in emergency response are legally required to use SEMS. In fact, the state reimbursement of local costs incurred for emergency response/recovery is tied to the use of SEMS.

National Incident Management System (NIMS) The national government liked what we were doing in California, so they modified it a little and came up with their own system of emergency response. It is a FEMA approved emergency response system and will become the national model. National compliance is expected by 2006. Like SEMS, compliance will be tied to reimbursement for local costs of emergency response and recovery.

SO, WHAT'S A SCHOOL TO DO?

California's schools were issued their marching orders in 1994, when the State passed the Petris Bill. This bill **requires** schools (who are considered to be special districts) to use the SEMS model in planning for, and responding to, school emergencies and disasters.

USING SEMS (AND NIMS) IN YOUR SCHOOL - AN OVERVIEW

Within SEMS (and NIMS), an emergency response organization consists of five Sections:

Management/Command: responsible for policymaking with respect to disaster planning and preparedness and for the overall coordination of emergency response and recovery activities. This section has four team members, the Incident Commander, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer. In short: they are *the leaders*.

Planning/Intelligence: responsible for creating the action plans and checklists that will be used by all of the sections during crisis response and recovery. The section is comprised of two teams: the Situation Status Team and the Documentation Team. During an emergency, these teams gather, analyze, disseminate, and record information critical to the functioning of the Management/Command section. Planning/Intelligence are often referred to as *the thinkers*.

Operations: responsible for response preparedness of the Communications, Search and Rescue, First Aid, Student Release/Staff Accounting, Assembly/Shelter, and Maintenance/Fire Teams. During a disaster, this section directs response activities of all of these teams and coordinates that response with Command/Management. These folks represent *the doers*.

Logistics: prior to a disaster, this section is in charge of creating a transportation plan, and insuring that there are adequate supplies of food, water, and equipment for crisis response. During an emergency, the section's two teams, the Supplies/Staffing Team and the Transportation Team provide services, personnel, equipment, materials, and facilities, as needed. They are *the getters*.

Finance/Administration: in charge of creating policy and procedure for documenting costs associated with emergency response. This section has one team, called the Recordkeeping Team. During a disaster they activate contracts with vendors, keep pay records, track receipts, and account for expenditures. Their efforts make it possible for schools to reclaim costs associated with response and recovery activities from the state. They are called *the payers*.

THE EMERGENCY OPERATIONS CENTER

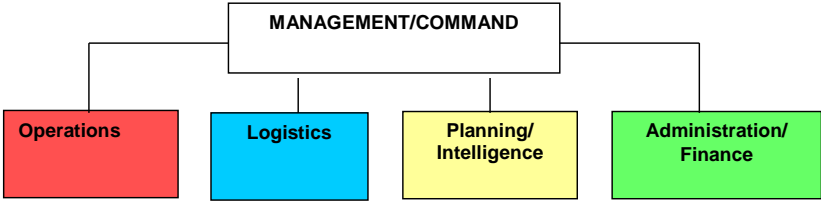
During an emergency, the Management/Command Section gathers together in an area/room to set-up a "command center" also known as the Emergency Operations Center (EOC). In the EOC, the Management Section makes decisions affecting response activities based upon information coming in from the Section Chiefs of the other sections. The organizational chart on the next page outlines the hierarchy in an EOC.

A Word about Unified Command

The control of and response to campus emergencies is the sole responsibility of the school site team *until* first responders arrive. Once they are on campus, incident command transitions to **“Unified Command.”** This transition is immediately facilitated by an on-site briefing of first responders by the Management Team and Section Chiefs. Following the initial briefing, the school's Incident Commander will begin to work closely with representatives of each response agency to plan and carry out response activities.

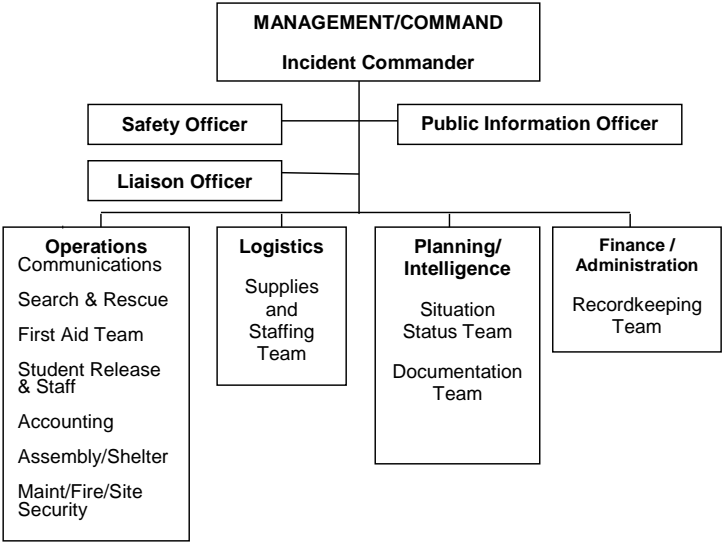
In the EOC, this means that first responder representatives will essentially be running response activities in consultation with the school's Management Team and Section Chiefs. In the field, Team Leaders and Team Members will work alongside first response teams, *unless* the Incident Commander has deemed it is too dangerous or unsafe for school site teams to continue to participate. *Remember*, first responders are professionals. Work with them and take your cues from them.

EOC Management and the Basic



Divisions of Labor

Each one of the five functions has certain roles and responsibilities during a disaster or school emergency. The Management Division oversees response activities in consultation with the coordinators of the Operations, Logistics, Planning/Intelligence, and Administration/Finance.



WHAT IS SEMS? (STANDARDIZED EMERGENCY MANAGEMENT SYSTEM)

A standardized approach to emergency management in California using several key concepts:

- 1) A management tool called the Incident Command System (ICS);
- 2) Mutual aid systems in which similar organizations assist each other in emergencies; and
- 3) Multiple agency coordination under which diverse organizations work together and communicate with each other.

WHY USE SEMS?

- To qualify to receive State reimbursement
- To improve coordination between response agencies
- To coordinate flow of information and resources
- To improve mobilization, use and tracking of resources

WHAT ARE THE ELEMENTS OF SEMS?

Key Components:

- ICS is a primary component
- Multi-Agency Coordination System
- Master Mutual Aid System
- Operational Areas
- OASIS

There are FIVE levels:

- State Level
- Regional Level (Coastal Region)
- Op Area Level (County)
- School District Level (or Cities)
- School Site Level

WHAT IS NIMS? (NATIONAL INCIDENT MANAGEMENT SYSTEM)

A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- Use an ALL-HAZARDS approach.
- Improve coordination and cooperation between public and private entities.

WHY USE NIMS?

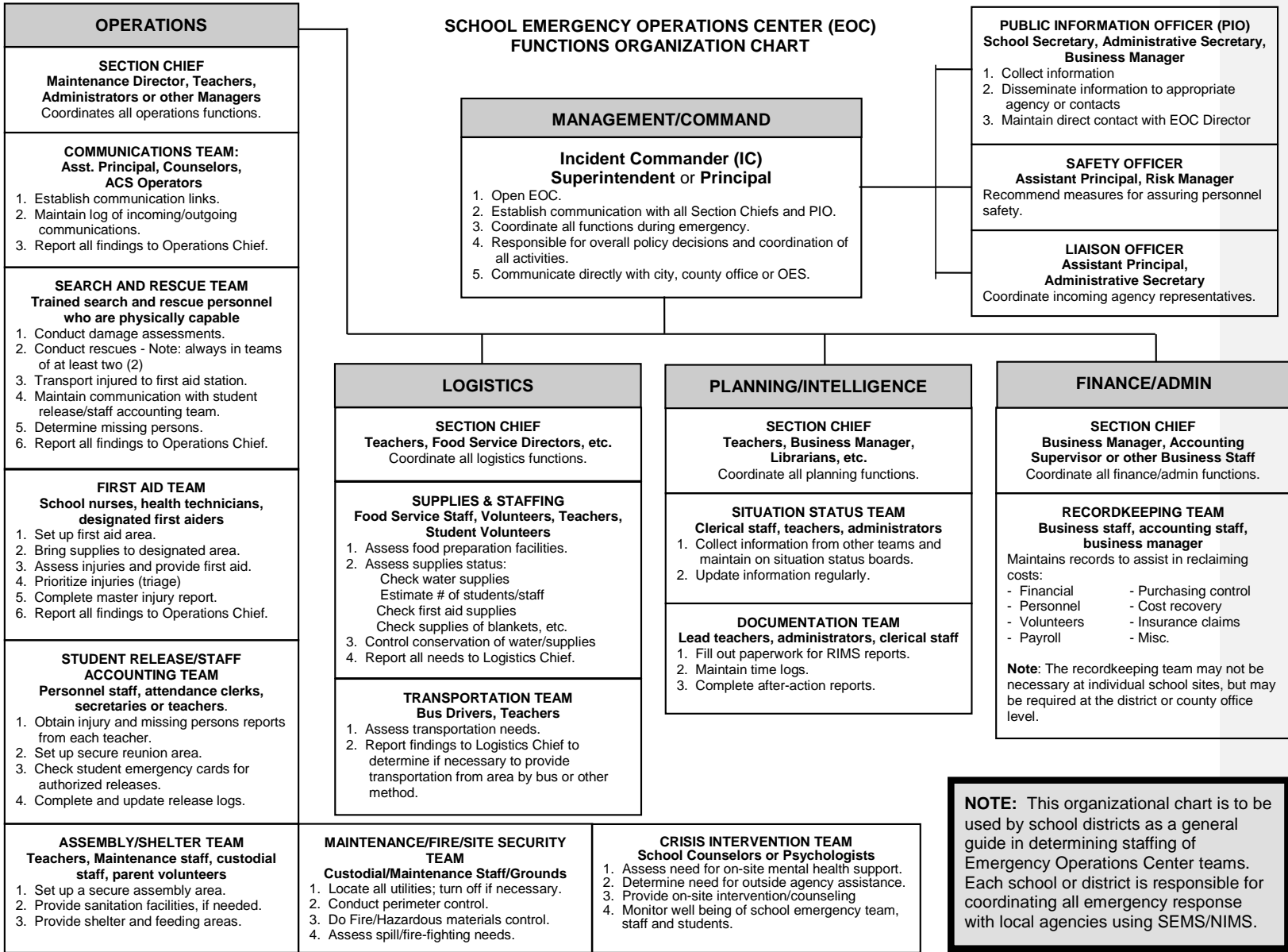
- To qualify to receive Federal reimbursement
- To provide a coordinated response
- To standardize domestic incident response that reaches across all levels of government and all response agencies

WHAT ARE THE ELEMENTS OF NIMS?

Key Components:

- Command and Management

**SCHOOL EMERGENCY OPERATIONS CENTER (EOC)
FUNCTIONS ORGANIZATION CHART**



NOTE: This organizational chart is to be used by school districts as a general guide in determining staffing of Emergency Operations Center teams. Each school or district is responsible for coordinating all emergency response with local agencies using SEMS/NIMS.

**K-8 SCHOOL EMERGENCY OPERATIONS CENTER (EOC)
ORGANIZATIONAL CHART**

MANAGEMENT

INCIDENT COMMANDER:
Kim Humrichouse
ALTERNATE:
Jason Morse

PIO:
Erin Placido
ALTERNATE:
Jason Morse

SAFETY OFFICER:
Jason Morse
ALTERNATE:
Erin Placido

LIAISON:
Tiffany Grant
ALTERNATE:
Meg Kailikole

OPERATIONS

LOGISTICS

PLANNING/INTELLIGENCE

FINANCE/ADMIN

Section Chief:
Laura Lucier
Alternate: Megan Perry

Section Chief:
Nicole Gold
Alternate: Tracy Elo

Section Chief:
Kim Humrichouse
Alternative: Laura Lucier

Section Chief:
Meg Kailikole
Alternate: Jason Morse

Communication Team:
1. * Tracy Elo
2. Jeanne Sullivan

Staffing and Supplies
1. * Barbara Mueller
2. ** Diane Price
3. Ruben Villegas
4. Fernando Martinez

Situation Status Team:
1. * Tiffany Grant
2. ** Michele Sheldon
3. _____

Recordkeeping Team:
1. * Tiffany Grant
2. ** _____
3. _____

Search & Rescue Team:
1. * John Moran
2. ** Erin Thomas/Jordan West
3. Sara Fries
4. Darcie Plocher/Mark Oatney

Transportation Team:
1. * Ceil McDonell
2. Christine Kenton
3. Sara Kain/Jon Goodstein
4. William Price

Documentation Team:
1. * Tiffany Grant
2. ** Michele Sheldon
3. _____

Other:
1. * _____
2. ** _____
3. _____

First Aid Team:
1. * Eric Triplett
2. Allie Hartley
3. Molly Root
4. Sam Skowron

Crisis Intervention Team:
1. * Cecilia Jimenez
2. ** Anna Yanez
3. Anna Levy

Student Security:
1. * Mark Oatney/Darcie Plocher
2. Josh Potter
3. Jessica Drayer
4. Beth Renslow
5. Iana Porter
6. Jesse Meuschke
7. Jordan West/Mimi Sawyer

**Maintenance/Fire/Site Security
(Reports to Operations)**

1. * Paulo Andrade
2. ** Barbara Mueller
3. Ruben Villegas
4. Fernando Martinez
5. Travis Yolles
6. Kiva Myers
7. Kyle Rodriguez

8. Mimi Sawyer/Sasha Blaser
9. Aimee Frederick
10. Adam Channel/Chelsy Thompson
11. All instructional/Integrative Aides

Student Release/Staff Acting
1. * Laura Lucier
2. Megan Perry
3. Maeella Dell-Stuckey/Sage Andersen
4. Hannah Grinberg

Assembly/Shelter:
1. * Trish Evans
2. ** Diane Price

3. Barb Mueller

MANAGEMENT

**9-12 SCHOOLS EMERGENCY OPERATIONS CENTER (EOC)
ORGANIZATIONAL CHART**

INCIDENT COMMANDER:

Tobin Hahn

ALTERNATE:

Jason Morse

PIO:

Erin Placido

ALTERNATE:

Meg Kailikole

SAFETY OFFICER:

Jason Morse

ALTERNATE:

Erin Placido

LIAISON:

Tiffany Grant

ALTERNATE:

Meg Kailikole

OPERATIONS

Section Chief:

Megan Smithyman

Alternate: Liz Newkirk

Communication Team:

1. * Marshall Brown
2. ** Liz Newkirk
3. James Wroble

Search & Rescue Team:

1. * May Martin - lead
2. James Eastman
3. Alex Fosse

First Aid/Medical Team:

1. Derek Hutchinson - lead
2. Noah Gold
3. Lora Barnett-Tuomala

Student Security

1. * Sam Stump – lead
2. Meghan Miller
3. Ryan Olson Day
4. James Gilbert

LOGISTICS

Section Chief:

Marci Arter

Alternate: Derek Hutchinson

Staffing and Supplies

1. * Barbara Mueller
2. ** Diane Price
3. Rogelio (Roy) Munoz
4. Bram Sluis

Transportation Team:

1. * Ceil McDonell - lead
2. Sara Kain
3. Christine Kenton

Crisis Intervention Team:

1. ** Anny Levy
2. Anna Yanez
3. Cecilia Jimenez

Maintenance/Fire/Site Security

(Reports to Operations)

1. * Paulo Andrade
2. ** Kyle Rodrigues
3. Kiva Myers
4. Travis Yolles

PLANNING/INTELLIGENCE

Section Chief:

Erin Placido

Alternate: Paulo Andrade

Situation Status Team:

1. * Tiffany Grant
2. ** Michele Sheldon
3. _____

Documentation Team:

1. * Tiffany Grant
2. ** Michele Sheldon
3. _____

Student Release/Staff Accounting

(Reports to Operations)

1. * Marci Arter
2. Liz Newkirk (Alt)
3. Meredith Frederick/Erik Rain

FINANCE/ADMIN

Section Chief:

Meg Kailikole

Alternate: Jason Morse

Recordkeeping Team:

1. * Tiffany Grant
2. ** _____
3. _____

Other:

1. * _____
2. ** _____
3. _____

Assembly/Shelter:

(Reports to Operations)

1. * Kamala Lance – lead
2. Pamela Duncan
3. Tom Sosonvec
4. Taimi Barty

DISTRICT LEVEL

• Incident Commander

Jason Morse
Superintendent/Principal

Office: 937-5868

Principal Kim Humrichouse Designee 1

Office: 937-0515
Cell:

Principal Tobin Hahn Designee 2

Office: 937-5871
Cell:

Go-Kit Location: District Office

• Public Information Officer

Erin Placido Designee 1

Office: 937-5868

Jason Morse Designee 2

Cell:
Office: 937-5868
Cell:

Go-Kit Location: District Office

• Safety Officer

Jason Morse, Superintendent

Office: 937-5868

Erin Placido Designee 1

Office: 937-5868

Go-Kit Location: District Office

• Liaison Officer

Tiffany Grant Designee 1

Office: 937-5868

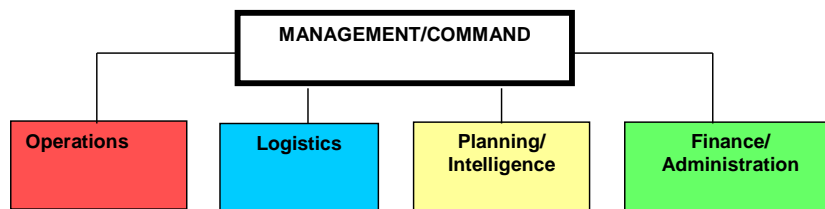
Meg K Designee 2

Office: 937-5868

Go-Kit Location: District Office

MANAGEMENT/COMMAND

During a campus emergency, the Management Team is responsible for coordinating all response activities. This Team is comprised of the Incident Commander, the Public Information Officer, the Safety Officer and the Liaison Officer.



- **INCIDENT COMMANDER (IC)** is responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation, and assigning/releasing staff as needed.
- **PUBLIC INFORMATION OFFICER (PIO)** acts as the liaison between the school, the media and the public. The PIO must be aware of all incident response activities and is **the only person** authorized to speak to the media.
- **SAFETY OFFICER (SO)** is charged with the safety of students, staff, and others on campus during response activities. The SO has the authority to stop any response activity that would create an unsafe situation or put anyone at risk.
- **LIAISON OFFICER (LO)** is the point of contact/coordination between the IC and public agencies and organizations (such as the American Red Cross, or the local utility company) working on campus in support of response activities.

Management Checklist

INCIDENT

The Incident Commander (IC) is the person responsible for the conduct of emergency/disaster operations on-site. The IC's first "job" is to activate the Emergency Operation Center (EOC). During the emergency/disaster, the IC oversees and directs response activities until relieved by an alternate IC, is dismissed by the District Superintendent, or replaced by someone of higher authority (Emergency Response Personnel). While on duty, the IC is charged with ensuring the safety of students, staff, volunteers and campus visitors.

Start-up Actions/Activation

- Open Go-Kit and put on personal safety equipment
- Read position description
- Assess nature and scope of emergency/disaster
- Determine level of threat to people and facilities
- Implement emergency/disaster plan appropriate to situation
- Activate Section Chiefs and team leaders as needed
- Fill in the "Incident Assignments" form as positions are staffed
- Make sure you have a back-up or alternate Incident Commander
- Have your GETS card available

Operational Duties

- Monitor overall response activities by staying in communication with Section Chiefs
- Issue regular reports to District Office (DO)
- Revise incident action plans as situation warrants
- Initiate Student Release when appropriate (*be sure Student Release Team is set up*)
- Authorize Public Information Officer (PIO) to release information to the appropriate agencies
- Assign/re-assign personnel as needed
- Make sure all staff and volunteers take regular breaks (*including yourself*)

INCIDENT COMMANDER

Closing Down/Deactivation

- Authorize deactivation of teams as appropriate and ensure that all pending actions will be completed after deactivation
- Terminate all response activities at the direction of the District Superintendent
- Initiate recovery operations
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- School Emergency Plan
- Campus map
- Staff and student roster
- Job description clipboard
- Walkie talkie/FRS
- AM/FM radio
- Bullhorn
- Whistle
- Pens, pencils, paper and clipboard
- Disaster response forms
- Vest and/or ID badge
- Hard hat/safety equipment

Supplies/Equipment

- School district radio
- Table and chairs (*if EOC has to be moved outside*)

Forms

- School EOC Organizational Chart
- Section Team Rosters

Management Checklist

PUBLIC

The Public Information Officer (PIO) is the school site's official spokesperson during emergency/disaster operations. The PIO's "job" is to release information about the incident and response activities to the media until the District Office PIO is available.

Start-up Actions/Activation

- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with IC and Management Team
- Designate a media reception area (*with IC approval*)
- Consult with the District PIO (*if available*) to coordinate information release
- Advise on-site media of time of first press release or press conference
- Open and maintain position activity and communications log

Operational Duties

- Keep updated on response activities
- Schedule regular press conferences
- Get approval of IC for all press releases/statements(**see Guidelines for Speaking to the Press*)
- Remind staff and volunteers to refer all questions from parents and/or the media to the PIO
- Arrange for the translation of announcements and response-related information (*as needed*)
- Monitor news broadcasts and correct any misinformation as soon as possible
- Make sure that the IC is aware of all media-related incidents

Closing Down/Deactivation

- Release PIO staff and volunteers when directed by IC
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Leave contact information with Documentation Team in case you need to be reached

PUBLIC INFORMATION OFFICER

Go-Kit

- School Emergency Plan
- Vest and/or ID badge
- Hard hat/safety equipment
- AM/FM Radio (w/batteries)
- Walkie talkie/FRS
- Clipboard and paper
- Pens/Sharpies/Dry Erase Markers
- Scotch tape/masking tape/duct tape
- Scissors
- School site maps and regional/neighborhood maps

Supplies/Equipment

- Newsprint or dry erase board and portable easel
- "Media Here" Sign

Forms

- Disaster Public Information Release Worksheet
- Sample Press Release

Guidelines for Speaking to the Press

When speaking to the press about campus emergencies, it is extremely important to adhere to the following guidelines:

- **READ** all press statements
- **Re-state** the nature of the incident; its cause and time of origin
- **Describe** the size and scope of the incident
- **Report on** the *current* situation
- **Speak about the resources** being utilized in response activities
- **Reassure** the public that everything possible is being done
- **DO NOT release any names**
- **When answering questions** be truthful; but consider the emotional impact the information could have upon listeners
- **Avoid speculation**; do not talk “off the record”
- **Do not use** the phrase “no comment”
- **Set up** press times for updates
- **Control** media location

Management Checklist

The Safety Officer is responsible for ensuring that all response activities are conducted safely.

Start-up Actions/Activation

- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with IC and Management Team
- Open and maintain position activity log

Operational Duties

- Maintain incident records and track response activities
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled
- Monitor emergency response activities for safe practices
- Identify and mitigate, to the extent practicable, on-site hazards and un-safe situations
- Stop or modify any unsafe activities/operations
- Ensure that school responders are using appropriate safety equipment
- Anticipate situation/problems before they occur
- Consider probable situation changes (aftershocks, etc.) and how they will affect response activities
- Keep the IC apprised of and alert to any potential problems

Closing Down/Deactivation

- Release Safety staff and volunteers when directed by IC
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- School Emergency Plan
- Job Description clipboard
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, paper and clipboard
- Walkie-talkie/FRS

Management Checklist

The Liaison Officer is the point of contact for outside Agency Representatives offering organizational assistance during school site emergency response. The Liaison Officer coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information.

Start-up Actions/Activation

- Open Go-Kit and put on personal safety equipment
- Read position description
- Meet with the IC and Management Team
- Open and maintain position activity log

Operational Duties

- Brief agency representatives on the status of the situation, response priorities, and the incident action plan
- Ensure the coordination of efforts by keeping the IC informed of agency action plans
- Provide periodic updates to agency representatives as necessary

Closing Down/Deactivation

- Release Liaison staff and volunteers when directed by the IC
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- School Emergency Plan
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, paper and clipboard
- Walkie talkie/FRS

K- 8 Operations Team Roster

• Section Chief

Laura Lucier Designee 1 Contact Info 937-0515
Contact Info: _____
Megan Perry Designee 2 Contact Info: _____
Contact Info: 937-0515
Contact Info: _____
Contact Info: _____

Go-Kit Location: site office

• Communications Team Leader

Nicole Gold Designee 1 Contact Info 937-0564
Contact Info: _____
Tracy Elo Designee 2 Contact Info: 937-2015
Contact Info: _____
Contact Info: _____
Contact Info: _____

Go-Kit Location: site office

• Search and Rescue Team Leader

John Moran Designee 1 Contact Info 937-0564
Contact Info: _____
Erin Thomas Designee 2 Contact Info: 937-0564
Contact Info: _____
Contact Info: _____
Contact Info: _____

Go-Kit Location: site office

• First Aid Team Leader

Eric Triplett Designee 1 Contact Info 937-0515
Allie Hartley Designee 2 Contact Info: 937-0564

Go-Kit Location: site office

• Student Release/Staff Accounting Team

Laura Lucier Designee 1 Contact Info 937-0564
Contact Info: _____
Megan Perry Designee 2 Contact Info: 937-0564
Contact Info: _____
Contact Info: _____
Contact Info: _____

Go-Kit Location: site office

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• Assembly/Shelter Team Leader

Trish Evans Designee 1

Contact Info 937-4640

Diane Price Designee 2

Contact Info: _____

Contact Info: 937-4640

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: cafeteria

• Maintenance/Fire/Site Security Team Leader

Paulo Andrade Designee 1

Contact Info 969-1603

Barb Mueller Designee 2

Contact Info: _____

Contact Info: 937-0564

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: maintenance room

• Crisis Intervention Team Leader

Cecilia Jimenez Designee 1

Contact Info 937-5871

Anna Yanez Designee 2

Contact Info: _____

Contact Info: 937-0515/937-5871

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

9-12 Operations Team Roster

• Section Chief

Megan Smythman Designee 1 Contact Info 937-5871
Contact Info: _____
Derek Hutchinson Designee 2 Contact Info: 937-5871
Contact Info: _____
Contact Info: _____
Contact Info: _____

Go-Kit Location: site office

• Communications Team Leader

Marshall Brown Designee 1 Contact Info 937-5871
Contact Info: _____
Liz Newkirk Designee 2 Contact Info: 937-5871
Contact Info: _____
Contact Info: _____
Contact Info: _____

Go-Kit Location: site office

• Search and Rescue Team Leader

May Martin Designee 1 Contact Info 937-5871
Contact Info: _____
James Eastman Designee 2 Contact Info: 937-5871
Contact Info: _____
Contact Info: _____
Contact Info: _____

Go-Kit Location: site office

• First Aid Team Leader

Derek Hutchinson Designee 1 Contact Info 937-5871
Contact Info: _____
Noah Gold Designee 2 Contact Info: 937-5871
Contact Info: _____
Contact Info: _____

Go-Kit Location: site office

• Student Release/Staff Accounting Team

Marci Arter Designee 1 Contact Info 937-5871
Contact Info: _____
Liz Newkirk Designee 2 Contact Info: 937-5871
Contact Info: _____
Contact Info: _____
Contact Info: _____

Go-Kit Location: site office

• Assembly/Shelter Team Leader

Kamala Lance Designee 1

Contact Info: 937-0138

Pamela Duncan Designee 2

Contact Info: _____

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: cafeteria

• Maintenance/Fire/Site Security Team Leader

Paulo Andrade Designee 1

Contact Info: 937-1603

Kyle Rodrigues Designee 2

Contact Info: 937-1603

Contact Info: _____

Go-Kit Location: maintenance room

• Crisis Intervention Team Leader

Anna Levy Designee 1

Contact Info: 937-0564

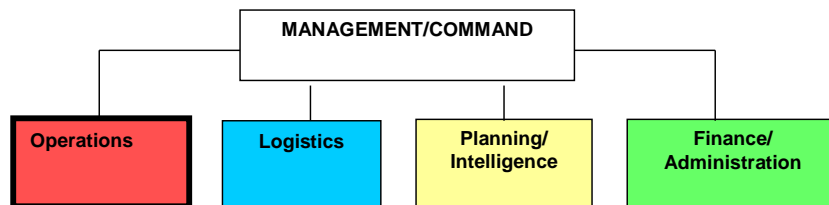
Anna Yanez Designee 2

Contact Info: 937-5871 / 937-0515

Go-Kit Location: site office

OPERATIONS

The Operations Section is responsible for carrying out all emergency response activities. Those responsibilities are coordinated by the Section Chief and carried out by the Assembly/Shelter, Communications, Crisis Intervention, First Aid, Maintenance/Fire/Site Security, Search and Rescue, and Student Release/Staff Accounting Teams.



- **ASSEMBLY/SHELTER TEAM** is charged with overseeing the safe evacuation and sheltering of students and staff during a campus emergency.
- **COMMUNICATIONS TEAM** is responsible for coordinating the flow of all on-site verbal and written communications between teams, sections chiefs and the management team during response activities.
- **CRISIS INTERVENTION TEAM** is called upon to assess the immediate and long-term mental health support needed by staff, students and others involved in campus incidents/emergencies.
- **FIRST AID TEAM** is tasked with coordinating campus-wide medical response and care during school emergencies. This team is also responsible for establishing an on-campus morgue when needed.
- **MAINTENANCE/FIRE/SITE SECURITY TEAM** is responsible for identifying and mitigating on-site hazards following a campus emergency. This team is also charged with campus security.
- **SEARCH AND RESCUE TEAM** is tasked with safely conducting on-site search and rescue activities post-disaster.
- **STUDENT RELEASE/STAFF ACCOUNTING TEAM** is responsible for facilitating parent/student reunion. The team is also charged with keeping track of on-site staff and volunteers.

Operations Checklist

SECTION

The Operations Section is responsible for initiating and directing the “hands on” response to the school’s disaster/emergency through the activities of the following teams:

- Assembly/Shelter
- Communications
- Crisis Intervention
- First Aid
- Maintenance/Fire/Site Security
- Search and Rescue
- Student Release/Staff Accounting

Start-up Actions/Activation

- Open Go-Kit and put on personal safety equipment
- Read position description
- Check-in with IC for incident briefing
- Open and maintain position activity log
- Activate Team Leaders
- Assume lead of all Operations Teams until staffed

Operational Duties

- Meet with Team Leaders and assist them in initiating their team’s response activities
- Monitor response activities through contact with Team Leaders
- Keep IC informed of field activities
- Notify Logistics Team if additional supplies or staff is needed
- Coordinate Search and Rescue Operations with the Management Team
- Keep the Operations Teams informed of shifting tasks/priorities as dictated by the situation or the Management Team
- Ensure that all Operations Teams are documenting their activities and utilizing proper safety protocols
- Schedule breaks and re-assign Operations staff as needed

Closing Down/Deactivation

- Release Operations Teams when directed by IC
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- School Emergency Plan
- Job description clipboard
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, pencils, paper and clipboard
- Walkie talkie/FRS
- Campus supply storage lists
- School site maps and regional/neighborhood maps

Forms

- Situation Status Report Form

Operations Checklist

ASSEMBLY/SHELTER

The Assembly/Shelter Team Leader is responsible for providing for the safe sheltering and care of students and staff while on-site during an emergency. This person is also in charge of facilitating campus evacuation when the school site is deemed by the Management Team, to be unsafe.

Start-up Actions/Activation

- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and locate all supplies
- Open and maintain position activity log
- Assess available personnel and make appropriate assignments
- If designated assembly/shelter site is destroyed or inaccessible, consult with Operations Section Chief and determine alternate location(s)
- Initiate shelter set-up or, *if evacuating*:
 - Confirm that assembly area and routes to it are safe
 - Count/observe classroom evacuations (make sure all exit)

Operational Duties

- Ensure initial record of all students and staff in shelter/assembly area is made and that it is updated regularly during the disaster
- Monitor safety/well being of students and staff in shelter or assembly area
- Oversee the procurement and distribution of food and water
- Direct set-up of sanitary facilities when necessary
- Coordinate Student Release with Student Release Team Leader when directed by Operations Section Chief
- Administer *minor* first aid, as needed

Closing Down/Deactivation

- Close shelter per direction of Operations Section Chief
- Releases staff and volunteers per direction of Operations Section Chief
- Ensure close-out of all logs and turn them over to Documentation Team
- Make sure all equipment and re-usable supplies are returned to Logistics

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Roster of students and staff
- Walkie-talkie/FRS
- Hard hat and vest/safety equipment
- Facility and supply storage maps
- Job description clipboard
- Pens, pencils, paper and clipboard
- Bullhorn

Operations Checklist

The Assembly/Shelter Team provides for the safe sheltering and care of students and staff while on-site during an emergency. This team is also responsible for facilitating campus evacuation when the school site is deemed by the Management Team, to be unsafe.

Start-up Actions/Activation

- Meet with Assembly/Shelter Team Leader
- Secure assembly site or set-up shelter per direction of Assembly/Shelter Team Leader
- Gather all supplies from storage locker(s) and transport to assembly/shelter site
- Conduct initial population assessment

Operational Duties

- Facilitate the orderly distribution of food and water
- Set-up sanitary facilities per direction of Assembly/Shelter Team Leader
- Maintain and update student and staff population log
- Cooperate with Student Release Team to facilitate orderly Student Release (when directed by Assembly/Shelter Team Leader)

Closing Down/Deactivation

- Break down and clean up shelter
- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- Team Checklist and Contact Information
- Paper, pens, pencils, and clipboards
- Walkie talkies/FRS
- Forms
- Hard hats and vests/safety equipment
- Masking and/or Duct tape
- Whistles
- File boxes

ASSEMBLY/SHELTER TEAM

Supplies/Equipment

- Supply storage map
- Tarps/black poly sheeting (rolls)
- 5-gallon toilet buckets
- Toilet paper
- Stainless steel clamps
- Sanitation supplies
- Poles
- Toilet bucket liners
- Disposable hand-wipes
- Blankets

Forms

Operations Checklist

COMMUNICATIONS

The Communications Team Leader is responsible for overseeing the verbal and written communications both on-site and with the District Office.

Start-up Actions/Activation

- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and locate all supplies
- Open and maintain position activity log
- Set-up and test communications equipment
- Locate Communications "center" in quiet location in proximity to EOC
- Open and maintain position activity log
- Assign staff and volunteers to appropriate positions
- Advise Operations Section Chief when communications center is "operational"

Operational Duties

- Coordinate all communications between EOC and District Office
- Ensure all communications (incoming and outgoing) are being properly logged
- Oversee message relay via runners
- Monitor radio station(s) for local emergency news
- Refer all media requests to the PIO

Closing Down/Deactivation

- Release staff and volunteers per direction of Operations Section Chief
- Close out all logs and pending messages, and turn over to Documentation Team
- Return all equipment and supplies to Logistics

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Paper, pens, pencils, and clipboards
- Walkie talkies/FRS
- Battery Operated Radio w/batteries
- Hard hats and vests/safety equipment

COMMUNICATION TEAM

Supplies/Equipment

- Table and chairs
- File boxes

Operations Checklist

The Communications Team is charged with establishing, coordinating, and directing verbal and written communications on-site and with the District Office.

Start-up Actions/Activation

- Meet with Assembly/Shelter Team Leader
- Gather all supplies from storage locker(s)
- Set-up communications center and test equipment

Operational Duties

- Log all incoming and outgoing communications (date/time/originator/recipient)
- Generate Site Status Report when directed by the IC
- Dispatch runners as needed to relay messages to Management Team, Section Chiefs, and Team Leaders, as needed
- Refer all media requests to the PIO

Closing Down/Deactivation

- Close out all logs and pending messages, and turn over to Documentation Team
- Return all equipment and supplies to Logistics

Go-Kit

- Team Checklist and Contact Information
- Walkie-talkies/FRS
- Map of facility
- Pens, pencils, paper and clipboards
- Hard hats and vests/safety equipment
- Communications log
- Message forms
- Position roster

Supplies/Equipment

- Tables and chairs
- File boxes

Forms

- Situation Status Report
- Message Forms

Operations Checklist

CRISIS INTERVENTION

The Crisis Intervention Team Leader is in charge of assessing the immediate and long-term mental health support needs of students, staff, parents, and volunteers involved in or affected by a school emergency. This person is also responsible for mobilizing the Crisis Intervention Team.

NOTE: *If the emergency is isolated to a single school site or district and is not expected to have widespread impact throughout the county (such as a student suicide, accidental death or serious illness or death of a staff member), see the LIMITED SCOPE CRISIS INTERVENTION CHECKLIST following this full activation checklist. The Limited Scope Checklist can also provide more detailed instructions to the team leader or team members. Refer to the "School Crisis Response and Recovery Plan" in the Pre-plan for additional information.*

Start-up Actions/Activation

- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and locate all supplies
- Open and maintain position activity log
- Determine immediate need for mental health support/intervention
- Activate personnel and make appropriate assignments
- Identify appropriate on-campus location for intervention/counseling

Operational Duties

- Implement Mental Health Response Protocol/Plan
- Oversee set-up of intervention/counseling site
- Monitor well being of staff, students, and volunteers
- Determine need for outside assistance
- Activate off-campus crisis intervention teams/support personnel per approval of Operations Section Chief

Closing Down/Deactivation

- Release staff and volunteers per direction of Operations Section Chief
- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

CRISIS INTERVENTION TEAM LEADER

Go-Kit

- | | |
|--|---|
| <input type="checkbox"/> Team Leader Checklist | <input type="checkbox"/> Job description clipboard |
| <input type="checkbox"/> Team Checklist and Contact Info | <input type="checkbox"/> Hard hat and vest/safety equip |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Mental Health Response Plan |
| <input type="checkbox"/> Student Emergency Contact Cards | <input type="checkbox"/> Map of facility |
| <input type="checkbox"/> Walkie-talkie/FRS | <input type="checkbox"/> Pens and pencils, paper |

LIMITED SCOPE CRISIS INTERVENTION CHECKLIST

1. Gather the Facts

- Notify the Principal/designee
- Principal contacts family or police/fire to verify information
- Clarify information to be shared with school site

2. Decide to Call the Team

- Principal/designee meets with Crisis Intervention Team Leader
- Evaluate the problem/event and determine degree of impact on school
- Assemble the Crisis Intervention Team
- Determine if additional support is needed
- Request assistance from District, Regional and/or County Crisis Teams
- Use Sonoma County Crisis Response System of Support if needed
- Request support from State and National resources as needed
- Inform District officials of crisis and level of response
- Update level of response as needed

3. Manage the Flow of Information

- Review facts and determine what information is to be shared with:
 - o Faculty
 - o Students
 - o Parents/Community
 - o Media
- Determine how the information is to be shared with staff/students in order to control rumors and provide factual information
 - o Initiate phone tree
 - o Schedule faculty meeting ASAP
 - o Written memo/fact sheet delivered to classrooms
 - o In-person memo/fact sheet delivered to classrooms by admin/counseling staff
 - o Loudspeaker/intercom during class time (lock down only)
 - o Assemblies (NOT recommended)
 - o Use automated phone calling system

CRISIS INTERVENTION TEAM LEADER

4. Manage the Logistics

- Identify the Location of Services
 - Large Scale Disaster
 - Assemble Crisis Intervention Team near the first aid station
 - Mental Health Response
 - Determine central location for counseling services (library, multi-use room)
 - Select rooms for individual interviews
 - Obtain supplies (paper, markers, paint, food, water, tissues)
 - Establish a sign-in and message center for support service personnel on campus
 - Prepare sign-in sheets and documents to record students needing additional support services

5. Create a Referral Process

- Provide a referral process including procedures for self-referral
- Clarify procedures for student passes (discourage any wandering/loitering outside of classrooms and counseling locations)

6. Provide Interventions

- During the Crisis
 - Follow the "Immediate assessment" guidelines
 - Refer for first aid and/or psychological first aid as needed
- Following the Crisis
 - Conduct psychological triage to identify high-risk students/staff
 - Initiate appropriate interventions
 - Individual Interviews (highest risk)
 - Group psychological first aid (middle risk)
 - Classroom activities, presentations, debriefing (all, as willing)
 - Support groups (as needed)
 - Parent meetings (as needed)
 - Staff meetings (encourage participation by all)
 - Support to staff (as needed)
 - Referrals to community agencies (as needed)
 - Encourage crisis responders to take breaks and maintain self-care

7. Document

- Maintain a log of:
 - All students and adults receiving support services
 - All students and adults needing additional services
 - Crisis responders

CRISIS INTERVENTION TEAM LEADER

8. Debrief – On a daily basis

- Review process, status of referred students or adults
- Prioritize needs
- Plan follow-up actions
- Provide support to team members
- Provide support to staff
- Revise the plan as needed

9. Consider the Recovery

- Care for the caregiver
- Attend to trigger events/anniversaries
- Revise the plan as needed

Operations Checklist

CRISIS

The Crisis Intervention Team monitors and supports the mental health needs of students, staff, parents, and volunteers involved in or affected by a school emergency.

NOTE: *If the emergency is isolated to a single school site or district and is not expected to have widespread impact throughout the county (such as a student suicide, accidental death or serious illness or death of a staff member), see the LIMITED SCOPE CRISIS INTERVENTION CHECKLIST following this full activation checklist. The Limited Scope Checklist can also provide more detailed instructions to the team leader or team members. Refer to the "School Crisis Response and Recovery Plan" in the Pre-plan for additional information.*

Start-up Actions/Activation

- Meet with Crisis Intervention Team Leader
- Gather all supplies and transport to intervention/counseling site

Operational Duties

- Set-up campus intervention/counseling site
- Provide for and monitor well being of staff, students, and volunteers
- Maintain log of all assistance given and nature of that assistance
- Communicate need for outside assistance to Crisis Intervention Team Leader
- Cooperate with Search and Rescue and First Aid Teams as directed
- Cooperate with outside agency crisis intervention teams

Close Down/Deactivation

- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- Team Checklist and Contact Information
- Roster of students and staff
- Mental Health Response Plan
- Map of facility
- Hard hats/vests/safety equipment
- Student Emergency Contact Cards
- Walkie-talkies/FRS
- Pens and pencils, paper and clipboards
- Tissues and rubber gloves

**LIMITED SCOPE
CRISIS INTERVENTION CHECKLIST**

1. Gather the Facts

- Notify the Principal/designee
- Principal contacts family or police/fire to verify information
- Clarify information to be shared with school site

2. Decide to Call the Team

- Principal/designee meets with Crisis Intervention Team Leader
- Evaluate the problem/event and determine degree of impact on school
- Assemble the Crisis Intervention Team
- Determine if additional support is needed
- Request assistance from District, Regional and/or County Crisis Teams
- Use Sonoma County Crisis Response System of Support if needed
- Request support from State and National resources as needed
- Inform District officials of crisis and level of response
- Update level of response as needed

3. Manage the Flow of Information

- Review facts and determine what information is to be shared with:
 - o Faculty
 - o Students
 - o Parents/Community
 - o Media
- Determine how the information is to be shared with staff/students in order to control rumors and provide factual information
 - o Initiate phone tree
 - o Schedule faculty meeting ASAP
 - o Written memo/fact sheet delivered to classrooms
 - o In-person memo/fact sheet delivered to classrooms by admin/counseling staff
 - o Loudspeaker/intercom during class time (lock down only)
 - o Assemblies (NOT recommended)
 - o Use automated phone calling system

4. Manage the Logistics

- Identify the Location of Services
 - o Large Scale Disaster
 - Assemble Crisis Intervention Team near the first aid station

CRISIS INTERVENTION TEAM

- Mental Health Response
 - Determine central location for counseling services (library, multi-use room)
 - Select rooms for individual interviews
 - Obtain supplies (paper, markers, paint, food, water, tissues)
 - Establish a sign-in and message center for support service personnel on campus
 - Prepare sign-in sheets and documents to record students needing additional support services

5. Create a Referral Process

- Provide a referral process including procedures for self-referral
- Clarify procedures for student passes (discourage any wandering/loitering outside of classrooms and counseling locations)

6. Provide Interventions

- During the Crisis
 - Follow the "Immediate assessment" guidelines
 - Refer for first aid and/or psychological first aid as needed
- Following the Crisis
 - Conduct psychological triage to identify high-risk students/staff
 - Initiate appropriate interventions
 - Individual Interviews (highest risk)
 - Group psychological first aid (middle risk)
 - Classroom activities, presentations, debriefing (all, as willing)
 - Support groups (as needed)
 - Parent meetings (as needed)
 - Staff meetings (encourage participation by all)
 - Support to staff (as needed)
 - Referrals to community agencies (as needed)
 - Encourage crisis responders to take breaks and maintain self-care

7. Document

- Maintain a log of:
 - All students and adults receiving support services
 - All students and adults needing additional services
 - Crisis responders

CRISIS INTERVENTION TEAM

8. Debrief – On a daily basis

- Review process, status of referred students or adults
- Prioritize needs
- Plan follow-up actions
- Provide support to team members
- Provide support to staff
- Revise the plan as needed

9. Consider the Recovery

- Care for the caregiver
- Attend to trigger events/anniversaries
- Revise the plan as needed

Operations Checklist

FIRST AID

The First Aid Team Leader is responsible for coordinating campus emergency medical response. This responsibility includes determining when the scope of an emergency exceeds the capabilities of his/her team and notifying the Incident Commander of the need for outside assistance. The First Aid Team Leader is also charged with calling for and directing the establishment of an on-site morgue when warranted.

Start-up Actions/Activation

- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and locate all supplies
- Open and maintain position activity log
- Determine if medical needs exceed scope of on-site team (*if so, have Operations Section Chief notify Management Team*)
- Assess available personnel and make appropriate assignments
- Facilitate set-up of first aid treatment area; away from media center and student release site. Area should be accessible to emergency vehicles
- Establish entry or "triage" station adjacent to first aid treatment area and assign 2 people to this station
- Set-up areas for "immediate" and "delayed" treatment and assign 2 staff per station
- Direct Crisis Intervention Team Leader to set-up intervention/counseling area

Operational Duties

- Oversees/monitors the assessment, care and treatment of patients
- Ensures caregiver and rescuer safety (*use of rubber gloves*)
- Maintain open line of communication with Search and Rescue and Crisis Intervention Team Leaders
- Keeps Section Chief updated
- Provides staff for "field" injury response/treatment
- Requests additional personnel from Logistics
- Reports deaths immediately to Section Chief
- Determines need for morgue set-up and chooses location
- Monitors situation for communicable diseases
- Check-in with Student Release and Assembly/Shelter Team Leaders regarding the health care needs of students and staff with known medical conditions

FIRST AID TEAM

Closing Down/Deactivation

- Oversee the closing of the first aid station and direct the proper disposal of hazardous waste
- Releases medical teams per direction of IC
- Ensure close-out of all logs and turn them over to Documentation Team
- Makes sure all equipment and re-usable supplies are returned to Logistics

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- School Emergency Plan
- School Site Map
- Job description clipboard
- Hard hat/vest/safety equipment
- Rubber gloves (box)
- Roster of students and staff
- Walkie-talkie/FRS
- Student Emergency Contact Cards
- Pens, pencils, paper and clipboard
- Quick reference medical guides

Supplies/Equipment

- Table and chairs
- Campus First Aid Kit (**see recommended supply list*)
- Ground cover/tarps
- Stretchers
- Blankets

Forms

- Notice of First Aid Care
- Medical Treatment Victim Log

Operations Checklist

FIRST

The First Aid Team is responsible for safely providing on-site emergency medical response and first aid during response activities.

Start-up Actions/Activation

- Check-in with First Aid Team Leader
- Gather all supplies and personal safety equipment and transport to site of first aid station
- Set-up first aid station
- Set-up morgue (*if needed*)

Operational Duties

- Administer appropriate first aid
- Maintain accurate treatment records
- Monitor/assess patients at regular intervals
- Report deaths immediately to First Aid Team Leader (*by runner, NOT over the radio*)
- When transportation becomes available, facilitate patient evacuation and note status on triage tag; *do not send any campus records off-site with patient*
- If injured student is transported off campus, send student emergency card with him/her

Triage Entry Area (*staffed with minimum of 2 trained staff or volunteers*)

- One team member assesses (and/or confirms) patient triage category
- Second team member logs patients' names on form—First Aid Care Form (completed forms are forwarded to First Aid Team Leader)

Treatment Areas “Immediate” and “Delayed”

(*each staffed with minimum of 2 trained staff or volunteers*)

- Assign one team member to conduct “head-to-toe” assessment
- Second team member logs patients' names on triage tag and on on-site treatment form—Medical Treatment Victim Log (completed forms are forwarded to First Aid Team Leader)

FIRST AID TEAM

Closing Down/Deactivation

- Clean up first aid station and properly dispose of hazardous waste
- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- Team Checklist and Contact Information
- Roster of students and staff
- Walkie-talkies/FRS
- Hard hats/vests/safety equipment
- Sharpies
- Rubber gloves (2 boxes)
- School Site Map
- Student Emergency Contact Cards
- Pens, pencils, paper and clipboards
- Duct tape
- Quick reference medical guides
- Triage Tags

Supplies/Equipment

- Tables and chairs
- Campus First Aid Kit (**see recommended supply list*)
- Ground cover/tarps
- Stretchers
- Blankets

Forms

- Notice of First Aid Care
- Medical Treatment Victim Log

Operations Checklist

MAINTENANCE/FIRE/SITE SECURITY

The Maintenance/Fire/Site Security Team Leader is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency. This team is also responsible for campus security for the duration of the incident, or until first responders assume that responsibility.

Start-up Actions/Activation

- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and locate all supplies
- Open and maintain position activity log
- Assess available personnel and make appropriate assignments
- Survey on-campus hazards and prioritize team response

Operational Duties

- Verify the shut-off of utilities as necessary
- Determine integrity of on-campus water system and report this information to the Operations Section Chief
- Directs the suppression of small fires
- Coordinate the location of existing and potential hazards
- Facilitates emergency vehicle access to the campus
- Oversees/Monitors campus security/perimeter control
- Secures school campus and buildings from un-authorized access

Closing Down/Deactivation

- Releases staff and volunteers per direction of IC
- Ensures close-out of all logs and turns them over to Documentation Team
- Makes sure all equipment and re-usable supplies are returned to Logistics

MAINTENANCE/FIRE/SITE SECURITY TEAM

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Utility shut-off map/checklists
- Walkie-talkie/FRS
- Communications log
- DANGER placards
- Duct tape and sharpies
- Facility and supply storage maps
- Pens and pencils
- Job description clipboard
- Hard hat, vest and safety equipment

Supplies/Equipment

- Wrenches and assorted tools
- Caution Tape (yellow and red)
- Fire suppression gear
- Master keys

Operations Checklist *MAINTENANCE/FIRE/SITE*

The Maintenance/Fire/Site Security Team is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency.

Start-up Actions/Activation

- Report to Maintenance/Fire/Site Security Team Leader for briefing and assignments
- Gather all supplies and personal safety gear
- Check radios and flashlights

Operational Duties

- Check gas meter and shut it off **ONLY IF IT IS LEAKING**
- Secure on-campus water system
- Control and/or suppress small fires
- Survey buildings for potential hazards and post warnings with signs and yellow caution tape
- Provide clear routes for campus access for emergency response vehicles
- Establish and maintain campus security/perimeter control
- Secure school campus and buildings from un-authorized access by locking gates
- Cooperate/support First Aid, Student Release, and Search and Rescue Teams when directed by Maintenance/Fire/Site Security Team Leader

Closing Down/Deactivation

- When ordered to de-activate; report-in to Maintenance/Fire/Site Security Team Leader
- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

MAINTENANCE/FIRE/SITE SECURITY TEAM

Go-Kit

- Team Checklist and Contact Information
 - Facility and supply storage maps
 - Walkie-talkies/FRS
 - Hard hats, vest and safety equipment
 - Leather gloves
 - DANGER placards
 - First Aid Kit
 - School Disaster Plan
 - Utility shut-off map/checklists
 - Goggles
 - Sturdy shoes
 - Duct tape and sharpies
 - Yellow caution tape

Supplies/Equipment

- Wrenches and assorted tools
- Fire suppression gear
- Master keys

Forms

- Rapid Assessment

Operations Checklist

SEARCH & RESCUE

The Search and Rescue Team Leader is responsible for coordinating all on-site search and rescue efforts. This responsibility includes identifying search and rescue priorities and making team assignments. The Search and Rescue Team Leader is also responsible for ensuring the safety of his/her teams while they are in the field.

Start-up Actions/Activation

- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and locate all supplies
- Open and maintain position activity log
- Assign staff and volunteers to teams (record names and assignments in log) Ensure all teams are properly outfitted
- Visually inspect outgoing teams' gear and perform radio check. Distribute a map to each team delineating their area of responsibility

Operational Duties

- Dispatch teams to high priority areas first; assign teams to routine campus S & R *after* priority areas have been secured
- Remain at the Command Post to stay in contact with the S & R Teams
- Ensure teams' progress is recorded in log and on site map as they call it in (mark rooms with "C" as they are reported "clear")
- When injured staff or students are located, check in with Operations Section Chief and dispatch First Aid Team as needed
- Keep triage tally on the map

Closing Down/Deactivation

- Record the return of all S & R teams
- Direct team to return all equipment to Logistics
- Turn all maps and logs into Documentation Team

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Informa
- Roster of students and staff
- School Disaster Plan
- Hard hat, vest and safety equipment
- Job description clipboard
- Map of school
- Walkie-talkie/FRS
- Flashlight w/batteries
- Pens and paper

Supplies/Equipment

- Table and chair
- White Board or newsprint flipchart
- Markers erasable or permanent

Operations Checklist

SEARCH & RESCUE

The Search and Rescue Team (S & R) is responsible for safely conducting all on-site search and rescue efforts under the direction of the Search and Rescue Team Leader.

Start-up Actions/Activation

- Report to Search and Rescue Team Leader for briefing and assignments
- Gather all S & R equipment and personal safety gear
- Check flashlight and radio batteries; perform radio check
- Visually inspect each other's gear
- Make sure you and your partner have school site maps and are clear on your assignment

Operational Duties

- Report all gas leaks, fires, and structural damage to the S & R Team Leader (*he/she will relay this information to the Maintenance/Fire/Site Security Team Leader*)
- Inspect the exterior of each building for structural integrity *before* entering.
- Identify unsafe areas with caution tape (**DO NOT** enter unsafe buildings)
- Search **ONLY** structurally sound buildings using S & R protocol (*see attached*)
- As searched rooms have been cleared, call in report to the S & R Team Leader ("Room B-2 is clear.") *When entering a room, place a chalk mark or duct tape strip on the front of the door. When exiting, place a second chalk mark or duct tape strip through the initial mark to form an X. This indicates that the room has been cleared.*
- When injured students or staff are located, call in their condition and location to S & R Team Leader (*Use proper protocol, i.e., no names are broadcast over the radio.*)
 - Note damage and triage tally on your team map and relay information to S & R Team Leader

Closing Down/Deactivation

- When ordered to de-activate; report-in to S & R Team Leader
- Return all equipment to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

SEARCH & RESCUE TEAM

Go-Kit

- Team Checklist and Contact Information
- Roster of students and staff
- Duct tape and sharpies
- Backpacks for gear/first aid supplies
- Clipboards, paper and pens
- Map of school
- Walkie-talkies/FRS
- Sturdy shoes/boots
- Hard hats/vests/safety equip
- Whistles
- Rubber gloves/dust masks
- Leather gloves

Supplies/Equipment

- Plastic buckets for tools/gear
- Blankets
- Fire extinguishers
- Flashlights w/batteries
- Master keys and bolt cutter
- Crowbars and fire axes
- Shovels and ropes
- Caution tape and barricades
- Basic first aid kit
- Cribbing supplies

Forms

Operations Checklist

STUDENT RELEASE

The Student Release Team Leader is responsible for overseeing the reunification of students and their parents/authorized adult.

Start-up Actions/Activation

- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Open Go-Kit and locate all supplies
- Open and maintain position activity log
- Assign staff and volunteers to teams
- Designate secure areas for student request and release and authorize set-up

Operational Duties

- Monitor request and release operations
- Assist with the location/verification of missing students
- Stay in contact with Assembly/Shelter, Fire/Maintenance/Site Security, and First Aid Team Leaders

Closing Down/Deactivation

- Direct team to return all equipment to Logistics
- Turn all maps and logs into Documentation Team

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Roster of students and staff
- Hard hat, vest and safety equipment
- Pens and paper
- Map of school
- Walkie-talkie/FRS
- Job description clipboard

Supplies/Equipment

- Table and chair

Operations Checklist

STUDENT

The Student Release Team is responsible for the orderly and secure reunion of students and their parent(s)/authorized adult consequent to a school emergency.

Start-up Actions/Activation

- Report to Student Release Team Leader for briefing and assignments
- Gather all student release equipment and supplies
- Set-up secure Request and Release Gates
- Post alphabetized signage on Request Table (exp. A-F, G-L, M-R, S-V, W-Z)
- Have Student Request Forms available on clipboards

Operational Duties

Request Gate Staff

- Divide Student Emergency Cards that correspond with table signage
- Instruct parents/authorized adults to fill out Student Request Forms
- Verify ID of requestor
- Send runner to classroom or assembly area for student
- Direct requestor to Release Gate to wait for their student(s)

Runners

- Takes Student Request Form to classroom or assembly area
- Retrieve student from teacher or designee
- If student is absent, missing, or receiving first aid, have teacher/designee note that on Student Request Form
- Return to Release Gate with student or information about his/her location
- Hand Student Request Form to Release Gate Staff
- Release student to parent/authorized adult when directed by Release Gate Staff and return to Request Gate

OR

- If student is in receiving first aid, escort parent/authorized adult to First Aid Area, when directed by Release Gate Staff and then return to Request Gate

OR

- If student is missing, escort parent/authorized adult to Crisis Intervention Team, when directed by Release Gate Staff and then return to Request Gate

STUDENT RELEASE TEAM

Release Gate Staff

- Match requester to student
- Verify requester ID and have them countersign Student Request Form
- Release Student
- Release Runner to return to Request Gate

Closing Down/Deactivation

- Close Request and Release tables when directed by the Student Release Team Leader
- Make sure all confidential information (student emergency contact cards) is returned to Team Leader for secure storage
- Return all equipment to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- Team Checklist and Contact Information
- Roster of students and staff
- Yellow caution tape
- Paper, pens, markers
- Stapler and staples
- School Site Map
- Student Emergency Cards
- Dry erase markers
- Clipboards (lots)
- Scotch tape and dispenser
- Vests

Supplies/Equipment

- Tables and chairs
- Stanchions and/or barricades
- White board
- Easel for white board

Forms

- Student Request Form
- Student Emergency Contact Card

K-8 Logistics Team Roster

• **Section Chief**

Nicole Gold Designee 1 Contact Info 937-0564
Contact Info: _____
Tracy Elo Designee 2 Contact Info: 937-0515
Contact Info: _____
Contact Info: _____
Contact Info: _____

Go-Kit Location: site offices

• **Supplies & Staffing Team Leader**

Barbara Mueller Designee 1 Contact Info _____
Contact Info: _____
Contact Info: 937-1603
Contact Info: _____
Diane Price Designee 2 Contact Info: 937-4640
Contact Info: _____

Go-Kit Location: Cafeteria

• **Transportation Team Leader**

Ceil McDonell Designee 1 Contact Info 937-2877
Contact Info: _____
Sara Kain Designee 2 Contact Info: 937-2877
Contact Info: _____
Contact Info: _____

Go-Kit Location: Bus Barn

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- **9-12 Logistics Team Roster**

- **Section Chief**

<u>Megan Smithyman</u> Designee 1	Contact Info <u>937-5871</u>
	Contact Info: _____
<u>Derek Hutchinson</u> Designee 2	Contact Info: <u>937-5871</u>
	Contact Info: _____
	Contact Info: _____
	Contact Info: _____

Go-Kit Location: site offices

- **Supplies & Staffing Team Leader**

<u>Barbara Mueller</u> Designee 1	Contact Info 937-5871
<u>Diane Price</u> Designee 2	Contact Info: 937-5871

Go-Kit Location: K-8 Cafeteria

- **Transportation Team Leader**

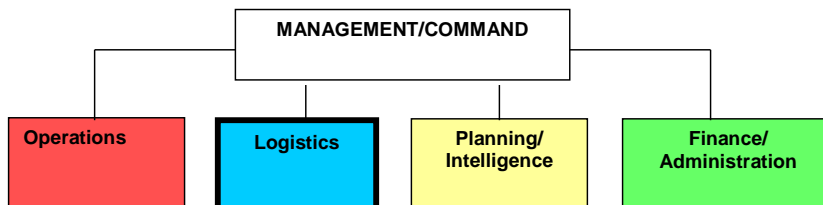
<u>Ceil McDonell</u> Designee 1	Contact Info <u>937-2877</u>
	Contact Info: _____
<u>Sara Kain</u> Designee 2	Contact Info: <u>937-2877</u>

Go-Kit Location: Bus Barn

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LOGISTICS

The Logistics Section manages the procurement and distribution of supplies and equipment, is responsible for recruiting and deploying personnel, and for the acquisition of and mobilization of vehicles to move people and/or equipment as needed and in support of response activities.



- **SUPPLIES AND STAFFING TEAM** is tasked with filling all requests for personnel, equipment, supplies and facilities in support of response activities.
- **TRANSPORTATION TEAM** is charged with the procurement of buses for transporting students and staff to evacuation sites and of trucks for ferrying equipment to and from the campus during the emergency.

Logistics Checklist

The Logistics Section Chief is responsible for providing or acquiring all materials, equipment, personnel, services, and facilities necessary to support response efforts. The Logistics Section is made up of the following teams:

- Supplies and Staffing
- Transportation

Start-up Actions/Activation

- Open Go-Kit and put on personal safety equipment
- Read position description
- Check-in with IC for incident briefing
- Open and maintain position activity log
- Open on-site supplies containers/facilities
- Activate Team Leaders
- Assume lead of all Logistics teams until staffed

Operational Duties

- Ensure that EOC and other facilities are properly set-up
- Meet with team leaders and assist them in initiating their team's response activities
- Coordinate supplies, equipment, and personnel needs with the Incident Commander
- Oversee distribution of supplies and equipment where and as needed
- Maintain security of stored supplies and equipment
- Schedule breaks and re-assign Logistics staff as needed

Closing Down/Deactivation

- Release Logistics Teams when directed by IC
- Secure all equipment and reusable supplies
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Leave contact information with Documentation Team in case you need to be reached

SECTION CHIEF

Go-Kit

- School Emergency Plan
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Job description clipboard
- Master keys

Supplies/Equipment

- Table and chair

Forms

- Emergency Supply Inventory
- Situation Status Report
- Message Forms
- Communications Log

Logistics Checklist

SUPPLIES & STAFFING

The Supplies and Staffing Team Leader is responsible for ensuring that all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts are being filled.

Start-up Actions/Activation

- Attend a briefing with the Logistics Section Chief and Transportation Team Leader
- Open Go-Kit and locate all supplies
- Open and maintain position activity log
- Assess available personnel and make appropriate assignments

Operational Duties

- Oversee the distribution of supplies and equipment
- Coordinate the assignment of staff and volunteers
- Stay in contact with Section Chief about the needs of other sections and teams

Closing Down/Deactivation

- Release staff and volunteers when directed by Logistics Section Chief
- Makes sure all equipment and unused/re-usable supplies are safely and securely stored
- Ensures close-out of all logs and turns them over to Documentation Team

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Job description clipboard
- Communications log
- Hard hat, vest and safety equipment

SUPPLIES AND STAFFING TEAM LEADER

Supplies/Equipment

- Table and chair
- Phone
- Computer or laptop

Forms

- Emergency Supply Inventory
- Situation Status Report
- Message Forms
- Communications Log

Logistics Checklist

SUPPLIES

The Supplies and Staffing Team is responsible for filling all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts.

Start-up Actions/Activation

- Meet with the Supplies and Staffing Team Leader
- Gather all team supplies and personal safety gear
- Open storage facility/containers

Operational Duties

- Distribute supplies and equipment
- Coordinate the assignment of staff and volunteers
- Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- Receive and store all returned equipment and unused supplies
- Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- Team Checklist and Contact Information
- Walkie-talkies/FRS
- On-campus supply storage list(s)/map
- Communications log
- Map of facility
- Pens and pencils, paper
- Hard hats, vests and safety equipment

Supplies/Equipment

- Table and chair
- Phones
- Computers or laptops

SUPPLIES AND STAFFING TEAM

Forms

- Emergency Supply Inventory
- Message Forms
- Communications Log

Logistics Checklist

TRANSPORTATION

The Transportation Team Leader is responsible for implementing the transportation plan during school emergencies. Part of those responsibilities includes directing buses and trucks to areas where they are needed to ferry students, staff and/or supplies.

Start-up Actions/Activation

- Attend a briefing with the Logistics Section Chief and the Supplies and Staffing Team Leader
- Open Go-Kit and locate all supplies
- Open and maintain position activity log

Operational Duties

- Implement various components of the transportation plan
- Direct the use of vehicles on campus
- Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- Release staff and volunteers per direction of IC
- Arrange for the return of vehicles to vendors
- Ensure close-out of all logs and turn them over to Documentation Team
- Make sure all equipment and re-usable supplies are safely and securely stored

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- School Disaster Plan
- Map of facility
- Job description clipboard
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- Pens and pencils, paper
- Communications log

TRANSPORTATION TEAM LEADER

Supplies/Equipment

- Table and chair
- Phone

Logistics Checklist

The Transportation Team is responsible for facilitating the implementation of the transportation plan during school emergencies. Those responsibilities include assessing the need for buses and trucks for the ferrying of students, staff and/or supplies.

Start-up Actions/Activation

- Meet with the Transportation Team Leader
- Gather all supplies and personal safety gear

Operational Duties

- Implement components of the transportation plan as directed by the Transportation Team Leader
- Assess the need for and use of vehicles on campus

Closing Down/Deactivation

- Facilitate the return of vehicles to vendors
- Complete/close-out all logs and turn them over to Documentation Team
- Safely and securely store all equipment and re-usable supplies

Go-Kit

- Team Checklist and Contact Information
- Map of facility
- Communications log
- Walkie-talkies/FRS
- Pens and pencils, paper
- Hard hat, vest and safety equipment

Supplies/Equipment

- Table and chair
- Phones

Planning/Intelligence Team Roster

- **Section Chief**

Erin Placido/ Kim Humrichouse Contact Info 937-5868
Designee 1

Paulo Andrade/Laura Lucier Contact Info: _____
Designee 2 Contact Info: 937-5868

Go-Kit Location: district office

- **Situation Status Team Leader**

Tiffany Grant Designee 1 Contact Info 937-5868

Michele Sheldon Designee 2 Contact Info: 937-5868

Go-Kit Location: district office

- **Documentation Team Leader**

Tiffany Grant Designee 1 Contact Info 937-5868

Michele Sheldon Designee 2 Contact Info: 937-5868

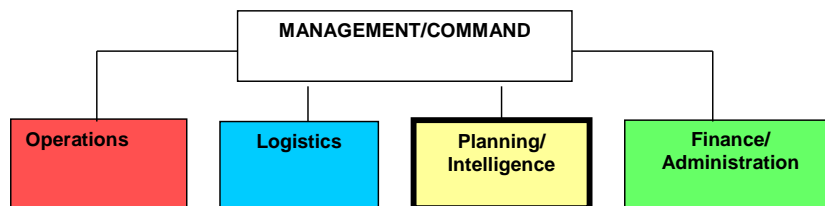
_____ Contact Info: _____

_____ Contact Info: _____

Go-Kit Location: district office

PLANNING / INTELLIGENCE

The Planning / Intelligence Section is responsible for assessing available and needed resources, monitoring incident status, and documenting response activities.



- **DOCUMENTATION TEAM** is tasked with pulling together records from all sections of the EOC for the creation/production of accurate, complete incident files for legal, analytical, fiscal and historical purposes.
- **SITUATION STATUS TEAM** is responsible for collecting, evaluating, documenting, and utilizing response-related information in support of response activities.

Planning/Intelligence Checklist

The Planning/Intelligence Section Chief is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources, as well as maintenance of accurate records and site map. Provides ongoing analysis of situation and resource status. The Planning/Intelligence Section is made up of the following teams:

- Documentation
- Situation Status

Start-up Actions/Activation

- Open Go-Kit and put on personal safety equipment
- Read position description
- Check-in with IC for incident briefing
- Open and maintain activity log
- Activate Team Leaders
- Meet with Team Leaders and initiate response activities
- Assume lead of teams until staffed

Operational Duties

- Assist the IC in developing Action Plans
- Schedule breaks and re-assign Planning/Intelligence staff as needed

Closing Down/Deactivation

- Release Planning/Intelligence Teams when directed by Incident Commander
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Leave contact information with Documentation Team in case you need to be reached

SECTION CHIEF

Go-Kit

- School Emergency Plan
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equip
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Job description clipboard
- Master keys

Supplies/Equipment

- Table
- Chair

Forms

- Activity Log

Planning/Intelligence Checklist

DOCUMENTATION TEAM

The Documentation Team Leader is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-up Actions/Activation

- Attend a briefing with the Planning/Intelligence Section Chief
- Open Go-Kit and locate all supplies
- Activate personnel and make appropriate assignments

Operational Duties

- Provide for the opening and maintenance of the master incident time log
- Ensure all radio and verbal communications are recorded
- Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- Release staff and volunteers per direction of Section Chief
- Monitor packaging and storage of response-related documents
- Make sure all equipment and unused supplies are returned to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Job description clipboard
- Master keys

DOCUMENTATION TEAM LEADER

Supplies/Equipment

- Table
- Chair

Forms

- Activity Log

Planning/Intelligence Checklist

The Documentation Team is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-up Actions/Activation

- Attend a briefing with the Documentation Team Leader
- Gather all supplies

Operational Duties

- Open and maintain incident master time log
- Ensure all radio and verbal communications are recorded
- File all reports as they are turned in. *Although a permanent log may be typed up at a later date; all original notes and records MUST be kept—they are legal documents.*

Closing Down/Deactivation

- Collect/call-in paperwork from each deactivating section
- Securely package all response-related documents for storage
- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs

Go-Kit

- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Job description clipboard
- Master keys

Supplies/Equipment

- Table
- Chairs

Forms

- Activity Log

Planning/Intelligence Checklist

SITUATION STATUS

The Situation Status Team Leader is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status.

Start-up Actions/Activation

- Attend a briefing with the Planning/Intelligence Section Chief
- Open Go-Kit and locate all supplies
- Activate personnel and make appropriate assignments

Operational Duties

- Facilitate the currency of the site map throughout the response
- Assess and analyze situation-relevant information
- Anticipate situations and potential problems and develop contingency plans
- Stay in constant communication with Section Chief

Closing Down/Deactivation

- Release staff and volunteers per direction of Section Chief
- Make sure all equipment and unused supplies are returned to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Walkie-talkie/FRS
- Assorted regional/area maps
- Job description clipboards
- File Boxes
- Vendor contracts/agreements list
- Large facility and site maps
- Pens and pencils, markers and paper
- Hard hat, vest and safety equipment

SITUATION STATUS TEAM LEADER

Supplies/Equipment

- Table
- Chairs

Forms

- Situation Status Report

Planning/Intelligence Checklist *SITUATION*

The Situation Status Team is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status.

Start-up Actions/Activation

- Attend a briefing with the Situation Status Team Leader
- Gather all supplies

Operational Duties

- Record appropriate response-related information on site map (and keep it current)
- Keep Team Leader apprised of response-related information as it comes in
- Anticipate situations and potential problems and develop contingency plans

Closing Down/Deactivation

- Return all equipment and unused supplies are returned to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- Team Checklist and Contact Information
- Walkie-talkies/FRS
- Assorted regional/area maps
- Hard hat, vest and safety equipment
- Large facility and site maps
- Pens and pencils, markers and paper
- File Boxes

Supplies/Equipment

- Table
- Chairs

Forms

- Situation Status Report

Finance/Administration Team Roster

- **Section Chief**

Meg Kailikole Designee 1

Contact Info 937-5868

Jason Morse Designee 2

Contact Info: 937-5868

Go-Kit Location: _____

- **Recordkeeping Team Leader**

Tiffany Tulley Designee 1

Contact Info 937-5868

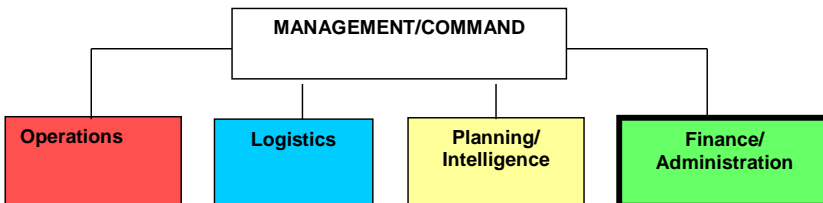
Michele Sheldon Designee 2

Contact Info: 937-5868

Go-Kit Location: _____

FINANCE / ADMINISTRATION

The Finance/Administration Section is responsible for buying materials and keeping financial records of response-related expenditures and tracking employee hours spent on response and recovery activities.



- **RECORDKEEPING TEAM** is charged with keeping records of time worked by all staff and volunteers, for logging any and all injury claims, and for tracking expenditures in support of response activities.

Finance/Administration Checklist

The Finance/Administration Section Chief is responsible for overseeing the financial tracking, procurement, and cost analysis related to the disaster or emergency, as well as maintenance of financial records, tracking and recording staff hours. The Finance/Administration Section is made up of the Recordkeeping team.

Start-up Actions/Activation

- Open Go-Kit and put on personal safety equipment
- Read position description
- Check-in with IC for incident briefing
- Open and maintain activity log
- Activate Team Leader
- Initiate response activities (set-up work station)
- Check in with Documentation Team Leader to ensure that recordkeeping procedures are in place

Operational Duties

- Assume all duties of Recordkeeping Team until staff arrive
- Schedule breaks and re-assign staff as needed

Closing Down/Deactivation

- Release Finance/Administration Team when directed by IC
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Collect, file and secure all logs, reports, and response-related documentation
- Leave contact information with Documentation Team in case you need to be reached

SECTION CHIEF

Go-Kit

- School Emergency Plan
- Vest and/or ID badge
- Hard hat
- Clipboard w/pad and pens/Sharpies
- Walkie-talkie/FRS
- Job description clipboard
- File folders and boxes

Supplies/Equipment

- Table
- Chair

Forms

- Staff Duty Log

Finance/Administration Checklist

RECORDKEEPING TEAM

The Recordkeeping Team Leader is responsible for ensuring that records for personnel costs, volunteers, payroll, purchasing materials and supplies, insurance claims, and cost recovery are maintained during campus emergencies.

Start-up Actions/Activation

- Attend a briefing with Finance/Administration Section Chief
- Open Go-Kit and locate all supplies
- Activate personnel and make appropriate assignments

Operational Duties

- Monitor the tracking of staff and volunteer hours
- Monitor the tracking of response-related requests and purchases
- Facilitate the processing of purchase requests from Logistics Section Chief

Closing Down/Deactivation

- Release staff and volunteers per direction of Section Chief
- Make sure all equipment and unused supplies are returned to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Walkie-talkie/FRS
- Job description clipboard
- File Boxes
- Vendor contracts/agreements list
- Pens and pencils, paper
- Hard hat and vest

Supplies/Equipment

- Table, chair, computer or laptop

Forms

- Activity Log

Finance/Administration Checklist

The Recordkeeping Team is tasked with the maintenance of records for tracking personnel costs, volunteer hours, payroll, materials and supplies purchases, insurance claims, and cost recovery in support of response activities.

Start-up Actions/Activation

- Attend a briefing with the Recordkeeping Team Leader
- Gather all supplies

Operational Duties

- Track staff and volunteer hours
- Track response-related purchases
- Process purchase requests from Logistics Section Chief

Closing Down/Deactivation

- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- Team Checklist and Contact Information
- Vendor contracts/agreements list
- Pens and pencils, paper
- File Boxes
- Walkie-talkies/FRS
- Hard hat and vest

Supplies/Equipment

- Table
- Chairs

Forms

- Activity Log

ACTION: CANCELLATION/CLOSURE OF SCHOOL

Schools are closed or classes cancelled when it is **unsafe** for students and staff to be there due to road closures, power outages, severe weather, earthquakes, etc. Schools may also be closed if the campus is needed for public sheltering or wide scale public health measures.

WHEN TO CANCEL/CLOSE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Tsunami
- Wildland/Urban Interface Fire
- Winter Storm

CANCELLATION/CLOSURE PROCEDURES

- ✓ Notify District Office and County Office
- ✓ Notify Staff and Students
 - a. Make an announcement over the PA:
"Your attention please. Your attention please. We will be initiating school closure and student release procedures. Teachers and students should remain in their classrooms until notified that student release teams are in place."

OR

- b. Send runners to each classroom with above information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified...
- ✓ Post Alert through SCAN USA (*if your school is in this system*)
- ✓ Activate Parent Telephone Alert System (*parent phone tree, if one is in place*)
- ✓ Post "School Closed" signs in school office and main entry points (*Provide information on how to get additional information such as an emergency phone number, radio station, etc.*)
- ✓ Prepare for Student Release

DIVISIONS INVOLVED IN SCHOOL

- Management/Command
- Operations: Student Release

NOTE

The conversion of a school campus for purposes of public sheltering or mass prophylaxis **must** be initiated by the District Superintendent at the request of the Department of Emergency Services, the American Red Cross, or the Department of Health Services.

ACTION: CANCELLATION OF SCHOOL

If conditions warrant the cancellation of school prior to the beginning of the school day, the County Office of Education normally requests the following protocol be utilized. The utilization of this procedure will ensure that all authorized school closure announcements are properly communicated to media representatives.

WHEN TO CLOSE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Drought
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Tsunami
- Wildland/Urban Interface Fire
- Winter Storm

CANCELLATION PROCEDURES

- ✓ Notify District Office *(if you are a school site administrator)*
- ✓ District Office will notify the County Office of Education in the following manner
 - a. Between 5 a.m. and 7 a.m., call your District Superintendent
Home: _____ Cell: _____
 - b. If the District Superintendent is unavailable contact:

Alternate Contact: _____
Home: _____ Cell: _____
 - c. After 7 a.m., call the County Office of Education

Office at: _____
- ✓ Post Alert through SCAN USA *(if your school is in this system)*
- ✓ Notify Staff *(use staff phone tree, if one is in place)*

DIVISIONS INVOLVED IN SCHOOL CLOSURE

- Management/Command

ACTION:

SHELTER-

Whenever an emergency situation presents itself such that it is safer for students and staff to remain inside the school building, the superintendent, principal or designee may order “shelter-in-place.” This response action is initiated when there has been an accidental or intentional release of a chemical, radiological, or biological contaminant in the vicinity of the school. “Shelter-in-place” may also be called for in response to terrorist activities.

WHEN TO SHELTER-IN-PLACE

- Civil Unrest
- Explosion
- Hazardous Materials Incident
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident

SHELTER-IN-PLACE PROCEDURES

- ✓ Notify District Office
- ✓ Notify Staff and Students

- a. Make an announcement over the PA:

“Your attention please. Your attention please. Students and staff should immediately prepare to shelter-in-place and stand-by for further instructions.”

OR

- b. If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.
- ✓ Order facilities manager or custodian to shut down air circulation system
 - ✓ Turn on radio and monitor updates
 - ✓ Activate Parent Alert Telephone System (*parent phone tree, if one is in place*)
 - ✓ Post an alert through SCAN USA (*if your school is in this system*)
 - ✓ Post signs on exterior windows, if there is time and it is safe to do so “This School is Sheltering-in-Place. Do Not attempt to enter any office or building.”

IN CLASSROOMS AND OFFICES

- ✓ Post “shelter-in-place” sign on exterior door or window (*if* it is safe to do so)
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape
- ✓ Take out class roster and take roll
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- ✓ Move students and staff into a hallway or small room
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape
- ✓ Write down names of everyone in the room
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

OUTDOORS

- ✓ Move inside the nearest building
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape
- ✓ Write down names of everyone in the room
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

DIVISIONS INVOLVED IN SHELTER-IN-PLACE

- Management/Command
- Operations (*if long duration*)
- Logistics (*if long duration*)
- Planning/Intelligence (*if long duration*)
- Finance/Administration (*if long duration*)

NOTE

A request to “shelter-in-place” is usually of short duration (a few hours), so there is little danger that you will run out of oxygen or suffocate. In the event of an extended “shelter-in-place,” you will have access to food and water in classroom and/or school emergency kits.

ACTION:

Lockdown is the response action initiated when schools are faced with extremely violent behavior, armed intruders, an on-campus hostage situation, snipers, or there is police activity in the vicinity that could threaten the safety of students and staff. **Lockdowns are serious business.** When a superintendent, principal, or designee initiates a lockdown it means that there is an immediate and possibly life-threatening situation on-campus.

WHEN TO INITIATE LOCKDOWN

- Civil Unrest
- National Security Emergency
- Nearby Law Enforcement Action
- Shooter on Campus
- Terrorism

LOCKDOWN PROCEDURES

- ✓ Notify District Office *(if there is time)*
- ✓ Notify Staff and students
 - a. Make an announcement over the PA:

“Your attention please. Initiate lockdown procedures immediately and stand-by for further instructions.”

Remember to lockdown your office!
 - b. If you do not have a PA system, use predetermined Bell Code System to alert staff. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, offices, and on-campus programs (like COUNTY OFFICE OF EDUCATION and day care) are also notified.
- ✓ **Call 9-1-1** and **stay on the phone** with the operator
- ✓ **Sit tight!** When law enforcement arrives on campus they will give you instructions

IN CLASSROOMS AND OFFICES

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows). **DO NOT** open the door for anyone or peek out windows until "All Clear" signal is given
- ✓ Move away from windows and stay low (below window line)
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
- ✓ **REMAIN** in classrooms and offices until the "All Clear" signal is given or you are escorted out by first responders

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)
- ✓ Move away from windows and stay low (below window line)
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
- ✓ **REMAIN** in place until the "All Clear" signal is given or you are escorted out by first responders

OUTDOORS

- ✓ **IMMEDIATELY** move inside the nearest building
- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)
- ✓ Move away from windows and stay low (below window line)
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
- ✓ **REMAIN** in place until the "All Clear" signal is given or you are escorted out by first responders

DIVISIONS INVOLVED IN LOCKDOWN

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Crisis Intervention, First Aid, Student Release (*these teams will ONLY be activated when it is safe to do so*)

ADDITIONAL LOCKDOWN PROCEDURES

Short-term lockdown (less than 8 hours)

Open emergency supply box/kit as needed

Long-term lockdown (more than 8 hours)

Open emergency supply box/kit and set-up latrine system

After “All Clear” Signal is given

- ✓ Activate Parent Alert Telephone Tree (parent phone tree, if one is in place)
- ✓ Post an alert through SCAN USA (if your school is in this system)
- ✓ Prepare Student Release Team for orderly release
- ✓ Initiate contact with Crisis Intervention Team for grief support, trauma recovery, etc.

NOTE

“Lockdown,” like “Duck and Cover,” can be initiated by a **teacher** or **employee** in response to violent behavior, shots fired, or any other activity that threatens the safety of students and staff. When initiated by a teachers or staff, it is their responsibility to get a message to the school office about the nature of the incident, when it is safe to do so.

ACTION:

This emergency response activity is initiated when it is determined that it is not safe to remain in school buildings or to stay on campus. In this situation, students and staff are moved to a safer location either on- or off-site.

WHEN TO EVACUATE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Explosion
- Fire on Campus
- Flood
- Gas Leak
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Terrorism
- Transportation Accident
- Wildland/Urban Interface Fire
- Winter Storm

EVACUATION PROCEDURES

ON-SITE EVACUATION

- ✓ Notify District Office
- ✓ Sound alarm
- ✓ Notify Staff and students
 - a. Make an announcement over the PA:
"Your attention please. Your attention please. Students and staff should proceed immediately to the primary (or secondary) evacuation site."

OR

If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ When all classrooms have arrived at the evacuations site, have teachers take roll and determine if anyone is missing. Add names of guests/visitors
- ✓ Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured.
- ✓ Mobilize Operations Teams for Student Release
- ✓ Activate Parent Alert Telephone Tree (*parent phone tree, if one is in place*)
- ✓ Post an alert through SCAN USA (*if your school is in this system*)

OFF-SITE EVACUATION

- ✓ Notify District Office
 - ✓ Activate Transportation Plan
 - ✓ Post sign in school office with directions to evacuation site along with any emergency numbers to call for additional information
 - ✓ Sound alarm
 - ✓ Notify Staff and students
- Make an announcement over the PA:

“Your attention please. Your attention please. Students and staff should proceed immediately to the off-site evacuation staging area.”

OR

If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ Have teachers take roll as students board buses or are waiting at the evacuation staging area. Missing students should be immediately reported to the EOC. Add names of guests/visitors that were in your classroom
- ✓ Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured.
- ✓ Mobilize Operations Teams for Student Release
- ✓ Activate Parent Alert Telephone Tree (*parent phone tree, if one is in place*)
- ✓ Post an alert through SCAN USA (*if your school is in this system*)

DIVISIONS INVOLVED IN EVACUATION

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Student Release
- Logistics: Transportation Team

ACTION: RETURN TO CLASSROOM/REVERSE

This emergency response action is designed to immediately bring people *indoors* from outside. Reverse evacuation is often called for in circumstances of severe weather and whenever law enforcement or fire-fighting activities near the school could pose a threat to students and staff.

WHEN TO INITIATE REVERSE EVACUATION

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident
- Wildland / Urban Interface Fire
- Winter Storm

REVERSE EVACUATION PROCEDURES

- ✓ Sound Alarm
- ✓ Notify Staff and students
 - a. Make an announcement over the PA:
"Your attention please. Students and staff should return to your classrooms or offices immediately and stand-by for further instructions."

OR

- b. If you do not have a PA system, use Bell Code System to alert all areas of the campus.

OR

- c. If it is safe to do so, you can send runners to all outdoor fields with above information.

- ✓ Notify District Office
- ✓ Once threat passes, issue "All clear" to resume regular activities

OR

- ✓ Initiate Student Release
- ✓ Activate Parent Alert Telephone Tree (*parent phone tree, if one is in place*)
- ✓ Post an alert through SCAN USA (*if your school is in the system*)

DIVISIONS INVOLVED IN REVERSE EVACUATION

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Student Release

ACTION:

DUCK, COVER AND HOLD ON

Duck and cover is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter-on-campus.

The call to “duck and cover” is usually initiated by classroom teachers.

WHEN TO DUCK, COVER AND HOLD ON

- Civil Unrest
- Explosion
- Landslide
- **Major Earthquake
- National Security Emergency
- Shooter on Campus
- Terrorism
- Transportation Accident
- Winter Storm

DUCK, COVER AND HOLD ON PROCEDURES

- ✓ Sound alarm
- ✓ Notify Staff and students

****In the event of an earthquake, the ground shaking initiates the Duck, Cover and Hold On procedures.**

For all other events:

- a. Make an announcement over the PA:
“Duck, cover, and hold on. Stand-by for further instructions.”
 - b. If you do not have a PA system or bell code system and it is safe to do so, send runners to each classroom with above information. Be sure ***all*** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified...
- ✓ When the threat passes, make “All Clear” announcement and issue call to “Resume Regular Activities” or direct another response action (such as Evacuation, Cancellation or Closure of School)

INDOORS

- ✓ Students, staff, and employees drop immediately to the floor and crawl under their desks (or, a table or a work bench). Use one hand to hold onto the furniture/table and the other to cover the back of your neck.
- ✓ Stay put until “All Clear” announcement is made
- ✓ Check for injuries and make sure everyone is accounted for

HALLWAYS AND BATHROOMS

- ✓ Kneel next to a bare, inside wall and place your hands over the back of your neck
- ✓ Stay put until “All Clear” announcement is made
- ✓ Check for injuries and make sure everyone is accounted for

OUTDOORS

- ✓ Move away from trees, billboards, signs, buildings, electrical wiring and power poles
- ✓ Drop to the ground and cover the back of your neck with your hands
- ✓ Stay put until “All Clear” announcement is made
- ✓ Check for injuries and make sure everyone is accounted for

DIVISIONS INVOLVED IN REVERSE EVACUATION

- Management/Command
- Operations (*as needed*)
- Logistics (*as needed*)
- Planning/Intelligence (*as needed*)
- Finance/Administration (*as needed*)

NOTE

After an earthquake, remember to stay alert for aftershocks!

EOC ACTION PLAN		DISTRICT:
FOR OPERATIONAL PERIOD:		PREPARED:
FROM: <i>Date</i>	TO: <i>Date</i>	<i>Date</i>
<i>Time</i>	<i>Time</i>	<i>Time</i>
GENERAL OBJECTIVES		
OBJECTIVES should be stated in measurable terms to allow for evaluation of progress. Each TASK assigned to Sections should address a specific OBJECTIVE.		
WEATHER FORECAST FOR OPERATIONAL PERIOD		
SAFETY MESSAGE		
ATTACHMENTS (✓ IF ATTACHED)		
<input type="checkbox"/> Current Situation Report	<input type="checkbox"/> Task Assignments	<input type="checkbox"/> Traffic/Staging Area Map
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
PREPARED BY (Planning Section Chief):		Approved by (EOC Director):

EOC STAFFING LIST		DISTRICT:	
FOR OPERATIONAL PERIOD:		PREPARED:	
FROM: <i>Date</i>	TO: <i>Date</i> <i>Time</i>	<i>Date</i>	<i>Time</i>
MANAGEMENT STAFF		OPERATIONS SECTION	
Incident Commander		Operations Section Chief	
EOC Director		Law Enforcement Unit	
Public Information Officer/Public Relations Mgr.		Fire Unit	
Liaison Officer		Medical Unit	
Safety Officer		Public Works Services	
Legal Advisor			
PLANNING & INTEL SECTION		LOGISTICS SECTION	
Planning & Intel Section Chief		Logistics Section Chief	
Situation Status Unit		Services	
Documentation Unit		Communications Unit	
Advance Planning Unit		Care & Shelter Unit	
Damage Assessment Unit		Personnel Unit	
Recovery Planning Unit		Support	
GIS Unit Leader		Supply Unit	
		Utilities Unit	
		Transportation Unit	
AGENCY REPRESENTATIVES		FINANCE & ADMIN SECTION	
		Finance Section Chief	
		Time Unit	
		Comp/Claims Unit	
		Cost Unit	
Approved by:		Prepared by:	
<input type="checkbox"/> If additional space is needed, ✓box and use reverse side of this sheet			

EOC SECTION TASKS		DISTRICT:		Part A	
For Op Period from: <i>Date</i>		<i>Time</i>		to: <i>Date</i>	
<i>Time</i>					
MANAGEMENT SECTION			Assigned To:		
PIO SECTION			Assigned To:		
OPERATIONS SECTION			Assigned To:		

EOC SECTION TASKS		DISTRICT:		Part B
For Op Period from: <i>Date</i>		<i>Time</i>	to: <i>Date</i>	<i>Time</i>
PLANNING SECTION			Assigned To:	
LOGISTICS SECTION			Assigned To:	
FINANCE SECTION			Assigned To:	

EOC Management Situation Report (page 1 of 2)

DATE:	TIME:	REPORT NO.	RPTG PERIOD	8 12 24
PREPARED BY:		EVENT:		
DIRECTOR (Shift _____)		DEP DIRECTOR (Shift _____)		

EOC ACTIVATION/DECLARATIONS/ORDINANCES (LEGAL ADVISOR)		
ACTIVATION/DECLARATION/ORDINANCE	SUBJECT MATTER	DATE/TIME
EOC ACTIVATION		
LOCAL EMERGENCY DECLARATION		
BOARD OF SUPERVISORS CONFIRMATION		
COUNTY DECLARATION		
GUBERNATORIAL DECLARATION		
PRESIDENTIAL DECLARATION		
SMALL BUSINESS ADMIN. DECLARATION		
RESOLUTION OR ORDINANCE NO.		
RESOLUTION OR ORDINANCE NO.		

ACTION PLAN OBJECTIVES FOR TOMORROW (EOC DIRECTOR)

EOC Management Situation Report (page 2 of 2)

SAFETY MESSAGE (SAFETY OFFICER)

LIAISON REPRESENTATIVES FROM OTHER AGENCIES (LIAISON OFFICER)			
ORGANIZATION/AGENCY	NAME	EOC LOCATION	CONTACT NUMBER
RACES			
American Red Cross			
SCWA			
PacBell			
Salvation Army			
CNG			
OpArea OES			
Transit			
County Office of Education			

DISTRIBUTION:

- All section chiefs
- All Operations Team Leaders
- All Management Section staff
- Documentation Unit
- _____
- _____
- _____
- _____

SCHEDULED BRIEFINGS (Incident Commander/PLANS CHIEF/PIO)				
BRIEFING TYPE	FREQUENCY	TIME	LOCATION	BRIEFER
EOC Section Chiefs	2/Daily			Incident Commander/Plans Chief
EOC Staff	2/Daily			Plans Chief
Media	2/Daily			PIO

SCHEDULED MEETINGS (Incident Commander/PLANS CHIEF/PIO)				
MEETING TYPE	FREQUENCY	TIME	LOCATION	FACILITATOR
Planning Meeting	2/Daily			Incident Commander/Plans Chief

SECTION ACTIVITY LOG

SECTION: LOCATION: PAGE ___ OF ___ PAGES

SECTION CHIEF/TEAM LEADER: FROM: TO:

TIME	INCIDENTS, MESSAGES, NOTES	ACTION TAKEN	INITIAL

SITUATION STATUS REPORT INITIAL

- INITIAL ASSESSMENT -

This form is to be completed and forwarded to the Emergency Operations Center by the Principal or designee as soon as evacuation has been completed and the required information collected.

School _____

Completed by _____ Date _____ Time _____

Immediate Assistance Required

_____ None _____ Medical _____ Fire

_____ Search & Rescue _____ Support Personnel

Condition of Students

_____ All Accounted For _____ No Injuries _____ No immediate help required

_____ Missing (number)

Names

Trapped in Building: (number)

Names

_____ Injured (number)

_____ Number Requiring Immediate Medical Attention

Type of Injury

Names

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

SITUATION STATUS UPDATE REPORT

School _____

Completed by _____ Date _____ Time _____

_____ Number of children remaining at school

_____ Number of staff members remaining to care for children

_____ Assistance Required:

_____ water

_____ food

_____ blankets

_____ additional personnel (number) to assist in student care

_____ Other:

STUDENT EMERGENCY CONTACT CARD

Emergency Contact/ Medical Consent (Page two)



In case of an emergency, it is imperative that the school be able to reach the student's parent or guardian. Please fill in the information on both sides of this card Grade _____

STUDENT

Last Name First
Middle Female
Teacher/Advisor

Home Address (Primary Residence) City

Office Use Only

CSIS _____

Date Enrolled _____

- MEDICAL
- CUSTODY
- SPECIAL NEEDS

STUDENT EMERGENCY CONTACT CARD

Medical Information and Consent

STUDENT

_____ Last
 _____ First _____ Middle

MEDICAL/HEALTH INFORMATION

Medication: Does your child require medication?
 No Yes

If your child requires medication at school, all medication sent to school must be in the original prescription container with a current date and the child's name. An "Authorization for Administration of Medication" form must be on file. For disasters, please provide a separate three-day supply for the school office, in the same format, along with the green "72-Hour Disaster Medication" form. Both forms are available from the school office.

Medication	Do

Health Insurance Information: *Please check appropriate box.*

EMERGENCY TREATMENT AUTHORIZATION

I/we, the undersigned parent(s) or legal guardian of

_____, a minor, do hereby give authorization and consent to the school to obtain emergency medical care and necessary transportation, including x-ray examination, anesthetic, medical or surgical diagnosis and emergency hospital which is deemed advisable by and is to be rendered under the general or specific supervision of medical and emergency room staff licensed under the provisions of the medicine practice act and the State of California Department of Public Health.

Parent Wallet Card

Parent Wallet Card

SCHOOL EMERGENCY/EVACUATION

Student _____
School _____
Physician _____

Student _____
School _____
Physician _____

Student _____
School _____
Physician _____

People to whom I have authorized the school to contact in an emergency are:

SCHOOL EMERGENCY/EVACUATION

*In an emergency, please **DO NOT CALL** the school and tie up the school telephones. Use the designated hotline for

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SCHOOL EMERGENCY CONTACT INFORMATION

SCHOOL EMERGENCY CONTACT INFORMATION

TO PREPARE FOR AN EMERGENCY

TO PREPARE FOR AN EMERGENCY

TO PREPARE FOR AN EMERGENCY

- Make certain your child's school emergency contact card information is accurate and up-to-date.
- Notify the adults you authorize of any special medical or dietary requirements your child has.
- Let your child know who will make the pickup at school if you are unable to do so.

- Make certain your child's school emergency contact card information is accurate and up-to-date.
- Notify the adults you authorize of any special medical or dietary requirements your child has.
- Let your child know who will make the pickup at school if you are unable to do so.
- Keep emergency supplies in

- Make certain your child's school emergency contact card information is accurate and up-to-date.
- Notify the adults you authorize of any special medical or dietary requirements your child has.
- Let your child know who will make the pickup at school if you are unable to do so.

School Emergency Supplies

FOOD

Suggested quantities are for 100 people for a period of 72 hours.

Food

<u>Item</u>	<u>Quantity</u>
Raisins - boxed and dated	20 lbs.
Large potatoes - canned and dated	60 cans
Large soups - dated	60 cans
Stewed tomatoes - dated	20 cans
Large canned beans - dated	20 cans
Large mixed fruit or fruit - dated	60 cans
Large peanut butter	20 tubs
Crackers	2 cases
Canned fruit juice	2 cases
Sugar cubes	4 boxes

Note: Military rations (MREs) may be substituted for the above items in order to maximize shelf life and storage space.

Water

<u>Item</u>	<u>Quantity</u>
Drinking water – based on 2 quarts per person-per day	150 gallons

Note: Commercially packaged water (Aqua Blocks or bottled water) may be substituted for the above item in order to maximize shelf life and storage space.

School Emergency Supplies

Suggested quantities are for 100 people for a period of 72 hours.

<u>Item</u>	<u>Quantity</u>
Blankets	100
Large battery operated radio with batteries	1
Heavy duty flashlights with spare batteries and bulbs	4
Whistles (for communicating with staff and students)	4
Clipboards	4
Ink pens	6
Medium garbage bags	4 packages (40 ct)
Large 3-ply garbage bags	4 packages (20 ct)
Plastic buckets - 5 gallon	6
Pads of paper	4
Scotch tape	4 rolls
Bed sheet strips (to be used as optional bandages)	4
Plastic cups	6 packages (100 ct)
Paper plates	6 packages (100 ct)
Plastic spoons, knives and forks	6 packages (100 ct)
Can openers - manual	5
Portable toilet kit	2
Activities/games for the children	5

School Emergency Supplies

<u>Item</u>	<u>Quantity</u>
First Aid Handbook (current, Red Cross)	1
Alcohol	4 bottles
Alcohol prep	4 boxes - 100 ct
Aluminum foil - 18 inches wide	4 rolls
Antibiotic solution (Betadine)	4 bottles
Aromatic spirits of ammonia	4 boxes - 10 ct
Band-Aids - assorted sizes	8 boxes
Bandage - ACE wrap, Kerlix, Kling, or other conforming bandage of several widths - 2, 3, 4, 6 inch)	4 boxes each
Bandage scissors - blunt nose type	9 pairs
Bandage, triangular - 36 x 40 x 55 inch	30
Basin, emesis - disposable	10
Blankets - space or disposable	150
Blood pressure cuff with manometer	6
Burn sheets - sterile, disposable	4 packages
Cervical collar - small, medium & large	4 each
Cotton balls - unsterile	4 large packages
Disinfectant - hand washing	4 gallons
Dressings - 2x2's, 3x3's & 4x4's sterile	4 boxes each
Dressings - 5x9's & 8x10's sterile	4 boxes each
Dressings - eye pad, oval sterile	15 boxes
Dressings - Vaseline gauze 3x36 inch sterile	4 boxes
Ipecac	4 bottles
Kleenex	10 boxes
Marking pens - skin	6
Needles - for removing splinters & glass	4 packages
Note pads	20

School Emergency Supplies*FIRST AID, cont'd*

<u>Item</u>	<u>Quantity</u>
Pack - cold Temp-Aid	1 case
Paper cups	4 boxes
Pack - hot Temp-aid	1 case
Paper bags	4 boxes
Paper towels	4 cases
Pencils or ball point pens	4 packages
Petroleum jelly	4 large jars
Pitcher or jar with cover - can be used as a measuring device	4 one quart size
Q-tip swabs	6 packages
Safety pins - assorted sizes	6 packages
Saline - 1 tsp. per quart sterile water = normal saline	4 boxes
Sanitary napkins - can be used for heavy bleeding wounds	2 cases
Spine board - long and short	2 each
Splints - inflatable, boards, magazines or other	Several sets
Standard surgical gloves - medium and large	4 boxes
Table	4
Thermometer - oral - Tempa-dot, disposable	4 boxes each
Toilet tissue	4 cases
Tongue depressors	4 packages
Towelettes - moist	15 boxes
Treatment log	1
Triage tags (from Office of Emergency Services)	150
Tweezers - large	9 pairs
Tylenol (15 grains)	6 bottles
Water purification tablets, or	4 bottles
Household bleach (6 drops in 1 gallon of water)	2 gallons

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION

Management/Command Incident Commander Go-Kit

- School Emergency Plan
- Campus map
- Staff and student roster
- Job description clipboard
- Walkie talkie/FRS
- AM/FM radio
- Bullhorn
- Whistle
- Pens, pencils, paper and clipboard
- Disaster response forms
- Vest and/or ID badge
- Hard hat/safety equipment

Management/Command Incident Commander Supplies/Equipment

- School district radio
- Table and chairs (*if EOC has to be moved outside*)

Management/Command PIO Go-Kit

- School Emergency Plan
- Vest and/or ID badge
- Hard hat/safety equipment
- AM/FM Radio (w/batteries)
- Walkie talkie/FRS
- Clipboard and paper
- Pens/Sharpies/Dry Erase Markers
- Scotch tape/masking tape/duct tape
- Scissors
- School site maps and regional/neighborhood maps

**Management/Command
PIO Supplies/Equipment**

- Newsprint or dry erase board and portable easel
- "Media Here" Sign

**GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT
BY SECTION AND POSITION – (continued)**

**Management/Command
Safety Officer Go-Kit**

- School Emergency Plan
- Job Description clipboard
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, paper and clipboard
- Walkie-talkie/FRS

**Management/Command
Liaison Officer Go-Kit**

- School Emergency Plan
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, paper and clipboard
- Walkie talkie/FRS

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Section Chief Go-Kit

- School Emergency Plan
- Job description clipboard
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, pencils, paper and clipboard
- Walkie talkie/FRS
- Campus supply storage lists
- School site maps and regional/neighborhood maps

OPERATIONS Assembly/Shelter Team Leader Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Roster of students and staff
- Walkie-talkie/FRS
- Hard hat and vest/safety equipment
- Facility and supply storage maps
- Job description clipboard
- Pens, pencils, paper and clipboard
- Bullhorn

OPERATIONS Assembly/Shelter Team Go-Kit

- Team Checklist and Contact Information
- Paper, pens, pencils, and clipboards
- Walkie talkies/FRS
- Forms
- Hard hats and vests/safety equipment
- Masking and/or Duct tape
- Whistles
- File boxes

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Assembly/Shelter Team Supplies/Equipment

- Supply storage map
- Tarps/black poly sheeting (rolls)
- 5-gallon toilet buckets
- Toilet paper
- Stainless steel clamps
- Sanitation supplies
- Poles
- Toilet bucket liners
- Disposable hand-wipes
- Blankets

OPERATIONS Communications Team Leader Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Paper, pens, pencils, and clipboards
- Walkie talkies/FRS
- Battery Operated Radio w/batteries
- Hard hats and vests/safety equipment

OPERATIONS Communications Team Leader

- Table and chairs
- File boxes

OPERATIONS Communications Team Go-Kit

- Team Checklist and Contact Information
- Walkie-talkies/FRS
- Map of facility
- Pens, pencils, paper and clipboards
- Hard hats and vests/safety equipment
- Communications log
- Message forms
- Position roster

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Communications Team Supplies/Equipment

- Tables and chairs
- File boxes

OPERATIONS Crisis Intervention Team Leader Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Info
- Roster of students and staff
- Student Emergency Contact Cards
- Walkie-talkie/FRS
- Job description clipboard
- Hard hat and vest/safety equip
- Mental Health Response Plan
- Map of facility
- Pens and pencils, paper

OPERATIONS Crisis Intervention Team Go-Kit

- Team Checklist and Contact Information
- Roster of students and staff
- Mental Health Response Plan
- Map of facility
- Hard hats/vests/safety equipment
- Student Emergency Contact Cards
- Walkie-talkies/FRS
- Pens and pencils, paper and clipboards
- Tissues and rubber gloves

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS First Aid Team Leader Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- School Emergency Plan
- School Site Map
- Job description clipboard
- Hard hat/vest/safety equipment
- Rubber gloves (box)
- Roster of students and staff
- Walkie-talkie/FRS
- Student Emergency Contact Cards
- Pens, pencils, paper and clipboard
- Quick reference medical guides

OPERATIONS First Aid Team Leader Supplies/Equipment

- Table and chairs
- Campus First Aid Kit (**see recommended supply list*)
- Ground cover/tarps
- Stretchers
- Blankets

OPERATIONS First Aid Team Go-Kit

- Team Checklist and Contact Information
- Roster of students and staff
- Walkie-talkies/FRS
- Hard hats/vests/safety equipment
- Sharpies
- Rubber gloves (2 boxes)
- School Site Map
- Student Emergency Contact Cards
- Pens, pencils, paper and clipboards
- Duct tape
- Quick reference medical guides
- Triage Tags

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS First Aid Team Supplies/Equipment

- Tables and chairs
- Campus First Aid Kit (**see recommended supply list*)
- Ground cover/tarps
- Stretchers
- Blankets

OPERATIONS Maint/Fire/Site Security Team Leader Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Utility shut-off map/checklists
- Walkie-talkie/FRS
- Communications log
- DANGER placards
- Duct tape and sharpies
- Facility and supply storage maps
- Pens and pencils
- Job description clipboard
- Hard hat, vest and safety equipment

OPERATIONS Maint/Fire/Site Security Team Leader

- Wrenches and assorted tools
- Caution Tape (yellow and red)
- Fire suppression gear
- Master keys

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Maint/Fire/Site Security Team Go-Kit

- Team Checklist and Contact Information
- Facility and supply storage maps
- Walkie-talkies/FRS
- Hard hats, vest and safety equipment
- Leather gloves
- DANGER placards
- First Aid Kit
- School Disaster Plan
- Utility shut-off map/checklists
- Goggles
- Sturdy shoes
- Duct tape and sharpies
- Yellow caution tape

OPERATIONS Maint/Fire/Site Security Team Supplies/Equipment

- Wrenches and assorted tools
- Fire suppression gear
- Master keys

OPERATIONS Search & Rescue Team Leader Go-Kit

- | | |
|---|---|
| <input type="checkbox"/> Team Leader Checklist | <input type="checkbox"/> Job desc. clipboard |
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Map of school |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Walkie-talkie/FRS |
| <input type="checkbox"/> School Disaster Plan | <input type="checkbox"/> Flashlight w/batteries |
| <input type="checkbox"/> Hard hat, vest and safety equipment | <input type="checkbox"/> Pens and paper |

OPERATIONS Search & Rescue Team Leader

- Table and chair
- White Board or newsprint flipchart
- Markers erasable or permanent

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Search & Rescue Team Go-Kit

- Team Checklist and Contact Information
- Roster of students and staff
- Duct tape and sharpies
- Backpacks for gear/first aid supplies
- Clipboards, paper and pens
- Map of school
- Walkie-talkies/FRS
- Sturdy shoes/boots
- Hard hats/vests/safety equip
- Whistles
- Rubber gloves/dust masks
- Leather gloves

OPERATIONS Search & Rescue Team Supplies/Equipment

- Plastic buckets for tools/gear
- Blankets
- Fire extinguishers
- Flashlights w/batteries
- Master keys and bolt cutter
- Crowbars and fire axes
- Shovels and ropes
- Caution tape and barricades
- Basic first aid kit
- Cribbing supplies

OPERATIONS Student Release Team Leader Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Roster of students and staff
- Hard hat, vest and safety equipment
- Pens and paper
- Map of school
- Walkie-talkie/FRS
- Job description clipboard

OPERATIONS Student Release Team Leader Supplies/Equipment

- Table and chair

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Student Release Team Go-Kit

- Team Checklist and Contact Information
- Roster of students and staff
- Yellow caution tape
- Paper, pens, markers
- Stapler and staples
- School Site Map
- Student Emergency Cards
- Dry erase markers
- Clipboards (lots)
- Scotch tape and dispenser
- Vests

OPERATIONS Student Release Team Supplies/Equipment

- Tables and chairs
- Stanchions and/or barricades
- White board
- Easel for white board

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

LOGISTICS Section Chief Go-Kit

- School Emergency Plan
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Job description clipboard
- Master keys

LOGISTICS Section Chief Supplies/Equipment

- Table and chair

LOGISTICS Supplies & Staffing Team Leader Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Job description clipboard
- Communications log
- Hard hat, vest and safety equipment

LOGISTICS Supplies & Staffing Team Leader

- Table and chair
- Phone
- Computer or laptop

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

LOGISTICS Supplies & Staffing Team Go-Kit

- Team Checklist and Contact Information
- Walkie-talkies/FRS
- On-campus supply storage list(s)/map
- Communications log
- Map of facility
- Pens and pencils, paper
- Hard hats, vests and safety equipment

LOGISTICS Supplies & Staffing Team Supplies/Equipment

- Table and chair
- Phones
- Computers or laptops

LOGISTICS Transportation Team Leader Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- School Disaster Plan
- Map of facility
- Job description clipboard
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- Pens and pencils, paper
- Communications log

LOGISTICS Transportation Team Leader Supplies/Equipment

- Table and chair
- Phone

**GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT
BY SECTION AND POSITION – (continued)**

**LOGISTICS
Transportation Team Go-Kit**

- Team Checklist and Contact Information
- Map of facility
- Communications log
- Walkie-talkies/FRS
- Pens and pencils, paper
- Hard hat, vest and safety equipment

**LOGISTICS
Transportation Team Supplies/Equipment**

- Table and chair
- Phones

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE Section Chief Go-Kit

- School Emergency Plan
- On-campus supply storage list(s)/map
- Map of facility
- Job description clipboard
- Pens and pencils, paper
- Master keys
- Hard hat, vest and safety equip
- Walkie-talkie/FRS

PLANNING/INTELLIGENCE Section Chief Supplies/Equipment

- Table
- Chair

PLANNING/INTELLIGENCE Documentation Team Leader Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Job description clipboard
- Master keys

PLANNING/INTELLIGENCE Documentation Team Leader Supplies/Equipment

- Table
- Chair

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE Documentation Team Go-Kit

- Team Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-campus supply storage list(s)/map
- Job description clipboard
- Master keys

PLANNING/INTELLIGENCE Documentation Team Supplies/Equipment

- Table
- Chairs

PLANNING/INTELLIGENCE Situation Status Team Leader Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Walkie-talkie/FRS
- Assorted regional/area maps
- Job description clipboards
- File Boxes
- Vendor contracts/agreements list
- Large facility and site maps
- Pens and pencils, markers and paper
- Hard hat, vest and safety equipment

PLANNING/INTELLIGENCE Situation Status Team Leader Supplies/Equipment

- Table
- Chairs

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE Situation Status Team Go-Kit

- Team Checklist and Contact Information
- Walkie-talkies/FRS
- Assorted regional/area maps
- Hard hat, vest and safety equipment
- Large facility and site maps
- Pens and pencils, markers and paper
- File Boxes

PLANNING/INTELLIGENCE Situation Status Team Supplies/Equipment

- Table
- Chairs

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

FINANCE/ADMINISTRATION Section Chief Go-Kit

- School Emergency Plan
- Vest and/or ID badge
- Hard hat
- Clipboard w/pad and pens/Sharpies
- Walkie-talkie/FRS
- Job description clipboard
- File folders and boxes

FINANCE/ADMINISTRATION Section Chief Supplies/Equipment

- Table
- Chair

FINANCE/ADMINISTRATION Recordkeeping Team Leader Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Information
- Walkie-talkie/FRS
- Job description clipboard
- File Boxes
- Vendor contracts/agreements list
- Pens and pencils, paper
- Hard hat and vest

FINANCE/ADMINISTRATION Recordkeeping Team Leader Supplies/Equipment

- Table, chair, computer or laptop

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

FINANCE/ADMINISTRATION Recordkeeping Team Go-Kit

- Team Checklist and Contact Information
- Vendor contracts/agreements list
- Pens and pencils, paper
- File Boxes
- Walkie-talkies/FRS
- Hard hat and vest

FINANCE/ADMINISTRATION Recordkeeping Team Supplies/Equipment

- Table
- Chairs

RECOVERY

The goal of recovery is to return to learning and restore the infrastructure of the school as quickly as possible. Focus should be on students and the physical school site, and to take as much time as needed for recovery. School staff can be trained to deal with the emotional impact of the crisis, as well as to initially assess the emotional needs of students, staff and responders. One of the major goals of recovery is to provide a caring and supportive school environment. Financial recovery and protection of the district's assets are also crucial to the overall restoration of the educational process.

RECOVERY ACTION CHECKLIST

- Strive to return to learning as quickly as possible.
- Restore the physical school site, as well as the school community.
- Restore communications systems.
- Institute data recovery procedures.
- Make arrangements for alternative housing for classes and offices, if necessary.
- Monitor how staff are assessing students for emotional impact of the crisis.
- Identify what follow up interventions are available to students, staff and first responders.
- Conduct debriefings with staff and first responders.
- Assess curricular activities that address the crisis.
- Allocate appropriate time for recovery.
- Plan how anniversaries of events will be commemorated.
- Capture "lessons learned" and incorporate them into revisions and trainings.
- Complete all paperwork and reports for financial aid for disaster relief if available.
- Work with local or state emergency services professionals to maximize your cost-recovery efforts.

Plan for recovery in the preparedness phase. Determine the roles and responsibilities of staff and others who will assist in recovery during the planning phase. District-level counselor may want to train school staff to assess the emotional needs of students and colleagues to determine intervention needs. Experience shows that after a crisis many unsolicited offers of assistance from outside the school community are made. During planning, you may want to review the credentials of service providers and certify those that will be used during recovery.

During the preparedness phase, local vendors who can assist in recovery efforts should be identified. Items and services, such as debris removal, carpet repair and replacement, cleaning services, computer data recovery, fire restoration,

structural engineers, tree damage/repair/removal, etc. should be arranged for in advance of an emergency situation.

Assemble the Crisis Intervention Team. A Crisis Intervention Team, or CIT, is composed of individuals at either the district or school level involved in recovery. A review of the literature shows that there are different models for organizing a CIT. In one model, there is a centralized CIT at the district level, which serves all schools in that district. In another model, the district trains school-based CITs. Even when crisis intervention teams exist within individual schools, it may be necessary for the superintendent or designee to allocate additional resources on an as-needed basis.

Service providers in the community may want to assist after a crisis. With prior planning, those with appropriate skills and certifications may be tapped to assist in recovery. This will help district and school personnel coordinate activities of the community service providers and see that district procedures and intervention goals are followed.

Return to the “business of learning” as quickly as possible. Experts agree that the first order of business following a crisis is to return students to learning as quickly as possible. This may involve helping students and families cope with separations from one another with the reopening of school after a crisis.

Schools and districts need to keep students, families and the media informed. Be clear about what steps have been taken to attend to student safety. Let families and other community members know what support services the school and district are providing or what other community resources are available. Messages to students should be age appropriate. It may be necessary to translate letters and other forms of communication into languages other than English depending on the composition of the communities feeding the affected school(s). Be sure to consider cultural difference when preparing these materials.

Focus on the building, as well as people, during recovery. Following a crisis, buildings and their grounds may need repairing, renovation or repainting/relandscaping. Conduct safety audits and determine the parts of the building that can be used and plan for repairing those that are damaged. Use the Loss Recovery Resource Guide that is provided as part of the SchoolGuard USDOE Emergency Response and Crisis Management Grant.

Provide assessment of emotional needs of staff, students, families and responders. Assess the emotional needs of all students and staff, and determine those who need intervention by a school counselor, social worker, school psychologist or other mental health professional. Arrange for appropriate interventions by school or community-based service providers. In addition, available services need to be identified for families who may want to seek

treatment for their children or themselves. Appropriate group intervention may be beneficial to students and staff experiencing less severe reactions to the crisis. Group interventions should be age appropriate.

Provide stress management during class time. Trauma experts emphasize the need to create a caring, warm and trusting environment for students following a crisis. Allow students to talk about what they felt and experienced during the traumatic event. Younger children who may not be able to fully express their feelings verbally will benefit from participating in creative activities including drawing, painting or writing stories. Young adolescents benefit from group discussions in which they are encouraged to talk about their feelings, as well as from writing plays or stories about their experiences. Engage older adolescents in group discussions, and address any issues of guilt (“I could have taken some action to change the outcome of the crisis”).

Conduct daily debriefings for staff, responders, and other assisting in recovery. Mental health workers who have provided services after crises stress the importance of ensuring that those who are providing “psychological first aid” are supported with daily critical incident stress debriefings. Debriefings help staff cope with their own feelings of vulnerability.

Take as much time as needed for recovery. An individual recovers from a crisis at his or her own pace. Recovery is not linear. After a crisis, healing is a process filled with ups and downs. Depending on the traumatic event and the individual, recovery may take months or even years.

Remember anniversaries of crises. Many occasions will remind staff, students and families about crises. The anniversary of a crisis will stimulate memories and feelings about the incident. In addition, other occasions may remind the school community about the crises, including holidays, returning to school after vacations and other breaks, as well as events or occasions that seemingly have little connection to the incident. This underscores the notion that recovery may take a long time than anticipated.

Staff members need to be sensitive to their own as well as the students’ reactions in such situations and provide support when necessary. School crisis planning guides suggest holding appropriate memorial services or other activities, such as planting a tree in memory of victims of crises. Trauma experts discourage memorials for suicide victims to avoid glorification and the sensationalizing of these deaths.

Evaluate. Evaluating recovery efforts will help prepare for the next crisis. Use several methods to evaluate recovery efforts. Conduct brief interviews with emergency responders, families, teachers, students and staff. Focus groups may also be helpful in obtaining candid information about recovery efforts. The following are examples of questions to ask:

- ▶ Which classroom-based intervention proved most successful and why?
- ▶ Which assessment and referral strategies were the most successful and why?
- ▶ What were the most positive aspects of staff debriefings and why?
- ▶ Which recovery strategies would you change and why?
- ▶ Do other professionals need to be considered to help with future crises?
- ▶ What additional training is necessary to enable the school community and community at large to prepare for future crises?
- ▶ What additional equipment or resources are necessary to support recovery efforts?
- ▶ What other planning actions will facilitate future recovery efforts?

Recovery may seem like an end, but it is also a beginning. You must close the loop on the circle. A critical step in crisis planning is to evaluate each incident. What worked? What didn't work? How could you improve operations? Take what you have learned and start at the beginning. Update and strengthen the plan so that in a crisis, no child is left behind.

ADDRESSING THE NEEDS OF INDIVIDUALS WITH DISABILITIES

All school Emergency Operations Plans must include procedures to address the needs of students, staff and visitors with disabilities during a disaster. For people with disabilities, the problems of evacuating a building during an emergency are a major concern. Many people with mobility impairments cannot use stairs and people with hearing and vision impairments may not receive emergency notification and directions unless they are provided in both audible and visual forms. In addition, people with learning, emotional or cognitive disabilities may need to have safety and emergency procedures taught in a language/terms they understand. Because our schools may, at one time or another, have staff, students or visitors who need evacuation assistance, all schools must have a plan that includes the needs of individuals with disabilities.

This checklist indicates those steps necessary to address the needs of those with disabilities. The training materials that are part of the pre-plan include detailed information and guidelines for developing and implementing an effective plan.

- Assess classrooms and offices for unsecured, non-structural hazards, potentially blocked exits and other issues that could put students and staff at risk of injury in a fire, earthquake or other emergency.
- Take mitigation measures to eliminate or reduce hazards.
- Develop a list of individuals needing evacuation assistance and update regularly.
- Establish Evacuation Staging Areas.
- Establish a Buddy System and assign an adult to assist a disabled individual in exiting the building or getting to an Evacuation Staging Area.
- Test your evacuation plan.
- Finalize Your Evacuation Plan.
- Train staff in evacuation procedures.
- Include procedures for evacuating individuals with disabilities in regular fire, earthquake and all other drills and exercises.

Review Evacuation Procedures for Individuals with Disabilities annually and make changes as necessary.

Resources Available for Schools

Information, Guides and Reports

Emergency Plan Web Site

The Department of Education's (ED) Office of Safe and Drug-Free Schools' Emergency Plan Web site www.ed.gov/emergencyplan provides a one-stop site for information to help plan for, mitigate, respond to and recover from any emergency (natural disasters, violent incidents, terrorist acts, etc.). The site provides access to ED materials, such as Practical Information on Crisis Planning, and links to additional emergency planning resources of government agencies, nongovernmental organizations, health-care provider resources, mental health resources, and state and local resources.

Practical Information on Crisis Planning: A Guide for Schools and Communities

This binder provides schools and communities with basic guidelines and useful ideas on how to develop and refine their emergency response and crisis management plans for each phase of crisis planning: mitigation and prevention, preparedness, response and recovery. This information is available at www.ed.gov/emergencyplan/.

Infrastructure Protection: National Clearinghouse for Educational Facilities

This Web-based clearinghouse at www.edfacilities.org provides information on school safety issues, such as how to design buildings to prevent or mitigate possible terrorist attacks and violence.

Bomb Threat Assessment Guide: ED and Bureau of Alcohol, Tobacco and Firearms

The Step-by-Step Guide for Bomb Threats can assist school districts, administrators and emergency responders in planning an effective bomb threat response protocol in schools. A CD-ROM interactive planning tool provides schools with a 15-step guide. In 2003, a copy of the CD-ROM was distributed to every school district in the country. It is still available at www.ed.gov/emergencyplan/.

Campus Public Safety Guide

The Department of Homeland Security's Office of Domestic Preparedness published a series titled Campus Public Safety: Weapons of Mass Destruction and Terrorism Protective Measures in April 2003. This document describes affirmative steps colleges and universities can take to prevent, deter or effectively respond to an attack by weapons of mass destruction. It is available at www.ed.gov/emergencyplan/.

Safe Schools Initiative: ED and the U.S. Secret Service

The 2002 Safe Schools Initiative Guide and Final Report provides guidelines for managing threatening situations and offers ways to create a safe school environment. It is available at www.ed.gov/emergencyplan/.

SCHOOLGUARD

www.SchoolGuard.com is a website that was created by the USDOE Emergency Response and Crisis Management Grant #Q184E040087 to provide information to schools and parents on emergency preparedness.

Information Specifically for Children

A Web site with age-appropriate information for children on disasters is at www.fema.gov/kids/. In addition, the Department of Homeland Security is working to expand its citizen preparedness “Ready” campaign by getting children involved in preparing for crises. The Web site is planned to be launched in 2005.

Information Dealing With Trauma

The National Child Traumatic Stress Network Web site

http://www.nctsnet.org/nccts/nav.do?pid=ctr_tool contains the following links to tools and materials that can be used by schools both for school planning purposes and as handouts to parents and caregivers:

- The link to “Presentation Tools”
http://www.nctsnet.org/nccts/nav.do?pid=ctr_tool_present allows one to view and download slide presentations on selected topics related to child trauma and traumatic stress, including statistics on the prevalence of child trauma, current interventions to reduce the impact of child traumatic stress, and an overview of the National Child Traumatic Stress Network.
- The “Educational Materials” link
http://www.nctsnet.org/nccts/nav.do?pid=ctr_tool_educ includes tip sheets for parents, caregivers, and teachers on current topics, as well as basic information on child traumatic stress for different audiences.

Grants Available From the U.S. Department of Education

Emergency Response and Crisis Management Discretionary Grants

Emergency Response and Crisis Management grants provide funds to local educational agencies to improve and strengthen their emergency response and crisis management plans. This year, ED is obligating 105 awards for a total of \$28 million. ED anticipates conducting another competition in the area of crisis planning in fiscal year 2005. We anticipate that a notice regarding the competition will be issued in a few months.

The Safe Schools-Healthy Students Initiative Grants

These grants provide students, schools and communities with federal funding to implement a comprehensive plan of activities, programs and services focusing on promoting healthy childhood development and preventing violence and alcohol and drug abuse. In fiscal year 2004, ED contributed a total of \$95 million for grants supporting this initiative. Other federal departments also contributed funds. We anticipate additional funding for this initiative in fiscal year 2005.

Questions and Answers

Q. Why is the Department of Education sending this information? Is there an imminent threat to America's schools?

A. The FBI and DHS are currently unaware of any specific, credible information indicating a terrorist threat to public or private schools, universities or colleges in the United States. The FBI and DHS have told us that there is no imminent threat to U.S. schools and that the group that conducted the operation in Russia has never attacked or threatened to attack U.S. interests. However, in an abundance of caution, the Department of Education and our federal law enforcement partners are providing state and local law enforcement officials and educators with an analysis of some of the important lessons learned about the recent incident in Beslan, Russia.

Q. Who else have federal officials contacted regarding the Beslan incident?

A. The DHS and FBI recently sent an analysis of the Beslan incident to their constituents in the law enforcement field. The Department of Education (ED) is distributing information to our constituents in the education community. Among those to whom ED is sending the information are: school police and school security personnel; school resource officers; emergency response and crisis management grantees; chief state school officers; members of boards of education; organizations representing principals; institutions of higher education; and various groups representing non-public schools. Our intent is to inform all appropriate school-related constituencies, all types of schools, whether public or non-public, and institutions of higher education.

Q. How should those informed respond to the bulletin?

A. School districts, in partnership with local law enforcement officials and first responders, should review their crisis plan, ensure that it is up to date, practice their plan, and make modifications as needed.

Q. What should we tell parents and students?

A. We believe you need to be truthful and open. You need to tell students that there are no imminent threats to U.S. schools but that there is a continued need to be prepared to deal with a wide range of crises that can occur in schools and communities.

Q. Are there any resources available at the federal level to help us with our crisis planning?

A. Yes, there are numerous Web pages, booklets, manuals, clearinghouses, etc. available to help you. A summary of resources is found as an attachment to this document.

Q. What about financial resources? Does ED have any financial resources to assist school districts?

A. ED anticipates conducting another competition in the area of crisis planning in fiscal year 2005. We anticipate that a notice regarding the competition will be issued in a few months.

What the Law Requires of Schools

THE FIELD ACT

(Garrison Act and Riley Act)

Sets building code standards for construction and remodeling of public schools and assigns the responsibility for assuring building code compliance to the Division of the State Architect.

THE KATZ ACT

Requires schools to establish an earthquake emergency system:

- Develop a disaster plan
- Conduct periodic drop and cover drills, evacuation procedures and emergency response actions—once each quarter in elementary schools and once each semester in secondary schools
- Provide training to students and staff in emergency response procedures
- Be prepared to have your school serve as a possible public shelter
- Take mitigation measures to ensure the safety of students and staff—such as securing equipment and furniture.

PUBLIC EMPLOYEES ARE DISASTER SERVICE WORKERS
California Government Code Section 3100

All school employees are considered disaster service workers when:

- A local emergency has been proclaimed
- A state emergency has been proclaimed

or,

- A federal disaster declaration has been made

NOTE: No public school employee may leave the school site during an emergency until formally released.

- Certificated employees risk losing their teaching credentials
- Classified employees may be charged with a misdemeanor

POST-DISASTER SHELTERS

Schools are required by both federal statute and state regulation to be available for shelters following a disaster.

- The American Red Cross has access to schools to set up shelters
- Local governments have access to schools to set up shelters
- Plan and make arrangements in advance to assure that you are prepared.

Consult *Schools as Shelters: Planning and Management Guidelines for Districts & Sites* (ordering information is available from the Office of Emergency Services)

THE PETRIS BILL

California Government Code Section 8607

Requires schools to respond to disasters using the Standardized Emergency Management System (SEMS) by December 1996

- ICS - (Incident Command System) organizing response efforts into five basic functions: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration
- EOC - (Emergency Operations Center) setting up a central area of control using the five basic functions
- Coordinate all efforts with the operational area (county) EOC, city EOC and county office of education EOC
- Incorporation of SEMS into all school plans, training and drills
- Documentation of the use of SEMS during an actual emergency

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5

February 28, 2003

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive 5 (HSPD-5). HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS).

HSPD-5 requires Federal departments and agencies to make the adoption of NIMS by state and local organizations a condition for Federal preparedness assistance (grants, contracts and other activities) by Fiscal Year 2005.

Initial compliance deadlines:

- Phase I:** Initial Staff Training by **Oct. 2004**
- Phase II:** Identification of Relevant Plans, Procedures and Policies by **Nov. 2004**
- Phase III:** Modification of Existing Plans, Procedures and Policies by **July 2005**
- Phase IV:** Supporting NIMS Integration Center Standards by **Sept. 2005**

The Language of Emergency Response

Acronyms

ARC	American Red Cross
CP	Command Post
CERT	Community Emergency Response Team
DES	Department of Emergency Services
DHS	Department of Homeland Security
DO	District Office
DPH	Department of Public Health
DSW	Disaster Service Worker
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FRS	Family Radio System
HAZMAT	Hazardous Materials
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
LOG	Logistics
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services (California)
OP AREA	Operational Area
OPS	Operations
PA	Public Address
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
S&R	Search and Rescue
SCAN USA	Secure Cops Alert Network
SEMS	Standardized Emergency Management System
SIT REP	Situation Report
SOP	Standard Operations Procedure
SIT STAT	Situation Status
VOAD	Volunteer Organizations Active in Disasters
VRC	Volunteer Reception Center
WMD	Weapon of Mass Destruction

Glossary

Action Plan	the plan prepared on-site by the Management Team that will guide response to the emergency at hand.
Activate	is the verb used to describe the intention of implementing the emergency plan.
American Red Cross	a national volunteer agency that provides disaster relief.
Command Post	is the physical location where the Management Team and Section Leaders gather to coordinate response activities.
Damage Assessment	the process used to determine the amount and severity of damage caused by a disaster or emergency.
Disaster	a sudden, calamitous event that causes damage, loss, and destruction to people and property.
Disaster Service Worker	refers to any public employee or any unregistered person impressed into service consequent to a state of emergency.
Emergency	a condition of disaster or extreme peril to the safety of persons and property.
Emergency Operations Center	the location from which centralized management is performed during emergency response.
Emergency Operations Plan	the plan that each district has and maintains for responding to disasters and/or school crisis's.
Exercise	a simulated emergency situation designed to evaluate an organization or agency's level of preparedness.
Federal Disaster Assistance	refers to the federal government's in-kind and financial assistance provided to disaster victims, the state, or local government agencies through the Federal Disaster Relief Act.
First responder	a collective term used to describe law enforcement, fire, EMS, public works, and public health personnel; those agencies generally first on the scene during emergencies.
Function	the five major components of the Incident Command System: Management/Command, Operations,

	Planning/Intelligence, Logistics, and Finance/Administration.
Hazard	any source of danger or element of risk to people, property, or the environment.
Hazard Mitigation	any measure taken that attempts to eliminate or reduce the potential for damage or injury from a disaster.
Incident	an occurrence or event, natural or man-made, that requires action by emergency personnel.
Incident Commander	the individual responsible for the overall management and command during an emergency response. In a Unified Command situation, this function may be performed by two or more individuals representing multiple agencies.
Incident Command System	the national standard for on-scene emergency management.
Management by Objectives	a top-down management activity that involves a three-step approach to problem-solving: establishing the objectives, selecting the appropriate strategy (ies) to achieve those objectives, and providing the direction of or assignments associated with the selected strategy.
Mass Care Facility	a location where food, lodging, clothing, first aid, welfare inquiry, and social services are available to victims of disaster.
Media	refers to any/all of the means of disseminating information and instructions to the public: radio, television, and newspapers.
Memorandum of Understanding	a pre-existing agreement between agencies to render support (personnel, equipment or facilities) during times of emergency.
Mitigation	the pre-event actions taken to lessen the effects and impact of a disaster.
Operational Area	an intermediate level of the state emergency organization, consisting of a county and all of the political subdivisions/special districts within its boundaries.

Preparedness	refers to the entire spectrum of planning and training that ensures emergency readiness
Recovery	those activities associated with “getting back to business” after an emergency; the long-term plan.
Response	those activities undertaken to address the immediate short-term effects of an emergency or disaster. Response activities include actions taken to save lives, protect property and meet basic human needs.
Section	within ICS, the organizational level with responsibility for a major functional area of incident response: Management/Command, Operations, Planning/Intelligence, Logistics, Finance/Administration.
Section Chief	the ICS title given to those individuals responsible for the command of a functional section.
Triage	a process of rapidly classifying patients on the basis of urgency of treatment.
Threats	those situations or circumstances that are likely to occur within, or affect, the Operational Area.

2023-24 Certificated Seniority List/Assignments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last name	first	status	FTE	hired	1st day	seniority	cred	authorization	other	Assignment			
2	Hutchinson	Derek	Perm	1.0	1995	08/23	08/23/95	CL Single Sub	Soc Sci	SDAIE MA	Head Teacher, Soc Sci (Comm School)			
3	Hahn	Tobin	Perm	1.0	1996	08/28	08/28/96	CL Single Sub	Bio Sci/Chemistry	SDAIE MA, 7/1/16	Principal (HS)			
4	Olson Day	Ryan	Perm	1.0	1998	08/24	08/24/98	CI Mult Sub +SS Gen.	Soc. Sci.	SDAIE, MA	Sunrise/Independent Study			
5	Duncan	Pamela	Perm	1.0	2006	01/23	08/23/06	CI Singl Sub	Intro Eng/Soc. Sc	Masters, NBTS,Lang Devel. Spec	Social Science (HS)			
6	Humrichouse	Kim	Perm	1.0	2006	08/23	08/23/06	CL Mult Sub	Principal 7/1/12	EL, MA, PASC	Principal (K-8)			
7	Sosnovec	Tom	Perm	1.0	2007	08/20	08/20/07	CL Single Sub	Math	ELA1, 24 units Certificate Programmin	Math & Computer Programming (HS)			
8	Oatney	Mark	Perm	1.0	2008	08/17	08/17/08	CL Single Sub	Art	CLAD, CL Mult Sub	Art (K-8)			
9	Freeling	Linda	Perm	1.0	2008	08/18	08/17/09	CL Mult Sub		CLAD, NBPTS	ELL Teacher (K-12)			
10	Pery	Megan	Perm	1.0	2009	08/17	08/17/09	CL SpEd	mod/sever, mild/moder	SPED,CL Mult Sub, EL	K-5Rtl Teacher (k8)			
11	Blaser	Sasha	Perm	0.6	2011	8/22	08/22/11	CL Mult Sub		CLAD, English	2nd Grade (K-8)			
12	Sawyer	Michelle	Perm	0.6	2012	8/20	08/20/12	CL Mult Sub	Math	CLAD, Math (Loc.AssignOption)	8th Math (K-8)			
13	Lucier	Laura	Perm	1.0	2012	8/20	08/20/12	CL Single Sub	PE; Health	CLAD	Head Teacher/6/7/8 PE/Health (K-8)			
14	Barnett-Tuomala	Laura	Perm	0.8	2013	8/19	08/19/13	Clear SS PE	PE	2 MA's, BCLAD	PE/Health (HS)			
15	Brown	Marshall	Perm	1.0	2013	8/19	08/19/13	CL CTE, Arts, Media, & Entertainment		SDAIE, (.2 Temp. FTE added 1-3-17)	Media Teacher (HS)			
16	Root	Molly	Perm	1.0	2013	8/19	08/19/13	CL Mult Subj.		CLAD, MA	7th Math (K-8)			
17	Fosse	Alex	Perm	1.0	2013	8/19	08/19/13	CL Single Sub, Prelim C	Earth Sci, Bio, Math	Auth:GeoSci, BiolSci, IntroBus., Math,	Biology/Horticulture/SONAR (HS)			
18	Martin	Amanda	Perm	1.0	2014	2/24	02/24/14	CL Mult Subj.		CLAD	K-3 Teacher (Albion)			
19	Renslow	Beth	Perm	1.0	2014	8/19	08/19/14	CL MultSubj		ELA1	4/5 Teacher (K-8)			
20	Grinberg	Hannah	Perm	1.0	2014	8/19	08/19/14	CL MultSubj		BCLAD; MA	3rd Grade (K-8)			
21	Levy	Anna	Perm	0.5	2014	8/19	08/19/14	Clear PPS Sch.Counseling	Clear	MA, LPCC license	School Counselor (K-12)			
22	Miller	Meghan	Perm	1.0	2014	8/19	08/19/14	CL SpEd Mild/Mod		CLAD, MA	Resource Teacher (HS)			
23	Newkirk	Liz	Perm	0.6	2014	8/19	08/19/14	PPS School Counseling	CL SS English	MA, ELA1	School Counselor (HS)			
24	Dominguez	Diana	Perm	1.0	2015	8/18	08/18/15	Single Sub	Math	CLAD	Math Teacher (HS)			
25	Plocher	Darcie	Perm	1.0	2015	8/18	08/18/15	CL Mult Subj & SS PE	PE Auth	CLAD	K-8 PE K-8)			
26	Eastman	James	Perm	1.0	2016	8/22	8/22/2016	Single Sub	English	ELAS	English (HS)			
27	Barrett	Carolen	Perm	0.6	2016	8/22	8/22/2016	CTE	Culinary	CTE	Culinary (HS)			
28	Moran	John	Perm	1.0	2016	8/22	8/22/2016	CL Mult.Subj		MA in Ed., ELA 1, Plant Science	4/5 Grade (K-8)			
29	Rain	Erik	Perm	0.8	2017	8/21	8/21/2017	CL SS Art, CTE, Mult. Subj,		ELA1	Art (HS)			
30	Porter	Iana	Perm	1.0	2017	8/21	8/21/2017	Mult Subj.		ELAM	1/2 Grade (K-8)			
31	Stump	Samuel	Perm	1.0	2017	8/21	8/21/2017	SS Eng. & Soc Sci		MA in Ed, CLAD	English (HS)			
32	Jimenez	Cecilia	Perm	1.0	2017	8/21	8/21/2017	CL PPSC Social Work		Fluent/Spanish, MA, LCSW license	Social Worker (K-12)			
33	West	Jordan	Perm	1.0	2018	8/20	8/20/2018	CL Mult Subj		ELA1	6th Grade ELA/SS			
34	Potter	Joshua	Perm	1.0	2019	8/19	8/19/2019	CL SpEd Mild/Mod		MA, CLAD	6-8 Resource (K-8)			
35	Fries	Sara	Perm	1.0	2019	8/19	8/19/2019	CL Mult Subj	Math/Science	CLAD	6th Grade (K-8)			
36	Martin	May	Perm	1.0	2019	8/19	8/19/2019	SS Science	Physics/Chemistry	MA,	Science (HS)			
37	Drayer	Jessica	Perm	1.0	2019	8/19	8/19/2019	CL Mult Subj		MA in Ed., ELA1	TK/K (K-8)			
38	Meuschke	Jesse	Perm	1.0	2020	8/24	8/24/2020	CL SS	History	MA in Ed. Tech	8th Grade (k8)			
39	Cumbie	Rebekkah	Perm	1.0	2021	7/16	7/16/2021	CL Mult Subj		CLAD	Comptche School Teacher			
40	Barty	Taimi	Perm	0.4	2021	7/16	7/16/2021	CTE	BTSA/CTE	CTE	Woodshop (HS)			
41	Skowron	Samantha	Perm	1.0	2021	7/16	7/16/2021	SLP	SLP	Masters,	Speech/Language Pathologist			
42	Frederick	Aimee	Perm	1.0	2021	8/16	8/16/2021	CL Mult Subj		CLAD	7/8 ELA (K8)			
43	Gilbert	James	Prob 2	1.0	2022	8/15	8/15/2022	CL SS	Spanish		9-12 Spanish (HS)			
44	Hartley	Allison	Prob 2	1.0	2022	8/15	8/15/2022	CL SpEd Mild/Mod	mod/sever, mild/moder	CLAD, ELAE	K-5 Resource (K8)			
45	Thompson	Chelsy	Prob 1	1.0	2023	8/21	8/21/2023	CL Mult Subj			K-8 Elective			
46	Andersen	Sage	Prob 1	1.0	2023	8/21	8/21/2023	CL Mult Subj			7/8/ Science			

CLASSIFIED SENIORITY LIST

Last Revised Date October 5, 2023 (For Approval 10/19/23)

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
	ADMIN, ACCOUNTS PAYABLE/OFFICE ASSISTANT			
	Tiffany Grant-Tulley	08/27/16 – 06/30/18	3.5 Hrs / 12 Mo	See MAIL PERSON & LIBRARY AIDE
	Tiffany Grant-Tulley (D.O. AP)	07/01/18	7 Hrs / 12 Mo	See ACCOUNTS PAYABLE & LIBRARY AIDE; Increase in AP hours; incorporate mail person function
	ADMIN, ADMINISTRATIVE ASSISTANT			
	Tracy Elo	09/05/06 – 07/20/07	6.5 Hrs / 10 Mo	See increase in hours.
	Tracy Elo	07/31/07	8.0 Hrs / 11 Mo	Move from Comm Sch to K-8; increase in hours
	Kamala Meyer Lance	8/21/07 – 08/18/13	6.5 Hrs / 10 Mo	Increase in hours. Move from K-8 to Comm Sch
	Kamala Meyer Lance	08/19/13 – 6/30/17	8.0 Hrs / 10 Mo	Increase in hours
	Kamala Meyer Lance	07/01/17	8.0 Hrs / 11 Mo	Increase in days: 190 to 207
	Erin Placido	09/20/17 – 7/15/2019	8.0 Hrs/ 11 Mo	See EXECUTIVE ASSISTANT TO SUPERINTENDENT
	Megan Smithyman	09/03/2019	8.0 Hrs / 11 MO	
	Nicole Gold	12/1/2021	8.0 Hrs/ 11 MO	
	ADMIN, OFFICE ASSISTANT			
	Kamala Meyer Lance	04/04/06 – 08/20/07	3.75 Hr / 10 Mo	See ADMINISTRATIVE ASSISTANT
	AMIN, ADMINISTRATIVE SUPPORT-HS			
	Noah Gold	08/01/18	8.0 Hrs / 200 days	See ATHLETIC DIRECTOR/STUDENT ACTIVITIES; step increase from 39 to 42 and added 10 days to schedule

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
	AIDE, INSTRUCTIONAL			
	Carol Salo	01/10/83 – 08/30/84	3.5 Hrs / 10 Mo	See INSTRUCTIONAL AIDE & LIBRARY AIDE
	Melinda Leung	03/21/84 – 8/28/85	3.75 Hrs / 10 Mo	See INTEGRATIVE AIDE
	Carol Salo	08/31/84 – 08/28/85	3.92 Hrs / 10 Mo	Increase from 3.5 hrs
	Melinda Leung	08/29/85 – 08/27/17	3.5 Hrs / 10 Mo	Decrease from 3.75 hrs; See INTEGRATIVE AIDE
	Carol Salo	08/29/85	3.75 Hrs / 10 Mo	Decrease from 3.92 hrs
	Kathleen O'Grady	10/03/07 – 11/01/09	3.75 Hrs / 10 Mo	See INTEGRATIVE AIDE
	Eric Triplett	10/22/14 – 8/17/15	6.5 Hrs / 10 Mo	Became Classified Management 08/18/15; See INTEGRATIVE AIDE
	Kathy Gagnon	08/22/14 – 08/23/15	5.75 Hrs / 10 Mo	5.75 hrs, 3 days/week (3.45/day)
	Kathy Gagnon	08/24/15 – 08/31/16	5.0 Hrs / 10 Mo	Increase from 5.75 hrs, 3 days/wk to 5.0 Hrs, 5 days/week
	Kathy Gagnon	09/01/16	6.5 Hrs / 10 Mo	Increase from 5.0 hrs
	Jessica Drayer	2/16/17	5.0 Hrs/ 10 Mo	See Certificated Staff Seniority List
	Kathleen O'Grady	08/25/17	6.25 Hrs / 10 Mo	See INTEGRATIVE AIDE
	Taylor Mize	11/17/14 – 12/02/18	3.75 Hrs / 10 Mo	
	Jessica Ballard	08/28/17	6.5 Hrs / 10 Mo	See Preschool Site Supervisor
	Carol Salo	8/24/18	3.5 Hrs / 10 Mo	Decrease from 3.75 to 3.5; see INSTRUCTIONAL AIDE & LIBRARY AIDE
	Taylor Mize	12/03/18 – 6/15/19	5.5 Hrs / 10 Mo	See INSTRUCTIONAL AIDE; added 1.75 hours
	Taylor Mize	8/23/19 – 3/29/21	3.75 Hrs / 10 Mo	Decrease from 5.5 Hrs to 3.75 Hrs
	Angelica Escobar-Chavez	8/23/19 – 9/2/2021	3.75 Hrs / 10 Mo	
	Carol Salo	9/1/20 – 6/10/2022	6.5 Hrs/ 10 Mo	Increase from 3.5 hrs to 6.5 hrs See Library Aide
	Taylor Mize	3/29/21- 8/23/21	4.55 (T/TH)/10 Mo	Increase from 3.75 hrs to 4.55 hrs (3.75 hrs on MWF)
	Angela Shelley	8/17/2021	6.5 Hrs/ 10 Mo	
	Taylor Mize	8/23/2021	5.2 (TWF), 4.0 (MTH)	Increase from 4.55 hrs to 5.2 hrs
	Angelica Escobar-Chavez	9/2/2021- 10/18/2021	5.0 Hrs/ 10 Mo	Increase from 3.75 hrs (perm) to 5.0 hrs
	Angelica Escobar-Chavez	10/18/2021	4.25 Hrs/ 10 Mo	Increase from 3.75 to 4.25 SEE INTEGRATIVE AIDE
	Kathy Gagnon	1/3/2022 – 6/13/23	5.5 Hrs/ 10 Mo	SEE INTEGRATIVE AIDE
	Carol Salo	8/19/2022	3.75 Hrs/ 10 Mo	Decrease from 6.5 @ Albion; SEE LIBRARY AIDE
	Barbara Connelly	8/19/2022 – 6/13/23	5.5 Hrs/ 10 Mo	See Greenwood Preschool; SEE INTEGRATIVE AIDE
	Mary Moffett	8/19/2022 - 6/13/23	3.75 Hrs/ 10 Mo	
	Riley Phenix	8/29/2022 – 6/13/23	3.75 Hrs/ 10 Mo	
	Kathy Gagnon	8/25/23	6.5 Hrs/ 10 MO	Increase from 5.0 Hrs
	Barbara Connelly	8/25/23	6.5 Hrs/ 10 Mo	Increase from 5.0 Hrs

	Mary Moffett	8/25/23	3.75 Hrs/ 10 Mo	
	Riley Phenix	8/25/23	3.75 Hrs/ 10 Mo	

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
	AIDE, INTEGRATIVE			
	Kathleen O'Grady	11/02/09 – 08/24/17	6.25 Hrs / 10 Mo	See INSTRUCTIONAL AIDE
	Eric Triplett	10/28/13 – 10/21/14	6.5 Hrs / 10 Mo	See INSTRUCTIONAL AIDE; LEAD AIDE
	Amy Johnston	08/22/14	6.25 Hrs / 10 Mo	
	Derek Lemos	09/14/16	6.5 Hrs / 10 Mo	
	Melinda Leung	08/28/17	6.5 Hrs / 10 Mo	See INSTRUCTIONAL AIDE
	Carrie Dunlap	08/24/18	6.5 Hrs / 10 Mo	
	Angelica Escobar-Chavez	10/18/2021	2.25 Hrs/ 10 Mo	SEE INSTRUCTIONAL AIDE
	Kathy Gagnon	1/3/2022 – 6/13/23	1.0 Hrs/ 10 Mo	SEE INSTRUCTIONAL AIDE
	Barbara Connelly	8/19/2022 – 6/13/23	1.0 Hrs/ 10 Mo	SEE INSTRUCTIONAL AIDE
	Cheri Stornetta Casey	11/28/2022	6.5 Hrs/ 10 Mo	
	Jamie Evans	1/3/2023	6.5 Hrs/ 10 Mo	
	AIDE, LEAD (CLASSIFIED MANAGEMENT)			
	Eric Triplett	08/18/15	7.0 Hrs 10 Mo	See INSTRUCTIONAL AIDE; INTEGRATIVE AIDE
	AIDE, LIBRARY AIDE			
	Tiffany Grant-Tulley	01/06/05 – 6/30/18	3.5 Hrs / 10 Mo	See MAIL PERSON & ACCOUNTS PAYABLE
	Carol Salo	08/24/18 – 9/4/20	3.0 Hrs / 10 Mo	See INSTRUCTIONAL AIDE
	Carol Salo	8/19/2022	2.75 Hrs / 10 Mo	See INSTRUCTIONAL AIDE
	AIDE, SLP			
	ATHLETIC DIRECTOR			
	Noah Gold	08/20/07 – 01/31/08	5.2 Hrs	See STU ACTIVITIES/ATHLETIC DIR
	ATHLETIC DIR STU/ACTIVITIES			
	Noah Gold	02/01/08 – 07/31/18	8.0 Hrs	See ATHLETIC DIRECTOR & ADMIN SUPPORT-HS. Range Change from 37 to 39 on 07/01/14

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
	BUS DRIVER			

	Ceil McDonell	08/25/95 – 08/30/99	5.0 Hrs / 10 Mo	Also 1.0 hrs UTILITY
	Ceil McDonell	08/31/99 – 08/27/00	5.5 Hrs / 10 Mo	Also 1.0 hrs UTILITY
	Ceil McDonell	08/28/00 – 06/08/09	6.0 Hrs / 10 Mo	Also 1.0 hrs UTILITY until 09/07/01. See TRANSPORTATION SUPERVISOR 06/09/09
	Christine Kenton	03/19/10 – 08/25/10	5.0 Hrs / 10 Mo	
	Christine Kenton	08/26/10 – 10/02/11	6.0 Hrs / 10 Mo	Increase in hours
	Christine Kenton	10/03/11 – 08/23/12	6.5 Hrs / 10 Mo	Increase in hours
	Christine Kenton	08/24/12 – 08/25/14	6.0 Hrs / 10 Mo	Decrease in hours
	Christine Kenton	08/26/14 – 08/23/15	6.75 Hrs / 10 Mo	Increase in hours
	Christine Kenton	08/24/15 – 08/31/15	6.0 Hrs / 10 Mo	Decrease in hours
	Christine Kenton	09/01/15 – 08/25/16	6.75 Hrs / 10 Mo	Increase in hours
	Christine Kenton	08/26/16	6.0 Hrs / 10 Mo	Decrease in hours
	Bonnie Beganovic	9/6/2022	6.0 Hrs / 10 Mo	
	Jon Goodstein	7/1/2023	6.0 Hrs / 10 Mo	
	BUS MECHANIC. LEAD			
	William Price	08/19/15	8.0 Hrs / 11 Mo	
	BUS, UTILITY			
	Ceil McDonell	08/25/95 – 09/07/01	1.0 Hrs / 10 Mo	See BUS DRIVER
	CAFETERIA HELPER			
	Diane Price	09/20/89 – 03/31/92	3.0 Hrs / 10 Mo	See COOK
	Patricia Evans	08/27/97 – 08/25/01	5.5 Hrs / 10 Mo	See COOK

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
	COOK			
	Diane Price	04/01/92 – 09/20/92	5.5 Hrs / 10 Mo	Increase in hours; see CAFETERIA HELPER
	Diane Price	09/21/92 – 10/25/95	7.0 Hrs / 10 Mo	Increase in hours

	Diane Price	10/26/95 – 08/28/96	4.5 Hrs / 10 Mo	Decrease in hours
	Diane Price	08/29/96 – 08/26/97	7.0 Hrs / 10 Mo	Increase in hours. See MANAGER COOK, CAFÉ HELPER
	Patricia Evans	08/27/01	8.0 Hrs / 10 Mo	Increase in hours; range change from 21 to 23 on 07/01/14
	Isabel Martinez	8/20/2021	5.0 Hrs / 10 Mo	
	COOK, MANAGER			
	Diane Price	08/27/97 – 08/20/01	7.0 Hrs / 10 Mo	See COOK
	Diane Price	08/21/01	8.0 Hrs / 10 Mo	Increase in hours. Range change from 30 to 35 on 07/01/14
	COMPUTER SUPPORT TECH			
	James Wroble	09/25/06	8.0 Hrs / 12 Mo	
	CUSTODIAN			
	Fernando Martinez	08/19/11	8.0 Hrs / 12 Mo	
	Ruben Villegas	09/24/12	8.0 Hrs / 12 Mo	
	Rogelio Munoz	07/01/14	8.0 Hrs / 12 Mo	
	Bram Sluis	10/18/2021	8.0 Hrs / 12 Mo	
	CUSTODIAN - LEAD			
	Barbara Mueller	05/18/98	8.0 Hrs / 12 Mo	Range change from 32 to 36 on 07/01/09
	LIBRARIAN			
	MAIL PERSON			
	Tiffany Grant-Tulley	10/30/07 – 06/30/18	1.0 Hrs / 10 Mo	See LIBRARY ASSISTANT & ACCOUNTS PAYABLE

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
	MAINTENANCE - GROUNDSKEEPER			
	Kyle Rodriguez	01/29/14 – 06/30/15	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER
	Kiva Myad	03/10/16 –	8.0 Hrs / 12 Mo	

	MAINTENANCE WORKER			
	Kyle Rodriguez	07/01/15 – 08/31/17	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER II; MAINT.- GROUNDS KEEPER
	Paulo Andrade	02/11/16 – 08/31/17	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER II/Classified Mgt
	Travis Yolles	6/1/2021- 06/10/2022	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER II
	Maintenance Worker II			
	Kyle Rodrigues	09/01/17– 7/1/23	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER; MAINT. GROUNDS KEEPER
	Paulo Andrade	09/01/17–4/5/2021		See MAINTENANCE WORKER/Classified Mgt
	Travis Yolles	07/01/2022	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER
	Kyle Rodrigues	7/1/23	4.0 Hrs / 12 Mo	
	Payroll Clerk			
	Michele Sheldon	11/8/2007	8.0 Hrs/ 12 Mo	See Registrar
	PRESCHOOL SITE SUPERVISOR (Class. Management)			
	Jessica Ballard	8/24/20	5.0 Hrs / 10 Mo	See INSTRUCTIONAL AIDE
	PRESCHOOL TEACHER			
	PRESCHOOL TEACHER ASSISTANT			
	Madison McKenney	8/20/2021	2.2 Hrs / 10 Mo	
	Barbara Connelly	8/20/2021-6/10/2022	2.2 Hrs / 10 Mo	SEE INSTRUCTIONAL/INTEGRATIVE AIDE
	Madison McKenney	8/19/2022	4.4 Hrs / 10 Mo	Increase from 2.2 Hrs to 4.4 Hrs
	Registrar			
	Michele Sheldon	4/6/2005 – 11/7/2007	8.0 Hrs/ 11 Mo	See Payroll Clerk
	Liz Newkirk	08/10/09-08/11/13	8 Hrs /11 Mo	See Certificated Seniority List
	Marci Arter	4/21/14 -	7.5 Hrs / 11 Mo	

MCN

	POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS* /MONTHS	ADDITIONAL INFORMATION
	MCN FIELD TECHNICIAN LEAD			
	MCN FIELD TECHNICIAN			
	Marco Ramos Cortez	05/31/18 – 4/1/2020	8.0 Hrs / 12 Mo	See MCN OPS TECH
	MCN TECH SUPPORT			
	Jerry Moore	07/15/01 – 08/19/04	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I
	Rob Buch	08/01/01 – 08/26/04	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I; See Manager
	MCN NETWORK TECH I			
	Jerry Moore	08/20/04 – 01/31/07		See MCN NETWORK TECH 2; MCN TECH SUPPORT
	Rob Buch	08/27/04 – 06/30/07	8.0 Hrs / 12 Mo	See MCN JR. NETWORK ADMIN
	MCN NETWORK TECH 2			
	Jerry Moore	02/01/07 – 09/16/07	8.0 Hrs / 12 Mo	See MCN SR. NETWORK ADMIN; MCN TECH SUPPORT; MCN NETWORK TECH 1
	MCN JR. NETWORK ADMIN			
	Rob Buch	07/01/07 – 4/1/2020	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I; MCN TECH SUPPORT; MCN NETWORK TECH; See Manager
	MCN SR. NETWORK ADMIN			
	Jerry Moore	09/17/07	8.0 Hrs / 12 Mo	See MCN NETWORK TECH 2;
	MCN OUTSIDE OPERATIONS MGR			
	Matthew Griffen	7/1/23		See MCN OPS TECH
	MCN INSIDE OPERATIONS MGR			
	Sarah Flowers	9/12/2022	8.0 Hrs / 12 Mo	
	MCN OPERATIONS ENGINEER			
	Rob Buch	4/1/2020 – 10/5/22	8.0 Hrs / 12 Mo	See MCN Tech Support, MCN Network Admin, MCN Tech Support I See Principals/Management
	MCN OPERATIONS TECHNICIAN			
	Marco Ramos Cortez	4/1/2020	8.0 Hrs/ 12 Mo	See MCN Field Tech
	Matthew Griffen	11/15/2021- 7/1/23	8.0 Hrs/ 12 Mo	SEE MCN INSIDE OPERATIONS AGENT; SEE OUTSIDE OPERATIONS MGR

	Jarren Hodder	12/5/2022	8.0 Hrs/ 12 Mo	
	MCN INSIDE OPERATIONS AGENT			
	Matthew Griffen	7/12/2021- 11/14/2021	4.0 Hrs/ 12 Mo	SEE MCN OPERATIONS TECHNICIAN; SEE OUTSIDE OPS MGR
	Lorin Ohayon	01/03/2022	8.0 Hrs/ 12 Mo	



Mendocino Unified School District

**BOND MEASURE
IMPROVEMENT BOND
PROGRAM
PHASE ONE & TWO
PROJECTS**

**Monthly Progress Report
October 2023**

Prepared By

Alameida
Architecture

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Team Members

Mendocino Unified School Board of Trustees

Windspirit Aum, Albion

Michael Schaeffer, Board President, Comptche

Emily Griffen, Board Member, Mendocino

Mark Morton, Board Member, Caspar

Superintendent

Jason Morse

District Architect

Quattrocchi & Kwok Architects

General Contractor

Lathrop Construction Associates Inc.

District Construction Manager

Donald Alameida, Alameida Architecture

Budget

M.U.S.D. PHASE ONE PROJECT

Source of Funds:

Source Code:	Series A Bond (less issuance cost)	Available 18,884,464
	Series B Bond	13,847,127
	Interest to date	119,912
	Issuance cost and Interest paid	(2,023,645)
	State Bonds	-
		30,827,859

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	2,343,405	1,801,279	541,309	2,349,739	-6,334
Bidding, Permitting, Misc.	140,000	194,013	-54,013	224,082	-84,082
Construction	14,846,602	15,183,901	-337,299	15,301,054	-454,452
8% Owners Contingency	1,366,140	388,184	977,956	565,820	800,320
Construction Support	441,774	651,049	-209,275	628,468	-186,694
Fixtures & furniture	250,000	216,142	33,858	250,000	0
Reserve	0	0	0	0	0
Totals	19,387,921	18,434,567	952,537	19,319,162	68,759
Available vs. budgeted	11,439,938	<i>assumes 100% contingency expended</i>			
<i>soft cost vs. hard cost</i>	<i>28.90%</i>				

Funding Status

AVAILABLE FUNDS	PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED				
	0%	1%	5%	8%	
Series A bonds	30,827,859	12,806,078	12,657,612	12,063,747	11,439,938

Schedule

	Planned	Actual	Schedule Status
Design and Planning	Nov. 2019 - Sept 2021	Sept. 2021	On schedule
Permitting and PH-1 GMP	September 2021	Nov. 15, 2021	Delayed but completed
Construction	Oct. 2021 - Dec. 2022		Weather and Procurement latest delays
Completion	December 16, 2022		Substantial Completion August 2023

Overall Project Status

Classes have resumed and open for education.

Remaining Items to Close out the project

1. Door closers to meet ADA tolerances need to be completed, pending delivery of new closers and louver.
2. Rain water leader to storm drain work completed excepting a few 18 inch transition pieces being fabricated.
3. Window balancers replaced window operation marginally better.

Potential Issues:

No remaining issues with construction contract.

Next Steps

Continue to work with Tobin on non-construction contract modifications.

When satisfied with the work, we'll file a Notice of Completion with the County.

Typically retention is release 35 days after filing with the County.

Budget

M.U.S.D. PHASE TWO PROJECT

Source of Funds:

Source Code:	Series A Bond (less issuance cost)	-	Available
	Series B Bond	11,508,696	
	Developer Fees	-	
	State Bonds	-	
			11,508,696

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	1,127,186	885,384	158,593	1,043,977	0
Bidding, Permitting, Misc.	95,000	72,300	22,700	78,000	17,000
Construction	8,641,825	299,335	8,342,490	8,641,825	0
Owners Contingency	697,428	0	697,428	697,428	0
Construction Support	505,000	104,355	380,956	505,000	0
Fixtures & furniture	0	0	0	0	0
Reserve	0	0	0	0	0
Totals	11,066,439	1,361,375	9,602,167	10,966,230	17,000

Available vs. budgeted **442,257** *assumes 100% contingency expended*
soft cost vs. hard cost *28.06%*

Funding Status

AVAILABLE FUNDS	PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED				
	0%	1%	5%	8%	
Series A bonds	11,508,696	1,139,685	1,053,267	707,594	442,257

Schedule

	Planned	Actual	Schedule Status
Design and Planning	Jun-22	Jun-22	
Permitting and PH-2 GMP	1-Dec-22	August 23	
Construction	August 2023	August 21, 2023	
Completion	Apr-24	(Generator completion Sept. 2024)	

Overall Project Status

Demolition subcontractor continuing with their work while underground plumbing work has commenced at Gym and Tech buildings.

Rough framing has begun in the Gym and Tech building and Electrical contractor starting layout and rough-in of electrical work. Mechanical Layout and Rough-in to commence at the end of the month.

Site Demolition and water connections for wood shop commenced. Mechanical enclosure work to start at end of the month.

Potential Issues:

No new issues since hopefully resolving fire alarm false alarms.

Next Steps

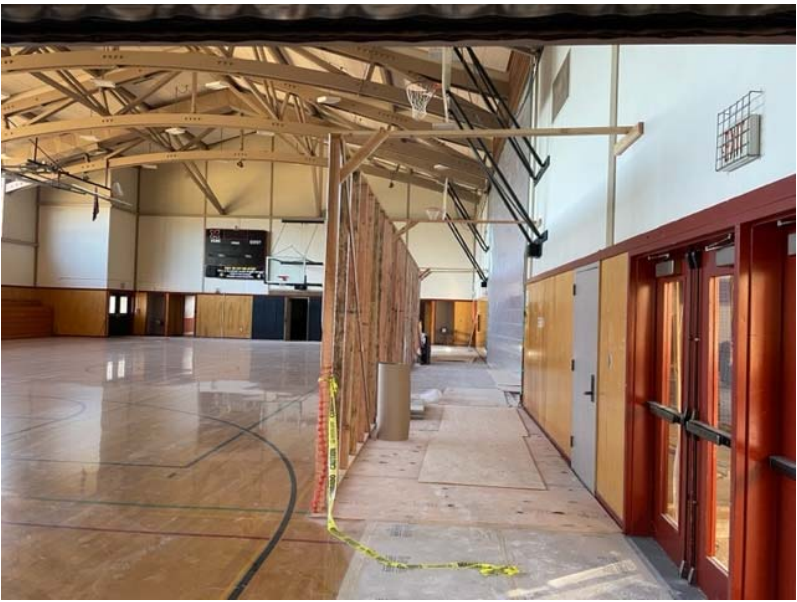
Lathrop progress with Rough framing and rough-in of utilities.

PHASE TWO - PROGRESS PHOTOS - TECH. BUILDING



PHASE TWO - PROGRESS PHOTOS

GYMNASIUM



SCHEDULE - PHASE TWO

Activity ID	Activity Name	Original Duration	Start	Finish	Total Float	2023												2024									
						Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Mendocino High School - Phase 2 Gym & Tech Center Modernization																											
Pre-Construction																											
PREC1000	HVAC & Electrical Bid Period	384	03-Mar-23	05-Sep-24	0																						
PREC1010	Remaining Scopes Bid Period	103	03-Mar-23	28-Jul-23	0																						
PREC1020	Actual DSA Approval of Plans & Specs	15	03-Mar-23	23-Mar-23	9																						
PREC1030	Submittals & Procurement of HVAC and Electrical Equipment	24	03-Apr-23	04-May-23	9																						
PREC1040	Submittals for Remaining Bid Scopes	0	28-Jul-23*		0																						
		0	21-Apr-23		40																						
		0	18-May-23*		0																						
Long Lead Procurement																											
PROC1000	Procure & Deliver Generator (Long Lead Time TBD)	302	31-May-23	07-Aug-24	0																						
PROC1010	Procure & Deliver HVAC Equipment (Long Lead Time TBD)	240	28-Aug-23	07-Aug-24	0																						
PROC1020	Procure & Deliver Electrical Equipment (Long Lead Time TBD)	89	02-Jun-23	06-Oct-23	11																						
		89	31-May-23	04-Oct-23	13																						
Construction																											
STR11000	Notice to Proceed - Start Construction	268	16-Aug-23	05-Sep-24	0																						
STR11010	Mobilization	0	16-Aug-23*		0																						
STR17020	Milestone Completion of Sitework	3	16-Aug-23	18-Aug-23	0																						
STR17030	Milestone Campus Usage of Gym Room 103 (No systems operational, except Lighting)	0		11-Mar-24	2																						
STR18000	Substantial Completion of Project	0		01-Nov-23*	0																						
STR19000	Final Completion of Project	0		13-Mar-24*	0																						
		0		05-Sep-24	0																						
		0		11-Mar-24	2																						
Sitework																											
SITE1000	Site Demo	120	19-Sep-23	11-Mar-24	2																						
SITE1010	UG Utilities - SD at Site	15	19-Sep-23	09-Oct-23	27																						
SITE1020	UG Utilities - DW to Woodshop	10	10-Oct-23	23-Oct-23	27																						
SITE1030	Electrical Power & Data Infrastructure at Site	10	24-Oct-23	06-Nov-23	27																						
SITE1040	West Parking Lot (Late Work)	10	24-Oct-23	06-Nov-23	27																						
SITE1040	West Parking Lot (Late Work)	15	20-Feb-24*	11-Mar-24	2																						
SITE1050	West Side Mechanical & Generator Enclosure	30	30-Nov-23	12-Jan-24	27																						
SITE1060	Tech Parking Lot	30	07-Nov-23	20-Dec-23	27																						
SITE1070	Walkways between Buildings	30	07-Nov-23	20-Dec-23	57																						
Gym																											
DEM1000	Demolition	142	21-Aug-23	13-Mar-24	0																						
ADEM1000	Demolition	10	21-Aug-23	01-Sep-23	0																						
		10	21-Aug-23	01-Sep-23	0																						
Foundation																											
AFDN1000	UG Plumbing	15	05-Sep-23	25-Sep-23	0																						
AFDN1010	Slab On Grade	5	05-Sep-23	11-Sep-23	0																						
		10	12-Sep-23	25-Sep-23	0																						
Structural																											
ASTR1000	Steel Columns	20	26-Sep-23	23-Oct-23	0																						
ASTR1010	Framing	5	26-Sep-23	02-Oct-23	0																						
		15	03-Oct-23	23-Oct-23	0																						
1st Floor																											
		87	24-Oct-23	28-Feb-24	0																						
Interior Rough-In																											
ANR1000	MEP Rough-In	30	24-Oct-23	06-Dec-23	0																						
ANR1010	Door Frames	30	24-Oct-23	06-Dec-23	0																						
		10	24-Oct-23	06-Nov-23	20																						
Interior Finishes																											
ANT1000	Drywall	57	07-Dec-23	28-Feb-24	0																						
ANT1010	Paint	15	07-Dec-23	28-Dec-23	0																						
ANT1020	Ceilings	5	29-Dec-23	05-Jan-24	0																						
ANT1030	MEP	10	08-Jan-24	19-Jan-24	0																						
ANT1030	MEP	10	22-Jan-24	02-Feb-24	0																						
ANT1040	Casework	5	05-Feb-24	09-Feb-24	0																						
ANT1050	Flooring	9	12-Feb-24	23-Feb-24	0																						
ANT1060	Div 10	3	26-Feb-24	28-Feb-24	0																						
		77	24-Oct-23	13-Feb-24	10																						

Activity ID	Activity Name	Original Duration	Start	Finish	Total Float	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Interior Rough-In																										
ANR2000	MEP Rough-In	20	24-Oct-23	20-Nov-23	10																					
ANR2010	Door Frames	10	24-Oct-23	06-Nov-23	20																					
Interior Finishes																										
ANT2000	Drywall	15	21-Nov-23	13-Dec-23	10																					
ANT2010	Paint	5	14-Dec-23	20-Dec-23	10																					
ANT2020	Ceilings	10	21-Dec-23	05-Jan-24	10																					
ANT2030	MEP	10	08-Jan-24	19-Jan-24	10																					
ANT2040	Casework	5	22-Jan-24	26-Jan-24	10																					
ANT2050	Flooring	9	29-Jan-24	08-Feb-24	10																					
ANT2060	Div 10	3	09-Feb-24	13-Feb-24	10																					
Exterior																										
AEXT1000	Exterior Siding Patch / Repair	35	24-Oct-23	13-Dec-23	52																					
AEXT1010	Exterior Paint	15	24-Oct-23	13-Nov-23	52																					
AEXT1020	Exterior Patch / Repair Roofing	20	14-Nov-23	13-Dec-23	52																					
Roof																										
AREXT1000	Roof - Selective Demolition	35	26-Sep-23	13-Nov-23	72																					
AREXT1010	Roof - HVAC	5	26-Sep-23	02-Oct-23	72																					
AREXT1020	Roof - Patch / Repair Roofing	15	03-Oct-23	23-Oct-23	72																					
AREXT1030	Roof - Gutters & Downspouts	10	24-Oct-23	06-Nov-23	72																					
AREXT1030	Roof - Gutters & Downspouts	5	07-Nov-23	13-Nov-23	72																					
Closeout																										
ACLO1000	Closeout - Gym	10	29-Feb-24	13-Mar-24	0																					
ACLO1010	Punch List - Gym	10	29-Feb-24	13-Mar-24	0																					
ACLO1020	Start-Up HVAC / T&B - Gym	10	29-Feb-24	13-Mar-24	0																					
Tech Center																										
Demolition																										
BDEMO1000	Demolition	132	05-Sep-23	13-Mar-24	0																					
BDEMO1000	Demolition	10	05-Sep-23	18-Sep-23	0																					
Foundation																										
BFDN1000	UG Plumbing	15	19-Sep-23	09-Oct-23	0																					
BFDN1010	Slab On Grade	5	19-Sep-23	25-Sep-23	0																					
BFDN1010	Slab On Grade	10	26-Sep-23	09-Oct-23	0																					
Structural																										
BSTR1000	Framing	20	10-Oct-23	06-Nov-23	0																					
BSTR1000	Framing	20	10-Oct-23	06-Nov-23	0																					
Interior Rough-In																										
BINR1000	MEP Rough-In	25	31-Oct-23	06-Dec-23	0																					
BINR1010	Door Frames	25	31-Oct-23	06-Dec-23	0																					
BINR1010	Door Frames	10	07-Nov-23	20-Nov-23	10																					
Interior Finishes																										
BINT1000	Drywall	57	07-Dec-23	28-Feb-24	0																					
BINT1010	Paint	15	07-Dec-23	28-Dec-23	0																					
BINT1010	Paint	5	29-Dec-23	05-Jan-24	0																					
BINT1020	Ceilings	10	08-Jan-24	19-Jan-24	0																					
BINT1030	MEP	10	22-Jan-24	02-Feb-24	0																					
BINT1040	Casework	5	05-Feb-24	09-Feb-24	0																					
BINT1050	Flooring	9	12-Feb-24	23-Feb-24	0																					
BINT1060	Div 10	3	26-Feb-24	28-Feb-24	0																					
Exterior																										
BEXT1000	Exterior Siding Patch / Repair	35	07-Nov-23	28-Dec-23	42																					
BEXT1000	Exterior Siding Patch / Repair	15	07-Nov-23	29-Nov-23	42																					
BEXT1010	Paint Exterior	20	30-Nov-23	28-Dec-23	42																					
BEXT1010	Paint Exterior	50	10-Oct-23	20-Dec-23	47																					
BEXT1020	Roof - Demolition	10	10-Oct-23	23-Oct-23	47																					
BEXT1010	Roof - HVAC	15	24-Oct-23	13-Nov-23	47																					
BEXT1020	Roof - Install (N) Roofing	20	14-Nov-23	13-Dec-23	47																					

DETAILED BUDGET

M.U.S.D. PHASE ONE PROJECT

Final G.M.P.Budget

	Available	Eligible
Series A Bond (less issuance cost)	18,884,464	
Series B Bond	13,847,127	
Interest to date	119,912	
Issuance cost and Interest paid	(2,023,645)	
State Bonds		
	30,827,859	-

Description	Original Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
*Construction Total (LLB GMP)w/ allowance (*less unused allowances)	14,145,498	14,500,481	(354,983)	14,500,481	(354,983)
*Construction Contingency (per GMP)	1,366,140	388,184	977,956	565,820	800,320
Temporary Classroom Site (Lathrop)	450,000	391,408	58,592	450,000	-
Temporary Classroom (Mobile Modular)	115,864	215,333	(99,469)	215,333	(99,469)
PG&E Electric	<i>70,000</i>	40,730	29,270	<i>70,000</i>	-
Temp Construction Utility	<i>45,000</i>	15,708	29,292	<i>45,000</i>	-
Lathrop LLB Preconstruction Fee*	20,240	20,240	-	20,240	-
Fixtures and Furniture	<i>250,000</i>	216,142	33,858	<i>250,000</i>	-
California Dept of Education	<i>10,000</i>	-	10,000	<i>10,000</i>	-
C.D.E. Funding Consultant	<i>6,000</i>	11,329	(5,329)	<i>11,329</i>	(5,329)
DSA Permit Fees	<i>125,000</i>	94,931	30,069	<i>125,000</i>	-
County of Mendocino Fees	10,000	11,504	(1,504)	11,504	(1,504)
Facility Master Plan (QKA)	34,500	9,240	25,260	34,500	-
A / E Basic Services (QKA) rev.6/30/23	1,760,440	1,375,984	384,456	1,760,440	-
A / E Add Fire Sprinkler Engineer (QKA)	33,000	19,787	13,213	33,000	-
A / E Add Kitchen Consultant (QKA)	9,240	9,240	-	9,240	-
A / E Add Landscape Architect (QKA)	53,350	52,582	768	53,350	-
A / E Add Civil Engineer (QKA)	66,000	66,000	-	66,000	-
A / E Add AS BUILT (QKA)	6,600	6,590	10	6,600	-
A / E Add Energy consultant (QKA)	3,575	4,580	(1,005)	4,580	(1,005)
A / E Zero Net Energy/ Reclaim H2O (QKA)	101,400	83,215	18,185	101,400	-
A / E Temporary Classrooms design (QKA)	89,300	89,300	-	89,300	-

M.U.S.D. PHASE ONE PROJECT

Final G.M.P.Budget

	Available	Eligible
Series A Bond (less issuance cost)	18,884,464	
Series B Bond	13,847,127	
Interest to date	119,912	
Issuance cost and Interest paid	(2,023,645)	
State Bonds		
	30,827,859	-

Description	Original Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
A / E reimbursables, Blueprinting (QKA)	25,000	22,644	2,356	25,000	-
Energy Consultant (Sage)	125,000	31,605	93,395	125,000	-
Project/Construction Management (A Arc)	120,000	124,100	(4,100)	124,100	(4,100)
C M reimbursement (A Arc)	-	-		-	-
Construction Inspector of Record (Morton site / NATS inplant)	199,800	214,300	(14,500)	199,800	-
Materials Testing and Inspection (Laco)	38,000	83,739	(45,739)	83,739	(45,739)
Survey, boundary (SHN)	18,000	23,565	(5,565)	18,000	-
Sewer line Inspection (Subtronic Corp.)	20,000	19,183		20,000	-
Geotechnical investigation (Brunsing)	14,800	51,038	(36,238)	51,038	(36,238)
CEQA Environmental Consultant (Rincon) & Archiologial monitor	31,174	142,833	(111,659)	141,517	(110,343)
Haz. Mat. Abatement (with construction)	-	-	-	-	-
Haz. Mat.Oversight	15,000	5,274	9,726	5,274	9,726
Containers and Debris Boxes	5,000	6,200	(1,200)	5,000	-
Misc. legal notices etc.	5,000	87,578	(82,578)	87,578	(82,578)
Project Reserve	-			-	-
	19,387,921	18,434,567	952,537	19,319,162	68,759

**GMP allownaces added to original budget and Contingency reconciled*

Continued rental for Phase 2 of Temporary Classroom added to expenditures

M.U.S.D. PHASE TWO PROJECT

Schematic Design w/ GMP 8/1/23

	Available	Eligible
Series A Bond (less issuance cost)	-	
Series B Bond	11,508,696	
Developer Fees		
State Bonds	11,508,696	-

Description	Revised Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Gymnasium & Tech Ctr. Construction	8,344,102	299,335	8,044,767	8,344,102	-
Allowances (all categories)	192,500			192,500	
Alternate 1 - Exterior Windows Gym	702,126			-	
Alternate 2 - Paint Exterior Gym	55,832			55,832	
Alternate 3 - Paint Exterior Tech Building	19,901			19,901	
Alternate 4 - Exterior Tech Building Reroof	63,616			63,616	
Industrial Arts Modernization Construction	-	-	-	-	
Community School Construction	297,723	-	297,723	297,723	
Construction Contingency (Gym & Tech)	697,428		697,428	697,428	-
PG&E Electric	-	-	-	-	-
Education and Telecommunications Technology	-	-	-	-	-
Fixtures and Furniture	-	-	-	-	-
California Dept of Education	-	-	-	-	-
C.D.E. Funding Consultant	8,650	8,642	8	8,650	-
DSA Permit Fees (ph 2 fees added)	70,000	64,300	5,700	70,000	-
County of Mendocino Fees	-	-	-	-	-
Facility Master Plan (QKA)		-	-		-
A / E Basic Services Gym & tech (QKA)	955,527	837,145	118,382	955,527	-
A / E Basic Services Industrial Arts (QKA) (schematic design only)	36,105				
A / E Basic Services Community School (QKA) (schematic design only)	47,104				
A / E Add Fire Sprinkler Engineer (QKA)		13	-	-	-

M.U.S.D. PHASE TWO PROJECT

Schematic Design w/ GMP 8/1/23

	Available	Elgible
Series A Bond (less issuance cost)	-	
Series B Bond	11,508,696	
Developer Fees		
State Bonds		
	11,508,696	-

Description	Revised Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
A / E Add Kitchen Consultant (QKA)	7,050	5,288	1,763	7,050	-
A / E Add Landscape Architect (QKA)		-	-		-
A / E Add Civil Engineer (QKA)	21,450	20,262	1,188	21,450	-
A / E Add Energy consultant (QKA)	8,700	8,700	-	8,700	-
A / E Elevator Consultant (QKA)	17,600	-	17,600	17,600	-
A / E reimbursables, Blueprinting (QKA)	25,000	5,347	19,653	25,000	-
Energy Consultant (Sage)		-	-		-
Project/Construction Management (A Arc)	120,000	79,800	40,200	120,000	-
C M reimbursement (A Arc)	20,000	312		20,000	-
Construction Inspector of Record (to be determined)	200,000	21,000	179,000	200,000	-
Materials Testing and Inspection (Laco)	90,000	-	90,000	90,000	-
Geotechnical investigation (Brunsing)		-	-	-	-
CEQA Environmental Consultant (Rincon)	70,000	-	70,000	70,000	-
Haz. Mat. Abatement (with construction)		-	-	-	-
Haz. Mat. Oversight		-	-		-
Containers and Debris Boxes	5,000	3,244	1,756	5,000	-
Misc. legal notices etc.	25,000	8,000	17,000	8,000	17,000
Project Reserve	-			-	-
	12,100,414	1,361,375	9,602,167	11,298,079	17,000

** Alternates include 10 % contingency*

Projected Balance of funds on hand 210,617



Mendocino Unified School District

Jason Morse, Superintendent

44141 Little Lake Road • PO Box 1154 • Mendocino, CA 95460

Phone: 707.937.5868 Fax: 707.937.0714 <http://www.mendocinoused.org>

TEACHER CONSENT FORM

Teacher Molly Root
District MUSD School K-8
Site Administrator Kim Humrichouse
Assignment Math Grade Level -
Legal Authorization per Ed. Code 44256(b)
Assignment date from 8/21/23 to 6/14/24

I mutually consent to this assignment.

Molly Root

Teacher's signature

10/4/23

Date

cc: MCOE

EC §44256(b) allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to teach any subject in departmentalized classes below grade 9 if the teacher has twelve semester units or six upper division or graduate semester units of course work in the subject to be taught from an accredited institution. Action of the governing board and teacher consent is required.

The governing board of a school district by resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in each subject to be taught. The authorization shall be with the teacher's consent.



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TEACHER CONSENT FORM

Teacher Mimi DuVigaud
District MUSD School K-8
Site Administrator Kim Hamrickhouse
Assignment Math Grade Level 6-8
Legal Authorization per Ed. Code 44256(b)
Assignment date from 8/21/23 to 6/14/24

I mutually consent to this assignment.

Teacher's signature

10/04/2023

Date

cc: MCOE

EC §44256(b) allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to teach any subject in departmentalized classes below grade 9 if the teacher has twelve semester units or six upper division or graduate semester units of course work in the subject to be taught from an accredited institution. Action of the governing board and teacher consent is required.

The governing board of a school district by resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in each subject to be taught. The authorization shall be with the teacher's consent.



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TEACHER CONSENT FORM

Teacher Amee Frederick

District MUSD School K-8

Site Administrator Ken Hamrickhouse

Assignment ELA Grade Level 6-8

Legal Authorization per Ed. Code 44256(b)

Assignment date from 8/21/23 to 6/14/24

I mutually consent to this assignment.

Amee Frederick

Teacher's signature

10/6/2023

Date

cc: MCOE

EC §44256(b) allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to teach any subject in departmentalized classes below grade 9 if the teacher has twelve semester units or six upper division or graduate semester units of course work in the subject to be taught from an accredited institution. Action of the governing board and teacher consent is required.

The governing board of a school district by resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in each subject to be taught. The authorization shall be with the teacher's consent.



Mendocino Unified School District

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TEACHER CONSENT FORM

Teacher Jordan West

District MUSD School K-8

Site Administrator Kim Humruchouse

Assignment Spanish Grade Level 6-8

Legal Authorization per Ed. Code 44256(b)

Assignment date from 8/21/23 to 6/14/24

I mutually consent to this assignment.

Teacher's signature Jordan West

Date 10/04/23

cc: MCOE

EC §44256(b) allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to teach any subject in departmentalized classes below grade 9 if the teacher has twelve semester units or six upper division or graduate semester units of course work in the subject to be taught from an accredited institution. Action of the governing board and teacher consent is required.

The governing board of a school district by resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in each subject to be taught. The authorization shall be with the teacher's consent.



Mendocino Unified School District

Jason Morse, Superintendent

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Phone: 707.937.5868 Fax: 707.937.0714 <http://www.mendocinoused.org>

TEACHER CONSENT FORM

Teacher Chelsy Thompson

District MUSD School K-8

Site Administrator Kim Harrichouse

Assignment Performing Arts Grade Level 6-8

Legal Authorization per Ed. Code 44256(b)

Assignment date from 8/21/23 to 6/14/24

I mutually consent to this assignment.

Chelsy Thompson 10/10/23
Teacher's signature Date

cc: MCOE

EC §44256(b) allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to teach any subject in departmentalized classes below grade 9 if the teacher has twelve semester units or six upper division or graduate semester units of course work in the subject to be taught from an accredited institution. Action of the governing board and teacher consent is required.

The governing board of a school district by resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in each subject to be taught. The authorization shall be with the teacher's consent.

Relations with Vendors

No district employee or Governing Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, vehicles, materials or services required in the operation of the district. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who have a financial conflict of interest with potential vendors shall not participate in evaluating any equipment, vehicles, materials or services of that vendor or its competitors.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials) (cf. 9270 - Conflict of Interest)

This policy does not prohibit the acceptance of materials and/or services which are of use and benefit to the district.

(cf. 3290 - Gifts, Grants and Bequests)

Legal Reference:

EDUCATION CODE

60071 Prohibited offers to influence adoption or purchase of instructional materials 60072 Acceptance of consideration or inducements by school official

60073 Penalties for violation of article 60074 Supplying sample copies

60075 Receiving sample copies

60076 Inapplicability of article; royalties or other compensation of school official for writing or preparing instructional materials; claim of district to royalty

Food Service /Child Nutrition Program

Nutrition Standards for School Meals

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49501.5, 49553; 42 USC 1758, 1773)

- 1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable*
- 2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7*

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.7)

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall ensure that food service directors, managers, and staff complete an annual continuing education or training as required by law. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. For each employee, the Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

(3/11 7/12) 3/16

Food Service /Child Nutrition Program

The Governing Board recognizes that adequate, nourishing food is essential to student health, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to the district's food service programs and to maximize their participation in available programs.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law and administrative regulation
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
5. Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food services program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

Legal Reference:

EDUCATION CODE

35182.5 Contracts, non-nutritious beverages
38080-38103 Cafeteria, establishment and use
45103.5 Contracts for management consulting services; restrictions
49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act
49540-49546 Child care food program
49547-49548.3 Comprehensive nutrition services
49550-49562 Meals for needy students
49570 National School Lunch Act
51795-51797 School gardens

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
15575-15578 Requirements for foods and beverages outside federal meal programs

UNITED STATES CODE, TITLE 42

1751-1769j National School Lunch Program, including:
1758b Local wellness policy
1761 Summer Food Service Program and Seamless Summer Feeding Option
1769a Fresh Fruit and Vegetable Program
1771-1793 Child nutrition, especially:
1772 Special Milk Program
1773 National School Breakfast Program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program
215.1-215.18 Special Milk Program
220.2-220.22 National School Breakfast Program
245.1-245.13 Eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007
Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Meals Initiative Summary

Healthy Children Ready to Learn, January 2005

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

School Breakfast Toolkit

Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010

Food Buying Guide for Child Nutrition Programs, December 2007

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005

Dietary Guidelines for Americans, 2005

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Farm Bureau Federation: <http://www.cfbf.com>

California Food Policy Advocates: <http://www.cfpa.net>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/fns>

(11/05 11/07) 3/11

Food Service /Child Nutrition Program

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and maintain fiscal integrity of the programs in accordance with law.

Foods and beverages available through the district's food service program shall:

- 1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease*
- 2. Meet or exceed nutrition standards specified in law*
- 3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits*
- 4. Be served in age-appropriate portions*
- 5. Be provided at no cost to students who request a meal*

At the beginning of each school year, the Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and school publications.

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

Students shall be allowed adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for food preparation and consumption.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation and service process.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

Food Service /Child Nutrition Program

Nutritional Standards for Foods

Schools participating in the National School Lunch Program or School Breakfast Program pursuant to 42 USC [1751-1769h](#) and [1771-1791](#) shall meet the nutritional standards, as well as the nutrient and calorie levels for students of each age or grade group, required by 7 CFR [210.10](#) and [220.8](#). (42 USC [1758](#), [1773](#))

Until July 1, 2007, for foods not reimbursed through the federally reimbursable meal programs, a minimum of 50 percent of the food sold by the district on school grounds during regular school hours shall be from the nutritious foods listed in Education Code [38085](#). (Education Code [38085](#))

Beginning July 1, 2007, the only foods that may be sold to a student at an elementary school during the school day are full meals and individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes. An individually sold dairy or whole grain food item may be sold if it meets all of the following criteria: (Education Code [49431](#))

1. No hydrogenated oils
2. Not more than 35 percent of its total calories is from fat.
3. Not more than 10 percent of its total calories is from saturated fat.
4. Not more than 35 percent of its total weight is composed of sugar, including naturally occurring and added sugar.
5. No artificial sweeteners and artificial fats (aspartame, saccharine, and olestra)
6. Its total calories do not exceed 175 calories.
7. No foods with the following dyes: tartrazine E 102, sunset yellow E 110, carmoisine E 122, ponceau 4R E 124.
8. No Monosodium Glutamate
9. No less than 50% of total rice and flour products should be whole grain.
10. At least one high nutrient food should be added each day.

Beginning July 1, 2007, foods sold to students in middle schools, junior high schools, and high schools, except foods served as part of a federally reimbursable meal program, shall meet the following standards: (Education Code [49430](#), [49431.2](#))

1. Each entree item shall:
 - a. Not exceed 400 calories
 - b. Contain no more than four grams of fat per 100 calories
 - c. Be categorized as an entree item in the National School Lunch or School Breakfast program
2. For each snack item that supplements a meal:
 - a. Not more than 35 percent of its total calories shall be from fat, excluding nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes.
 - b. Not more than 10 percent of its total calories shall be from saturated fat, excluding eggs or cheese packaged for individual sale.
 - c. Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar, excluding fruits or vegetables that have not been deep fried.
 - d. Its total calories shall not exceed 250 calories.

The district's food service program shall give priority to serving unprocessed foods and ingredients and fresh fruits and vegetables that have not been deep fried.

Nutritional Standards for Beverages

The only beverages that may be sold to elementary students, regardless of the time of day, are: (Education Code [49431.5](#))

1. Fruit-based drinks that are composed of 100 percent fruit juice and have no added sweetener (yogurt drinks fall under the food category and may have sweeteners added)
2. Vegetable-based drinks that are composed of no less than 100 percent vegetable juice and have no added sweetener
3. Drinking water with no added sweetener
4. Milk that is 1-percent fat, 2-percent fat or nonfat, rice or almond milk, or other similar nondairy milk (no soy milk)

The only beverages that may be sold to middle school or junior high school students from one-half hour before the start of the school day until one-half hour after the end of the school day are: (Education Code [49431.5](#))

1. Fruit-based drinks that are composed of 100 percent fruit juice and have no added sweetener (yogurt drinks fall under the food category, and as such, some sweeteners are allowed).
2. Vegetable-based drinks that are composed of 100 percent vegetable juice and have no added sweetener
3. Drinking water with no added sweetener
4. Milk that is 1-percent fat, 2-percent fat or nonfat, rice or almond milk, or other similar nondairy milk (no soy milk)

Beginning July 1, 2007, at least 50 percent of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall be those specified in items #1-5 above. Beginning July 1, 2009, all of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall meet the standards specified in items #1-5 above. (Education Code [49431.5](#))

Business and Non-instructional Operations

Free and Reduced-Price Meals

The Governing Board recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students in the district's food service program.

Each school day, the district shall provide, free of charge, a nutritionally adequate breakfast and lunch for any student who requests a meal. (Education Code 49501.5)

To provide optimal nutrition and ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a. The Superintendent or designee shall submit an application to operate a federal universal meal provision to the California Department of Education (CDE) on behalf of any district school that meets the definition of a "high poverty school." (Education Code 49564.3)

The Superintendent or designee shall ensure that meals served under the school nutrition program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

The Board shall approve, and shall submit to CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals are not treated differently from other students and that meets other requirements specified in Education Code 49557.

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be disclosed except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use records pertaining to an individual student's eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

- 1. Disaggregation of academic achievement data*

- 2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576*

- 3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan*

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist that other educational agency in ensuring that the student continues to receive school meals.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is

serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the LCFF and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

Business and Non-instructional Operations

Free and Reduced-Price Meals

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meal program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential except as provided by law. (Education Code 49558)

The Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced-price meal program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data
2. In any school identified for program improvement under Title I of the No Child Left Behind Act, identification of students eligible for school choice and supplemental educational services

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.

Legal Reference:

EDUCATION CODE

- 48980 Notice at beginning of term
- 49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
- 49490-49494 School breakfast and lunch programs
- 49500-49505 School meals
- 49510-49520 Nutrition
- 49530-49536 Child Nutrition Act of 1974
- 49547-49548.3 Comprehensive nutrition service
- 49550-49561 Meals for needy students

CODE OF REGULATIONS, TITLE 5

- 15510 Mandatory meals for needy students
- 15530-15535 Nutrition education
- 15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

- 1232g Federal Educational Rights and Privacy Act

- 6301-6514 Title I programs
- UNITED STATES CODE, TITLE 42
- 1751-1769h School lunch program
- 1771-1791 Child nutrition, especially:
- 1773 School breakfast program
- CODE OF FEDERAL REGULATIONS, TITLE 7
- 210.1-210.31 National School Lunch Program
- 220.10-220.21 National School Breakfast Program
- 245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Wellness = Nov.

Free and Reduced-Price Meals

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits

2. *If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below*

3. *If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below*

If as a result of verification activities, the eligibility of a household that is receiving free or reduced-price benefits cannot be confirmed, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for the household's ineligibility. At least 10 days prior to the actual reduction or termination, the Superintendent or designee shall send a notice of adverse action to the household. The notice shall advise the household of: (7 CFR 245.6a)

1. *The change and the reasons for the change*

2. *The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal*

3. *The right to reapply at any time during the school year*

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to disclose a student's name and eligibility status from individual meal records only for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

[Redacted]
(title or position)

In permitting the disclosure of student records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)

1. *No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law.*

2. *Information regarding individual student participation in the free and reduced-price meal program is not publicly released.*

3. *All other confidentiality provisions required by law are met.*

4. *Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.*

Nondiscrimination Plan

In implementing the district's food service programs for students who are eligible to receive free or reduced-price meals, the district shall ensure the following: (Education Code 49557; 42 USC 1758)

1. *The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise*

provided by law.

2. *There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.*

3. *The students shall not be required to work for their meals.*

4. *The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals at a different time.*

Free and Reduced-Price Meals

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.
5. When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

Applications

An application form for free or reduced-price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures, and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (Education Code 48980, 49520; 7 CFR 245.5)

Applications for the free and reduced-price meal program shall be available to students at all times during the regular school day and shall contain the following statements: (Education Code 49557; 7 CFR 245.5)

1. Applications may be submitted at any time during the school day.
2. Students participating in the National School Lunch and/or School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

The application packet also shall contain:

1. A notification that, if a student qualifies for free or reduced-price meals, then he/she may qualify for free or reduced-cost health insurance coverage
2. A request for the parent/guardian's consent for the student, if eligible for free school lunches, to participate in the Medi-Cal program and to have the information on the school lunch application shared with the local agency that determines eligibility under the Medi-Cal program
3. A notification that the district will not forward the application to the agency that determines Medi-Cal eligibility without the parent/guardian's consent
4. A notification that the application is confidential and will not be shared with any other governmental agency for any purpose other than the administration of the Medi-Cal program
5. A notification that the application information will be used only by the state and local agencies that administer the Medi-Cal program and will not be shared with other government agencies, including the federal Department of Homeland Security and the Social Security Administration, except as necessary to verify information provided by the parent/guardian
6. Information regarding the Medi-Cal program, including available services, program requirements,

rights and responsibilities, and privacy and confidentiality requirements

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified for enrollment in the free and reduced-price meal program. (Education Code 49561)

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meal program for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316:

District Testing Coordinator, K-8 Principal, HS Principal, Superintendent

In using the records for such purposes, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meal program shall be maintained in the permanent records of any student if not otherwise allowed by law.
2. Information regarding individual student participation in the free and reduced-price meal program shall not be publicly released.
3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program shall be destroyed when no longer needed for its intended purpose.

Personnel

Acceptance of Gifts By Employees

All district employees and Board members are expected to carry out their responsibilities in a manner that is free from impropriety.

Employees and Board members may accept gifts subject to the limitations noted in this policy:

- 1. The acceptance of cash in any amount for personal use is prohibited. Cash may only be accepted for school or district purposes.*
- 2. Non-cash gifts may be accepted only if the gift(s) do not exceed the limits imposed by the Fair Political Practices Commission (FPPC). As of the date of this policy adoption, employees and Board members may not accept gifts that cumulatively exceed \$590 in a calendar year from a single source.*
- 3. Gifts must be returned if the cumulative value of the gifts from a single source in a calendar year is greater than \$590, or if the circumstances or timing under which the gift(s) are given are questionable.*
- 4. The FPPC designates certain employees and Board members as subject to required reporting of gifts. In general, individuals who are subject to reporting requirements are Board members, individuals designated as management, employees in the district's purchasing department, and individuals holding certain specific positions that include purchasing of supplies and equipment. The complete list of employees subject to annual reporting requirements is available in the district's Human Resources Department.*
- 5. For employees and Board members subject to FPPC reporting requirements, gifts that, cumulatively, exceed \$50 from a single source in one calendar year must be reported on FPPC Form 700, Statement of Economic Interests.*

During the performance of his or her assigned duties, no district employee shall solicit money or anything of value for the employee's personal use. Employees and Board members should exercise prudence to avoid the perception that a gift or gifts influenced, or were intended to influence, the recipient in order to benefit the donor or the donor's family. Employees accepting gifts should be sensitive to the feelings of students and employees and use discretion in opening them in front of others.

The district recognizes that vendors and other external parties may offer employees and Board members meals or tickets to sporting and other events. Acceptance of such offers is not prohibited providing there is prudence and transparency in deciding whether to accept. Such gifts must be disclosed to the employee's supervisor and are subject to the FPPC limits noted above. They may not be accepted if the timing, dollar value or other circumstances of the offer have the appearance of influencing a district decision or otherwise benefiting the donor.

Meals and other activities paid for by a vendor or other external parties for the express purpose of discussing district business are not considered gifts, and therefore not subject to the reporting requirements described in this policy.

Gifts exchanged between individuals on birthdays, holidays, and other similar occasions are permitted providing that the gifts exchanged are not substantially disproportionate in value

(GC 89503(e)(2)).

Promotional or advertising items of nominal value, such as calendars and pens, may be accepted

(BP 3315).

Subject to certain limitations, the Governing Board may accept gifts, grants, and bequests of money or property on behalf of the district (BP 3290).

Employees and Board members are responsible for monitoring the value of gifts and for complying with all sections of this policy and applicable law. Furthermore, employees and Board members subject to the Political Reform Act (GC 81000-910150) and its administration by the Fair Political Practices Commission are responsible for reporting as appropriate.

Legal Reference:

EDUCATION CODE

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

60071 Prohibited offers to influence adoption or purchase of instructional materials

60072 Acceptance of consideration or inducements by school official

60073 Penalties for violation of article

GOVERNMENT CODE

89503(a) Annual dollar limitation on value of gifts from a single source

89503(e)(2) Exchange of gifts permitted if value not disproportionate