

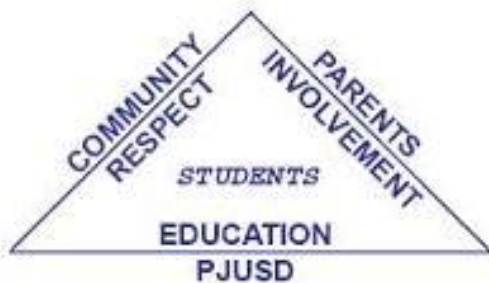
**Pierce Joint Unified School District
Board of Trustees Regular Meeting**

**Pierce Technology Building
940A Wildwood Road
Arbuckle CA 95912**

Thursday

October 18, 2018

6:00 p.m.



"Students First"



VISION:
Every student will
achieve their highest
educational goals.

MOTTO:
Students First!

Pierce Joint Unified School District
540A 6th Street
P.O. Box 239
Arbuckle CA 95912
(530) 476-2892 * (530) 476-2289 Fax

MISSION:
The Pierce Joint Unified
School District is committed
to provide a highly qualified
staff in a safe and healthy
learning environment.
Parents and community
members are partners in our
education community.

BOARD OF TRUSTEES REGULAR MEETING
PIERCE JOINT UNIFIED SCHOOL DISTRICT
TECHNOLOGY BUILDING
940A WILDWOOD ROAD, ARBUCKLE CA 95912

Thursday October 18, 2018 6:00 p.m.

AGENDA
Governing Board
John Friel, President

Nadine High, Vice President
Amy Charter, Member

George Green, Clerk
Abel Gomez, Member

Documents provided to a majority of the Governing Board regarding an open session items on this agenda will be made available for public inspection in the District Office located at 540A 6th Street, Arbuckle CA 95912, during normal business hours.

1. CALL TO ORDER
 - A. *Pledge of Allegiance*
2. APPROVAL OF AGENDA ACTION
3. HEARING OF THE PUBLIC
 (Speakers will be given three (3) minutes to speak with a twenty (20) minute limit per topic)
4. Student Body Representative Report INFORMATION
5. Arbuckle Elementary 4th Grade Teacher Presentation INFORMATION
6. PRINCIPAL’S REPORTS: INFORMATION/
DISCUSSION
 - A. Arbuckle Elementary School/Grand Island Elementary School
 - B. Lloyd G. Johnson Junior High School
 - C. Pierce High School/Arbuckle Alternative High School
7. REPORTS:
 - A. Facility Report
 - B. Transportation Report
 - C. Williams Complaint Procedure Report – 2018/19 1st Quarter**
 - D. LCAP Update**
 - E. Citizens’ Bond Oversight Committee Report**
 - F. California Dashboard Local Indicator Report**
 - G. Learning Communities for School Success Program Annual Report**
 - H. Facility Inspection Tool (FIT) Results**
8. PJUEA (Pierce Joint Unified Educators Association) Report INFORMATION
9. CSEA (California School Employees Association) Report INFORMATION

10. **Consider and approve Teacher Consent Form for:**
A. Laurie Amsler - PHS ACTION
11. Consider and approve **Resolution 18/19 – 9: Authorizing Participation in the Rural School Bus Pilot Program** ACTION
12. Consider and approve **Resolution 18/19 – 10: Budget Revision** ACTION
13. Consider and approve **Resolution 18:19 – 11: Career Technical Education Project Approval and Authorization to File Application(s) for Career Technical Education Facilities Program (CTEFP)** ACTION
14. Consider and approve **Resolution #18/19 – 12: Purchase of (2) Electric School Buses** ACTION
15. Consider and approve **Winter Sports Coaching Certification** ACTION
16. Consider and approve **School Connected Organizations – Request for Authorization** for:
A. Lloyd G. Johnson Junior High School Parent’s Club ACTION
17. Consider and approve **2018/19 Disaster and Emergency Plan** for:
A. Arbuckle Elementary School
B. Grand Island Elementary School
C. Lloyd G. Johnson Junior High School
D. Pierce High School
E. Arbuckle Alternative High School ACTION
18. Consider and approve **Appointment of Valerie Ehrke to the Pierce JUSD Citizens’ Bond Oversight Committee** ACTION
19. Consider and approve **Change order No 1 Fiber Optics Cable Installation at Pierce High School** ACTION
20. Consider and approve Consent Agenda: ACTION
 - A. Minutes of September 13, 2018 Regular Board Meeting**
 - B. Minutes of September 13, 2018 Special Board Meeting**
 - C. Minutes of September 20, 2018 Special Board Meeting**
 - D. Warrant List for September 2018**
 - E. Interdistrict Transfers:
 1. Transferring **IN** for **2018/19** School Year:
 - a. One (1) Student from Williams CA – new
 2. Transferring **OUT** for the **2018/19** School Year:
 - a. One (1) Student to Colusa CA – continuing
 - b. Four (4) Students to Woodland CA – (1) new
 - F. Overnight Field Trip Requests:**
1 Lassen College FFA Field Day – Susanville CA

G. Donations:

1. Shady Creek
 - a. Patricia Hamilton
 - b. Frederick and Betty Lou Grimmer
 - c. Schaad Farms
 - d. Thomas and Rose Ann Ellis
 - e. Halbert and Amy Charter
 - f. H. Raymond Charter
 - g. Ramos & Kley Ranches, LLC
 - h. County Line Warehouse Inc.
 - i. Martin's Dusters Inc.
 - j. Brookins Equipment Repair
 - k. G&L Rominger, LLC
 - l. Allen and Bonnie Ehrke
 - m. Joseph and Catherine Marsh
 - n. Grimmer Farms
 - o. California Family Foods
 - p. Beeler Tractor Co.
 - q. Andy and Carol Geyer
 - r. Charter Oaks Ranch
 - s. Matt and Nadine High
 - t. McGuire & Hester
 - u. Jeff Charter Farming
 - v. Dunnigan Volunteer Firefighters Assoc.
 - w. Knute and Rhonda Myers

H. Contracts:

- 1. Agreement between Pierce Joint Unified School District and James Marta & Company LLP for Auditing Services for the Years Ending June 30, 2019, 2020, and 2021**
- 2. Agreement between Pierce Joint Unified School District and Eagle Architects for Replacement of Existing Switchboard and Bleachers & Press Box Replacement at PHS**
- 3. Agreement between Pierce Joint Unified School District and Eagle Architects for Consulting Services for Bus Charging Stations**
- 4. Proposal from MC Construction Services for Inspection for Arbuckle Elementary School Classroom Building Project**
- 5. Vehicle Quotation from A2Z Bus Sales**
- 6. Quote from EV Connect for Electric Bus Charging Station Equipment**

21. BOARD POLICIES:

ACTION

A. SECOND READING:

- 1. BP/AR 1330: Use of School Facilities**

22. Items to be agendized for the next regular meeting:

23. Superintendent's Report

24. Board President Report

25. CLOSED SESSION:

ACTION

A. PUBLIC EMPLOYEMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:

Certification	Position	Status
Classified	Custodian/Groundswoker/Bus Driver	Hiring
Classified	Part-Time Bus Driver	Hiring
Classified	Part-Time Bus Driver	Hiring
Certificated	Long-Term Substitute – PHS	Hiring
Coach	8 th Grade Boys’ Basketball Coach	Hiring

B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss public employee discipline/dismissal/release

26. A. OPEN SESSION: Report ACTION taken in CLOSED SESSION:

ACTION

PUBLIC EMPLOYEMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:

Certification	Position	Status
Classified	Custodian/Groundswoker/Bus Driver	Hiring
Classified	Part-Time Bus Driver	Hiring
Classified	Part-Time Bus Driver	Hiring
Certificated	Long-Term Substitute – PHS	Hiring
Coach	8 th Grade Boys’ Basketball Coach	Hiring

B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss public employee discipline/dismissal/release

27. Adjourn

In compliance with the American with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact our office at (530) 476-2892 x13006. Notification at least 48 hours prior to the meeting will enable the office to make reasonable arrangements to ensure accessibility to the Board meeting. (Government Code § 54954.2)

WILLIAMS UNIFORM COMPLAINT PROCEDURE
QUARTERLY REPORT
PIERCE JOINT UNIFIED SCHOOL DISTRICT
July 1, 2018 - September 30, 2018

Education Code 35186(d) requires that a district report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.

X No complaints have been received this quarter.

The following complaints have been received this quarter.

Education Code 35186(e)(1) requires that districts investigate and resolve complaints when a complainant alleges that (a) students do not have standards-aligned instructional materials to use in class; or (b) for use at home or after school in order to complete required homework assignments; or (c) are in poor or unusable condition.

 Complaints have been received regarding insufficient instructional materials.

District Resolutions:

Education Code 36186(e)(1) requires that districts investigate and resolve complaints when a complainant alleges that (a) students do not have standards-aligned textbooks or state- or district-adopted textbooks required for use in class; or (b) for use at home or after school in order to complete required homework assignments; or (c) are in poor or unusable condition.

 Complaints have been received regarding insufficient textbooks.

District Resolutions:

Education Code 35186(e)(3) requires that districts investigate and resolve complaints when a complainant alleges that facilities have conditions that pose an emergency or urgent threat to the health or safety of students or staff.

 Complaints have been received that facilities have emergency/urgent threat conditions.

District Resolutions:

Education Code 35186(e)(2) requires that districts investigate and resolve complaints when a complainant alleges that (a) a qualified certificated teacher has not been assigned to a vacant position to a class for an entire year; (b) a teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class; or (c) a teacher is assigned to teach a class for which the teacher lacks subject matter competency.

_____ Complaints have been received regarding unqualified teachers.

District Resolutions:

The district investigated and remedied any valid complaint within a reasonable time period not exceeding 30 working days from the date the complaint was received. EC 35186 (b)

Superintendent

Date

**Pierce Joint Unified School District
LCAP Status 2018/19 - Goal 1**

Action	Actions & Services	2018/19 Status
1	Maintain ELD teacher shared between GI and AES and full time ELD teacher at JJH	ELD teachers maintained
2	Maintain additional para-educator at GI	Para-educator maintained
3	Maintain para-educator for TK classroom	Para-educator for TK maintained
4	Additional 6th grade teacher no longer needed because of smaller student cohort	
5	Hire 2 four hour/day paraeducators for extended day kindergarten	2 four hour/day para-educators for extended day kindergarten maintained
6	Maintain agriculture/wood fabrication program as a CTE course	Agriculture/wood fabrication program as a CTE course maintained (5 periods)
7	Maintain computer technology technician to provide training to teachers and to maintain equipment	Computer technology technician to provide training to teachers and to maintain equipment maintained
8	Maintain TK-12 instructional coach	TK-12 instructional coach maintained
9	Maintain teacher in order to have 5 class periods of support at the high school	5 class periods of support in English at the high school maintained
10	Computer/technology teacher position being eliminated. This skill will be integrated into all core content areas	Computer/technology teacher not hired
11	Maintain college/career counseling technician to work with both high school and middle school students	College/career counseling technician maintained. Exploring ways for technician to support the middle school students in addition to 8th grade scheduling in the spring for high school
12	College/Career curriculum skills will be incorporated into social science classes in grades 7 and 8; therefore these class periods will be eliminated	Johnson Jr. High School will be determining what skills will be taught and in what class these will be taught.
13	Maintain TK-3 Class Size Reduction (CSR) & additional 5th grade teacher for smaller class sizes	TK-3 Class Size Reduction (CSR) & additional 5th grade teacher for smaller class sizes maintained
14	Maintain teacher salary and health benefits increased in 14/15 to retain experienced and qualified staff	Teacher salary and health benefits increased in 14/15 to retain experienced and qualified staff

Pierce Joint Unified School District
LCAP Status 2018/19 - Goal 1

15	Balance class sizes throughout the day at middle school by having one full-time PE teacher there all day versus having two half-time people there at the same time. Adding 1 additional period of PE at JJH due to larger cohort of students. This change requires hiring a campus supervisor for locker room supervision for PE class(es) at high school - coverage for 4 periods needed.	One full-time PE teacher is at the middle school all day. One additional period of PE was added to the 7/8th grades. 4 periods of coverage for high school locker room is taking place by a campus supervisor
16	Continue administrative & staff training and feedback on effective instructional strategies for quality first instruction in the classroom and English Learner engagement strategies	Administrative Team is doing a book study on The New Art and Science of Teaching; Site principals are sending messages to their teachers on instructional strategies; District teachers attending Kate Kinsella EL training.
17	Maintain three additional staff development days added to certificated calendar	Three additional staff development days were maintained on the certificated calendar.
18	Continue to use an online resource tool for instructional feedback but will be a different vendor - Progress Advisor	Principals utilizing Progress Advisor as a resource tool for instructional feedback to teachers through an electronic system.
19	Continue Professional Learning Communities during Wednesday staff development time by grade level and department with an emphasis on instructional planning and delivery of the state academic content standards, formative assessment, and data analysis. Provide time for vertical articulation between schools by content area. e.g. 7-12 math, ELA, science, social science, computers	The PHS staff has adopted for 2018/19 a rotation of professional development for their Wednesday staff development time with: grade level and department time with an emphasis on instructional planning and delivery of the state academic content standards, assessment, and data analysis using NWEA RIT scores and Edmentum accusses data to MAP student growth in ELA & Math. A highlight is 1 time a month Math, ELA & Social Studies is to provide time for vertical articulation between the 7-12 teachers for the first time in a while.

Pierce Joint Unified School District

LCAP Status 2018/19 - Goal 1

20	Provide training and coaching on state academic content standards in the following areas: NGSS, ELD/ELA, math, history/social science, CTE, Health Education, PE, visual and performing arts. Continue to train teachers on the digital library and utilization of the Interim Assessment Blocks (IAB). Continue technology integration training including the use of technology in regards to formative assessment. Pay for training of beginning teachers to clear their credentials through the Tri-County Induction Program	AES/GI: Teachers have met with Megan and outlined a plan for administering IAB's. Classroom teacher and ELD teacher have attended a series of training on ELA/ELD and have scheduled staff development at the site to take place October 24th. Mathematical Mindset has been a focus of Rev-Ups and weekly lessons are taught to students K-5 regarding the growth mindset in math.
21	Continue to hire regular day teachers to provide tutoring and instruction after school	Regular day teachers are hired to provide tutoring and instruction after school.
22	Provide summer school instruction four hours/day for 15 days for grades K-12	Action not started until June 2019
23	Provide opportunity for high school students to attend Sacramento State Summer Academies, paying for registration and transportation. Provide career/college exploration field trip opportunities for middle school students offered through nearby colleges	Planning in progress for middle school college visits.
24	Continue transportation for late bus route to Dunnigan, College City and Grimes to allow students to extend school day as needed. Continue transportation for Grand Island After School Program.	Late bus route transportation began in September for interventions and clubs. Grand Island After School Program transportation began the first day of school.
25	Continue partnership with Woodland community college for dual enrollment courses for students at high school and purchase necessary curriculum	17/18 had 223 completers. 18/19 will have around 200 with one less section of Life Choices.***

Pierce Joint Unified School District
LCAP Status 2018/19 - Goal 1

26	Maintain and remain current with 1:1 technology devices for student access to technology while following a 20-25% replacement rotation each year with Chromebooks. Maintain teacher's classroom technology tools such as iPads, document cameras, Apple TVs	Teachers have their classroom technology tools.
27	Continue utilizing Illuminate as student assessment data information system, grading system and report cards for grades TK-5	TK-5 report cards are coming out of Illuminate. Data analysis at TK-5 is coming from Illuminate.
28	Continue licensing of Northwest Evaluation Association (NWEA) and Measures of Academic Progress (MAP) for assessment data usage	Pierce high school and Johnson Jr. High completed their first round of testing in August. Arbuckle Elementary will do their first round in October linked to report card testing.
29	Pay Advanced Placement (AP) exam fees for students taking AP classes	Testing takes place in the spring
30	Purchase State Academic Standard aligned curriculum for science or social science	Elementary school looking at social science sample materials.
31	Computer software subscriptions and licensing will continue for intervention and credit recovery. Edgenuity license for JJH Academic Advancement period	Existing subscriptions have been maintained and Edgenuity license was purchased.
32	Continue license for curriculum for special education students	Subscription has been maintained
33	Continue to increase site library collections and replace obsolete or damaged materials as needed.	JJH has purchased books.
34	Provide breakfast in the classroom for all Transitional Kindergarten and Kindergarten students. Provide free meals to students qualifying for reduced priced meals.	Breakfast in the classroom for TK and kindergarten are happening daily. Free meals are provided to students qualifying for reduced priced meals.
35	Hire an additional English teacher for grades 7 and 8 in order for students to have two periods of English Language Arts per day	English teacher hired
36	Add two periods of math intervention to the master schedule to be taught by the math teachers at JJH	Two math intervention periods taught by the math teachers have been added during 7th period
37	Add 6 sections of Academic Advancement to JJH schedule during 7th period	6 sections have been added

**Pierce Joint Unified School District
LCAP Status 2018/19 - Goal 2**

Action #	Actions & Services	2018/19 Status
1	Maintain two prevention/intervention counselors	Two prevention/intervention counselors have been maintained
2	Maintain campus supervisor position for students waiting for late bus route	Campus supervisor position for late bus route maintained
3	Maintain full-time elementary vice principal for student support	Full-time vice principal maintained
4	Maintain ROP/CTE teachers	ROP/CTE teachers maintained
5	Maintain one full-time Physical Education Teacher to ensure PE minutes	One full-time PE teacher maintained at AES to ensure PE minutes
6	Maintain part-time nurse and part-time health aide	Part-time nurse and part-time health aide maintained
7	Maintain music position at PHS	Music position at PHS maintained
8	Maintain facility services at school sites which include an additional 1.5 hours to overall classified custodial staff time in the 15/16 school year	Facility services at school sites maintained including an additional 1.5 hours to overall classified custodial staff time in the 15/16 school year
9	Maintain extra-curricular funding and funding for school clubs and activities for academic enrichment	Extra-curricular funding and funding for school clubs and activities for academic enrichment maintained
10	Continue to purchase musical instruments for new music classes	Instruments will be purchased in the next month or so.
11	Maintain video camera systems on buses and at school sites. Purchase new cameras as needed	Video camera systems on buses and at school sites maintained. Added additional cameras at all of the school sites.
12	Purchase online curriculum for student to use in lieu of suspension or upon return of suspension if appropriate	Online curriculum has been purchased.

**Pierce Joint Unified School District
LCAP Status 2018/19 - Goal 2**

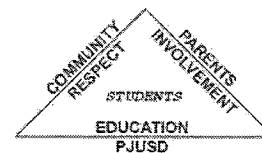
13	Fund deferred maintenance plan to ensure clean, safe learning environments	Deferred maintenance plan funded in district budget. Roof repairs, HVAC replacement scheduled for this fall, intercom integration at the high school, preventative maintenance plan being implemented, stadium bleachers being replaced this spring
14	Offer long-term Independent Study for those students/families needing this type of learning platform	Independent Study being offered. Currently 6 kids enrolled
15	Provide training to staff regarding trauma, Social-Emotional Learning and discipline	District staff received training at district breakfast. Elementary school has had two site trainings. Vice principal attended discipline training in Sacramento.
16	Purchase software license for Character Development and Social-Emotional Learning	Software license purchased.
17	Site administrator meet monthly with campus supervisors to provide training, support and feedback	Meetings are being held.
18	Purchase Visitor Management & Emergency Management Platform	Visitor Management & Emergency Management Platform purchased and being utilized at all of the sites. Visitor Management working well. Emergency Management still has kinks to be worked through.

**Pierce Joint Unified School District
LCAP Status 2018/19 - Goal 3**

Action #	Actions & Services	2018/19 Status
1	Continue contract to allow phone and email messaging to families. Continue with Mobile App for communication and the district website	School Messenger has been implemented. Technology director working on correcting data that is pulled to the system. Mobile application has not yet been implemented
2	Meet with parents of 8th graders to work on student's high school plan	This will take place in the spring.
3	School sites will seek parent input through surveys including the Healthy Kids Survey	Superintendent in process of working on MOU to administer the survey.
4	Continue to provide parents with information on how to access the parent portal to monitor their child's grades and attendance	Middle school covered in their back to school night presentation and during Student Success Team meetings. High school recommends this during SST meetings and 504 meetings.
5	Provide high school parents with updated timelines each year of important dates and deadlines in relation to college and career entry	This was done at senior parent night for the parents.
6	Continue holding at least two District English Learner Advisory Committee (DELAC) meetings and two District Advisory Committee (DAC) meetings per year	No meetings held as of October 10, 2018
7	Continue to offer Parent Institute for Quality Education (PIQE) workshops and/or other parent workshops	PIQE program started in September at the high school. Parent training on vaping held October 10.

Pierce Joint Unified School District

P.O. Box 239 • Arbuckle CA 95912 • (530) 476-2892 • Fax (530) 476-2289



Carol Geyer, Superintendent

Pierce Joint Unified School District
Citizens' Bond Oversight Committee for Measure B
September 10, 2018
IT Building

1. Meeting was called to order at 8:30 a.m. by chair, Michael Doherty
2. Roll call of committee members – present: Michael Doherty, Barbara Scheimer, Chuck Wayman, Edella Maldonado; absent: Ellen Voorhees, Ariel Alonso, Joh Lauwerijssen; others present: George Parker, Daena Meras, Carol Geyer
3. Pledge of Allegiance was recited
4. A motion was made by Edella Maldonado and seconded by Barbara Scheimer to approve the agenda. Voting Aye: Barbara Scheimer, Edella Maldonado, Chuck Wayman and Michael Doherty. Voting No: none. Absent: Ellen Voorhees, Ariel Alonso, Joh Lauwerijssen
5. Community Input/Public Hearing: No one from the public spoke.
6. A motion was made by Edella Maldonado and seconded by Chuck Wayman to approve the minutes from the June 11, 2018 meeting. Voting Aye: Barbara Scheimer, Edella Maldonado, Chuck Wayman and Michael Doherty. Voting No: none. Absent: Ellen Voorhees, Ariel Alonso, Joh Lauwerijssen
7.
 - a. Quarterly Progress Report – George Parker went through the written Executive Summary he had prepared and distributed to the committee members. The summary included contracts and procurement for upcoming projects, planning/design/pre-construction list was included as well as program controls. George then discussed the completion of the multi-purpose building at Pierce High School and the portable relocation project at Arbuckle Elementary. At Arbuckle Elementary the district is currently working with two construction firms looking to do that project. Approval of one of the firms is expected by the end of September so that the project can get underway in early October. The weight room renovation project at the south end of the north gym should begin anytime this month. Contractors have been acquired to do the various components. The stadium bleacher and press box project will be utilizing the same design as the one that Winters Joint Unified just installed. This will expedite the approval process through the Division of State Architects. January 2019 is the expected start date of that project. A Response for Proposals went out in early August for proposals from architecture firms. Nine firms responded and were qualified. The board will approve these nine at this week's board meeting. By having a large pool of architects, the district will be able to choose which firm will perform on which projects to create the best matches for the district. Completing the drawings for the additional locker room on the main gym of the high school will be one of the first tasks for one of the new architecture firms.
 - b. 2017/18 CBOC Annual Report – The report that was publicized was included as Attachment B for the committee. One member asked if we had received any feedback from the publication. The response was that we had not.
 - c. Program Budget Summary Report – George and Daena reviewed the spreadsheet with the committee regarding obligated and committed funds. . George explained that when the state releases funds that are expected by the district there is a revenue surplus that could potentially go toward the project of replacing portable buildings at the high school with a permanent classroom building. These state funds could be a few years away but George anticipates the district having shelf ready plans to move forward with such projects.
 - d. Program Update Matrix – George shared the document and noted that progress was being made on a few projects as indicated by the diamonds in the close-out column.

Board of Trustees: John Friel • Nadine High • George Green • Amy Charter • Abel Gomez
President Vice-President Clerk Member Member

- a. Future Business – Carol Geyer relayed the message that Ariel Alonso was resigning her seat on the committee as a result of a new job she has now. It was reported that the district is currently advertising for a new member of the committee and that once applications are returned, the board will appoint a new member to serve.
 - b. Next CBOC Meeting Date – December 10, 2018 at 8:30 a.m. in the IT Building will be our next meeting
9. Adjournment at 9:17 a.m.

DRAFT

California Dashboard
Local Indicator Report
October 18, 2018

Priority 1 - Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities

Number/percentage of misassignments of teachers of English learners, total teacher misassignments, and vacant teacher positions: 0/0

Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home: 0/0

Number of identified instances where facilities do not meet the "good repair" standard (including deficiencies and extreme deficiencies): 59 as reported on the Facility Inspection Tool completed at all sites.

Summary:

The district has all of its teachers fully authorized to teach English Learners. Teachers teaching outside of their credential have valid, authorized permits to do so. Interns hired for teaching positions also have the proper permits. All students have access to standards-aligned curriculum. The Facility Inspection Tool was utilized to determine the "good repair" standard of each of the schools. Arbuckle Elementary had 120 areas assessed and 21 areas of deficiency. There were no areas of extreme deficiency. Grand Island had 44 areas assessed of which 5 areas were considered deficient. There were no areas of extreme deficiency at Grand Island. Johnson Junior High School had 140 areas assessed of which 7 were considered deficient, and there were no extreme deficiencies at that site. Pierce High School had 201 areas assessed with 26 of those areas coming out as deficient. No extreme deficiencies were found at Pierce High School.

Priority 2 - Implementation of State Academic Standards

Rating of the local educational agency's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below.

Rating Scale (lowest to highest): 1 - Exploration and Research Phase; 2 - Beginning Development; 3 - Initial Implementation; 4 - Full Implementation; 5 - Full Implementation and Sustainability

English Language Arts - Common Core State Standards for English Language Arts: 4

English Language Development (Aligned to English Language Arts Standards): 3

Mathematics - Common Core State Standards for Mathematics: 4

Next Generation Science Standards: 3

History-Social Science: 3

Rating of the local educational agency's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught.

English Language Arts - Common Core State Standards for English Language Arts: 5

English Language Development (Aligned to English Language Arts Standards): 4

Mathematics - Common Core State Standards for Mathematics: 4

Next Generation Science Standards: 2

History-Social Science: 2

Rating of the local educational agency's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teaching pairing)

Rating Scale (lowest to highest): 1 - Exploration and Research Phase; 2 - Beginning Development; 3 - Initial Implementation; 4 - Full Implementation; 5 - Full Implementation and Sustainability

English Language Arts - Common Core State Standards for English Language Arts:4

English Language Development (Aligned to English Language Arts Standards): 3

Mathematics - Common Core State Standards for Mathematics: 4

Next Generation Science Standards: 2

History-Social Science: 3

Rating of the local educational agency's progress implementing each of the following academic standards adopted by the State Board of Education for all students.

Rating Scale (lowest to highest): 1 - Exploration and Research Phase; 2 - Beginning Development; 3 - Initial Implementation; 4 - Full Implementation; 5 - Full Implementation and Sustainability

Career Technical Education: 3

Health Education Content Standards: 4

Physical Education Model Content Standards: 4

Visual and Performing Arts: 3

World Language: 4

Rating of the local educational agency's success at engaging in the following activities with teachers and school administrators.

Rating Scale (lowest to highest): 1 - Exploration and Research Phase; 2 - Beginning Development; 3 - Initial Implementation; 4 - Full Implementation; 5 - Full Implementation and Sustainability

Identifying the professional learning needs of groups of teachers or staff as a whole: 4

Identifying the professional learning needs of individual teachers: 4

Providing support for teachers on the standards they have not yet mastered: 4

Summary:

The above data came from a teacher survey given in May 2018. English Language Arts, English Language Development and Math curriculum instructional materials are all state aligned from K-12. Science and social studies state adopted instructional materials aligned to state standards have not been purchased at the K-5 elementary school level. The elementary schools will be pursuing the purchase of social science material in the 2018/19 school year. Content area teachers at the 7-12 grade levels have received training on the science and social studies standards at a higher degree than have the elementary school teachers with multiple subject credentials. Through the survey tool, it is indicated that teachers would like more training and support in the area of teaching English Language Development.

Priority 3 - Parent Engagement

Pierce Joint Unified measures parent/guardian participation in 'seeking input in school/district decision making' by the participation of parents in the District English Learner Advisory Committee (DELAC) meetings. The DELAC is made up of representatives of the site English Learners Advisory Committees (ELAC). Parent attendance at the meetings averages about 6. The DELAC representatives participated in the fall of 2017 in the Federal Program Review at the district office. For 'promoting participation in programs', the district tracks the number of trainings and workshops that are held for parents/guardians that are linked to student learning and/or social-emotional development and growth. During the 2017/18 school year, the district held a parent workshop on identifying the warning signs of suicide. It also offered a nine week course from the Parent Institute for Quality Education (PIQE) which trained parents on navigating the educational system. Both of these measurements relate directly to actions and services under goal #3 of the Local Control and Accountability Plan (LCAP). These measurements were selected because they include a parent population that were being underrepresented in terms of site/district decision making. A large percentage of these parents are representative of our English Learners and socio-economically disadvantaged students.

Priority 6 - School Climate

Students in grades 5, 7 & 11 took the Healthy Kids Survey in the Fall of 2017. This survey is given to students every other year. The results in the areas of school safety and connectedness are as follows:

78% 5th graders on the HKS feel they are part of the school all or most of the time

75% 7th graders on the HKS agree or strongly agree that they feel they are part of the school
9th graders on the HKS agree or strongly agree that they feel they are part of the school - data unavailable

45% 11th graders on the HKS agree or strongly agree that they feel they are part of the school

79% 5th graders on the HKS feel safe at school all or most of the time

70% 7th graders on the HKS agree or strongly agree that they feel safe at school

9th graders on the HKS agree or strongly agree that they feel safe at school- data unavailable

71% 11th graders on the HKS agree or strongly agree that they feel safe at school

Summary:

In terms of connectedness, students' sense of connectedness decreases as they move up to higher grades. As far as feeling safe at school, throughout the district the percentage is in the range of 70-79%. A focus of the district this year is for staff to be trained to understand Social-Emotional Learning, including understanding how trauma affects students' lives. All certificated and classified staff had a district training prior to the start of school. School sites will each be working on strategies to improve climate. Increases in security have been made at district schools as well to work toward students feeling safer at school. Some of these safety measures include: additional security cameras, additional fencing, implementing a visitor check-in system, deploying an electronic notification system to staff in the event of an emergency and the implementation of an online education system that focuses on character education at the elementary school level and alternatives to suspensions at the middle and high school levels. The complete Healthy Kids Survey results were presented to the board at a public meeting in the spring of 2018.

Priority 7 - Access to a Broad Course of Study

The district utilizes the master schedules from each school site as well as class schedules of individual students as the tool to track and monitor access to a broad course of student for students

For grades TK-6, students are in self-contained classrooms in which they receive instruction in all subject areas. In grades 7 and 8, all students have English, math, social science, science, P.E. and either Spanish, band or an academic advancement class. English Learners are provided English Language Development at all grade levels. Students in grades 9-12 have all required courses to meet graduation requirements, including four years of English. In addition to the core content areas, students have access to numerous Career Technical Education Courses in the areas of agriculture and business.

There are no barriers to providing a broad course of study to all students; however, the variety within that broad course of study may be more limited due to the size of our schools and district and not being able to offer a lot of different classes.

For the 2018/19 school year, all freshmen are enrolled in Math 1 or higher where in the past students were put into lower level math classes. Students needing extra help are enrolled in a support class. Math progress is monitored frequently utilizing the math placement protocol. Online AP courses are available to students who would like to enroll when such classes are not offered at the school site. Dual enrollment through Woodland Community College is available to all freshmen taking the 'Get Focused, Stay Focused' course. A science, ag and business course are offered at the high school for dual enrollment also. Online credit recovery courses are available for students needing to make up credits. Students can do this on their own time so that they can continue to take the regular courses they need to stay on track to graduate.

Pierce Joint Unified School District
LCSSP Annual Progress Report
Year 1
October 2, 2018

- a. Grant funds applied to hire a 1.0 FTE Counselor that is responsible for providing direct services to students and families for truancy and chronic absenteeism, at risk for in school and out of school suspension, and academic counseling support for freshman that had grades of F in eighth grade and incoming freshman with F's after the first month of school.

Truant at risk of chronic absenteeism

- Identify chronically absent students through data from 2017-2018 school year. Review and identify data throughout school year for chronically absent and truant students.
 - Continuation of Individual student meetings with counselor to discuss attendance for the 2018-2019 school year at the beginning of the semester.
 - Review of attendance expectations, reason for absences, goals for attendance for 2018-2019 school year.
 - Continuation of weekly monitoring and counseling with counselor to review attendance. Prize box incentive offered to elementary students.
 - Continuation of parent meetings and phone calls to discuss truancy issues, identify cause for truancy, review attendance expectations and increase communication with schools in conjunction with District Attendance Review Team.
- Raise attendance awareness and communication for students and parents at all sites.
 - School wide campaign and competition for Attendance Awareness Month at the elementary, junior high, and high school level.
 - Use of social media school sites to communicate chronic absenteeism facts and information.
 - Automated message notification to parents for absences, tardies, and trancies.
 - In progress: Individual student attendance and tardy information mailed home to parents.
- Impact on target student population
 - Attendance Data- 2017-2018 data identified 67 students as being chronically absent. At present, 6 of the 67 students are inactive or no longer enrolled at PJUSD, 2 were seniors during the 2017-2018 school year, and 13 are still identified as chronically absent, and 46 have an attendance rate between 90% --100% for the 2018-2019 school year thus far.
 - Anecdotal data shared at the elementary and middle school levels by students and parents that have shown improvement in attendance indicates a positive impact due to consistent counseling and monitoring on a weekly or bi-weekly basis.
 - Majority of students at all school sites meeting with counselor exhibit a sense of connectedness and accountability due to frequent attendance and academic monitoring.

- Consistent review of chronic absenteeism data during the first two months of the 2018-2019 school year has allowed counselor to identify non-recurring students to support with truancy and chronic absenteeism.

At Risk of In School and Out of School Suspension

- Identify at risk students and provide interventions that are alternatives to suspension.
 - Weekly or bi-weekly meetings with counselor for at risk students to increase student motivation and connection to school through the use of restorative questioning and counseling.
 - Implementation of school wide positive recognition system for students and teachers at the junior high school.
 - Use of Victim and Offender mediation by counselor to address student conflict and prevent suspension.
 - Implementation of request for conflict facilitation system at the junior high site for students to report conflict and bullying.
 - In progress: Peer mediation training and implementation at junior high site
 - District wide use of socioemotional lessons on ISS 360 to address specific student behaviors
 - Counselor working with site level administration to identify and implement alternative options to suspension
 - Counselor conducting weekly rotation of community circles, psychoeducational lessons, and trauma counseling for students at the alternative high school site.
- Impact on target student population
 - Consistent counseling of at risk students in conjunction with use of Restorative Justice Practices is teaching students alternative ways to deal with conflict, anger, and demotivation and identify academic and life goals to work towards and attain.
 - Use of restorative conversation techniques by site administration and counselors lead to student reflection and modification of undesired behavior.

Failing Incoming Freshman and Freshman F's first 4 weeks

- Identify incoming freshman with F's and students with F's the first 4 weeks.
 - Weekly counseling to monitor academic progress.
 - Teaching students tools for success such as organization, time management, and prioritization.
 - Identification of tutoring and intervention supports for students.
 - Scheduled meetings with families and teachers of students with more than two F's.
 - Collaboration with teachers to support student success and advocating for student needs and teaching students skills to self-advocate.
 - Short term and long term goal setting with students through individual counseling.
- Impact on student population

- o Early identification of non-passing grades allow students to turn in assignments, attend tutoring and intervention, and identify students that need additional support and monitor and track academic progress on a weekly or bi-weekly basis.

b.

	Baseline 2015/16	2017/18 Target	2017/18 Actual
Chronic Absenteeism Rates:			
All	6%	5%	5.4%
EL	7.1%	6%	4.4%
Special Education	10.1%	8%	9.7%
Economically Disadvantaged	6.4%	5%	4.7%
Hispanic	5.3%	4%	4.4%
White	7.9%	7%	8.1%
Foster Youth	0%	maintain	0
Homeless	20.8%	17%	14.3%
		Baseline 2015/16	2017/18 Target
			2017/18 Actual
Middle School Dropout Rate:			
All	0%	Maintain at 0%	0%

	Baseline 2015/16	2017/18 Target	2017/18 Actual
High School Dropout Rate:			
All	0%	Maintain at less than 1%	0%
High School Graduation Rates:			
All	100%	Maintain at 95% or higher	100%
EL	100%	Maintain at 95% or higher	100%
Special Education	100%	Maintain at 95% or higher	100%
Economically Disadvantaged	97%	Maintain at 95% or higher	100%
Hispanic	100%	Maintain at 95% or higher	100%
White	97%	Maintain at 95% or higher	100%
Foster Youth	Not significant subgroup	Maintain at 95% or higher	100%
Homeless	Not significant subgroup	Maintain at 95% or higher	100%

	Baseline 2015/16	2017/18 Target	2017/18 Actual
Pupil Expulsion Rate:			
All	0%	Maintain at less than 1%	0%
Pupil Suspension Rates:			
All	6%	5%	10%
EL	3%	2.5%	3%
Special Education	8%	6%	3%
Economically Disadvantaged	5%	4%	10%
Hispanic	6%	5%	7%
White	6%	5%	2%
Foster Youth	0%	Maintain at less than 1%	0%
Homeless	2%	Maintain at 2% or less	1%

	Baseline 2015/16	2017/18 Target	2017/18 Actual
Climate:			
% of 5 th Graders "Feel a Part of School" (School Connectedness)	21%	30%	78%
% of 7 th Graders "Feel a Part of School" (School Connectedness)	81%	85%	75%
% of 9 th Graders "Feel a Part of School" (School Connectedness)	62%	67%	No data – students were not assessed
% of 11 th Graders "Feel a Part of School" (School Connectedness)	48%	53%	45%
% of 5 th Graders "Feel Safe at School"	81%	84%	79%
% of 7 th Graders "Feel Safe at School"	82%	85%	70%
% of 9 th Graders "Feel Safe at School"	77%	79%	No data – students were not assessed
% of 11 th Graders "Feel Safe at School"	74%	79%	71%

	Baseline 2015/16	2017/18 Target	2017/18 Actual
Students with an F at the End of 9th Grade:			
All	28	14	26
Attendance Rate:			
All	97%	Maintain	96.4
Truancy Rate:			
All	17%	15%	20%

- c. Grant funding has been used only as written in the grant which was solely for the use of salary for the hiring of an intervention/prevention counselor. The base salary for this position is \$78,013 not including health and statutory benefits.
- d. There are no anticipated program changes or modifications needed to meet the original grant application.

GENERAL INFORMATION

The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in "good repair" as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. In addition, the EC specifies the tool should not be used to require capital enhancements beyond the standards to which the facility was designed and constructed.

Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, beginning with the 2005/2006 fiscal year, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

County superintendents are required to annually visit the schools in the county of his or her office as determined by EC Section 1240. Further, EC Section 1240(c)(2)(I), states the priority objective of the visits made shall be to determine the status of the condition of a facility that poses an emergency or urgent threat to the health or safety of pupils or staff as defined in district policy, or as defined by EC Section 17592.72(c) and the accuracy of data reported on the school accountability report card with the respect to the safety, cleanliness, and adequacy of school facilities, including good repair as required by EC Sections 17014, 17032.5, 17070.75, and 17089. This tool is also intended to assist county offices of education in performing these functions.

The EC also allows individual entities to adopt a local evaluation instrument to be used in lieu of the FIT provided the local instrument meets the criteria specified in EC Section 17002(d) and as implemented in the FIT. Any evaluation instrument adopted by the local educational agency for purpose of determining whether a school facility is maintained in good repair may include any number of additional items but must minimally include the criteria and rating scheme contained in the FIT.

USER INSTRUCTIONS

The FIT is comprised of three parts as follows:

Part I, Good Repair Standard outlines the school facility systems and components, as specified in EC Section 17002(d)(1), that should be considered in the inspection of a school facility to ensure it is maintained in a manner that assures it is clean, safe and functional. Each of the 15 sections in the Good Repair Standard provides a description of a minimum standard of good repair for various school facility categories. Each section also provides examples of clean, safe and functional conditions. The list of examples is not exhaustive. If an evaluator notes a condition that is not mentioned in the examples but constitutes a deficiency, the evaluator can note such deficiency in the applicable category as "other."

Some of the conditions cited in the Good Repair Standard represent items that are critical to the health and safety of pupils and staff. Any deficiencies in these items require immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. They constitute extreme deficiencies and indicate that the particular building system evaluated failed to meet the standard of good repair at that school site. These critical conditions are identified with underlined text followed by an (X) on the Good Repair Standard. If the underlined statement is not true, then there is an extreme deficiency (to be marked as an "X" on the Evaluation Detail) resulting in a "poor" rating for the applicable category. It is important to note that the list of extreme deficiencies noted in the Good Repair Standard is not exhaustive. Any other deficiency not included in the criteria but meeting the definition above can be noted by the evaluator and generate a poor rating.

Part II, Evaluation Detail is a site inspection template to be used to evaluate the areas of a school on a category by category basis. The design of the inspection template allows for the determination of the scope of conditions across campus. In evaluating each area or space, the user should review each of the 15 categories identified in the Good Repair Standard and make a determination of whether a particular area is in good repair. Once the determination is made, it should be recorded on the Evaluation Detail, as follows:

✓	No Deficiency - Good Repair: Insert a check mark if all statements in the Good Repair Standard are true, and there is no indication of a deficiency in the specific category.
D	Deficiency: Mark "D" if one or more statement(s) in the Good Repair Standard for the specific category is not true, or if there is other clear evidence of the need for repair.
X	Extreme Deficiency: Indicate "X" if the area has a deficiency that is considered an "Extreme Deficiency" in the Good Repair Standard or there is a condition that qualifies as an extreme deficiency but is not noted in the Good Repair Standard.
NA	Not Applicable: If the Good Repair Standard category (building system or component) does not exist in the area evaluated, mark "NA".

Below are suggested methods for evaluating various systems and areas:

- **Gas and Sewer** are major building systems that may span the entire school campus but may not be evident as applicable building systems in each classroom or common areas. However, because a deficiency in either of these systems could become evident and present a health and safety threat anywhere on campus, the user should not mark "NA" and should instead include an evaluation of these systems in each building space.
- **Roofs** can be easily evaluated for stand alone areas, such as portable classrooms. For permanent buildings containing several areas to be evaluated, roofs should be considered as parts of individual areas in order to accurately account for a scope of any roofing deficiency. For example, a 10 classroom building contains damaged gutters on one side of the building, spanning across five classrooms. Therefore, an evaluator should mark five classrooms as deficient in the roof category and the other five classrooms as in good repair, assuming there are no other visible deficiencies related to roofing.
- **Overall Cleanliness** is intended to be used to evaluate the cleanliness of each space. For example, a user should note a deficiency due to dirty surfaces in Overall Cleanliness, rather than **Interior Surfaces**. At the same time, the user should note such deficiency only in Overall Cleanliness in order to avoid accounting for such deficiency twice, i.e. in two sections.
- The tool is designed to evaluate stand-alone restrooms as separate areas. However, restrooms contained within other spaces, such as a kindergarten classroom or a library, can be evaluated as part of that area under Restrooms. If the area evaluated does not contain a restroom, Restrooms should be marked "NA."
- **Drinking fountains** can exist within individual classrooms or areas, right outside of classrooms or restrooms or other areas, or as stand alone fixtures on playgrounds and sports fields. If a drinking fountain or a set of fountains is located inside a building or immediately outside the area being evaluated, it should be included in the evaluation of that area under Drinking Fountains. If a fountain is located on the school grounds, it should be evaluated as part of that outside space. If there is no drinking fountain in the area evaluated, Drinking Fountains should be marked "NA."
- **Playgrounds/School Grounds**, should be evaluated as separate areas by dividing a campus into sections with defined borders. In this case, several sections of the good repair criteria would not apply to the evaluation, as they do not exist outside of physical building areas, such as **Structural Damage** and **Fire Safety**, for example.

Part III includes the **Category Totals and Ranking**, the **Overall Rating**, and a section for **Comments and Rating Explanation**.

Once the inspector completes the site inspection, he or she must total the number of areas evaluated. The inspector must also count all of the spaces deemed in good repair, deficient, extremely deficient, or not applicable under each of the 15 sections. Next, the evaluator must determine the condition of each section by taking the ratio of the number of areas deemed in good repair to the number of areas being evaluated (after subtracting non-applicable spaces from the total number of areas evaluated). If any of the 15 sections received a rating of extreme deficiency, the ratio (i.e., the percentage of good repair) for that section and the category the section is in should default to zero. The total percent per category (A through H) is determined by the total of all percentages of systems in good repair divided by the number of sections in that category. For example, to determine the total percent for the Structural category, add the percentages for the Structural Damage and Roof sections and divide the result by two.

Next, the overall school site score is determined by computing the average percentage rating of the eight categories (i.e., the total of all percentages divided by eight). Finally, the rater should determine the overall School Rating by applying the Percentage Range in the table provided in Part III to the average percentage calculated and taking into consideration the Rating Description provided in the same table.

*Although the FIT is designed to evaluate each school site within a reasonable range of facility conditions, it is possible that an evaluator may identify critical facility conditions that result in an Overall School Rating that does not reflect the urgency and severity of those deficiencies and/or does not match the rating's Description in Part III. In such instances, the evaluator may reduce the resulting school score by one or more grade categories and describe the reasons for the reduction in the space provided for Comments and Rating Explanation.

When completing Part III of the FIT, the instructor should note the date and time of the inspection as well as weather conditions and any other pertinent inspection information in the specific areas provided and utilize the Comments and Rating Explanation Section if needed.

PART I: GOOD REPAIR STANDARD

(X): If underlined statement is not true, then this is an extreme deficiency (marked as an "X") on the Evaluation Detail resulting in a "poor" rating for the applicable category.

Gas Leaks

Gas systems and pipes appear safe, functional, and free of leaks. Examples include but are not limited to the following:

- a. There is no odor that would indicate a gas leak. (X)
- b. Gas pipes are not broken and appear to be in good working order. (X)
- c. Other

Mechanical Systems

Heating, ventilation, and air conditioning systems (HVAC) as applicable are functional and unobstructed. Examples include but are not limited to the following:

- a. The HVAC system is operable. (X)
- b. The facilities are ventilated (via mechanical or natural ventilation).
- c. The ventilation units are unobstructed and vents and grills are without evidence of excessive dirt or dust.
- d. There appears to be an adequate air supply to all classrooms, work spaces, and facilities (i.e. no strong odor is present, air is not stuffy)
- e. Interior temperatures appear to be maintained within normally accepted ranges.
- f. The ventilation units are not generating any excessive noise or vibrations.
- g. Other

Sewer

Sewer line stoppage is not evident. Examples include but are not limited to the following:

- a. There are no obvious signs of flooding caused by sewer line back-up in the facilities or on the school grounds. (X)
- b. The sanitary system controls odors as designed.
- c. Other

Interior Surfaces (Floors, Ceilings, Walls, and Window Casings)

Interior surfaces appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Walls are free of hazards from tears and holes.
- b. Flooring is free of hazards from torn carpeting, missing floor tiles, holes.
- c. Ceiling is free of hazards from missing ceiling tiles and holes.
- d. There is no evidence of water damage (e.g. no condensation, dampness, staining, warping, peeling, mineral deposits, etc.)
- e. Other

Overall Cleanliness

School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly. Examples include but are not limited to the following:

- a. Area(s) evaluated is free of accumulated refuse, dirt, and grime.
- b. Area(s) evaluated is free of unabated graffiti.
- c. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.
- d. Other

Pest/Vermin Infestation

Pest or vermin infestation are not evident.

Examples include but are not limited to the following:

- a. There is no evidence of a major pest or vermin infestation. (X)
- b. There are no holes in the walls, floors, or ceilings.
- c. Rodent droppings or insect skins are not evident.
- d. Odor caused by a pest or vermin infestation is not evident.
- e. There are no live rodents observed.
- f. Other

Electrical (Interior and Exterior)

1. There is no evidence that any portion of the school has a power failure. (X)

2. *Electrical systems, components, and equipment appear to be working properly. Examples include but are not limited to the following:*

- a. There are no exposed electrical wires. Electrical equipment is properly covered and secured from pupil access. (X)
- b. Outlets, access panels, switch plates, junction boxes and fixtures are properly covered and secured from pupil access.
- c. Other

3. *Lighting appears to be adequate and working properly, including exterior lights. Examples include but are not limited to the following:*

- a. Lighting appears to be adequate.
- b. Lighting is not flickering.
- c. There is no unusual hum or noise from the light fixtures.
- d. Other

Restrooms

Restrooms in the vicinity of the area being evaluated appear to be accessible during school hours, clean, functional and in compliance with SB 892 (EC Section 35292.5). The following are examples of compliance with SB 892:

- a. Restrooms are maintained and cleaned regularly.
- b. Restrooms are fully operational.
- c. Restrooms are stocked with toilet paper, soap, and paper towels.
- d. Restrooms are open during school hours.
- e. Other

Sinks/Fountains (Inside and Outside)

Drinking fountains appear to be accessible and functioning as intended. Examples include but are not limited to the following:

- a. Drinking fountains are accessible.
- b. Water pressure is adequate.
- c. A leak is not evident.
- d. There is no moss, mold, or excessive staining on the fixtures.
- e. The water is clear and without unusual taste or odor.
- f. Other

Fire Safety

The fire equipment and emergency systems appear to be functioning properly. Examples include but are not limited to the following:

- a. The fire sprinklers appear to be in working order (e.g., there are no missing or damaged sprinkler heads). (X)
- b. Emergency alarms appear to be functional. (X)
- c. Emergency exit signs function as designed, exits are unobstructed. (X)
- d. Fire extinguishers are current and placed in all required areas.
- e. Fire alarms pull stations are clearly visible.
- f. Other

Hazardous Materials (Interior and Exterior)

There does not appear to be evidence of hazardous materials that may pose a threat to pupils or staff. Examples include but are not limited to the following:

- a. Hazardous chemicals, chemical waste, and flammable materials are stored properly (e.g. locked and labeled properly). (X)
- b. Paint is not peeling, chipping, or cracking.
- c. There does not appear to be damaged tiles or other circumstances that may indicate asbestos exposure.
- d. Surfaces (including floors, ceilings, walls, window casings, HVAC grills) appear to be free of mildew, mold odor and visible mold.
- e. Other

Structural Damage

There does not appear to be structural damage that has created or could create hazardous or uninhabitable conditions. Examples include but are not limited to the following:

- a. Severe cracks are not evident. (X)
- b. Ceilings & floors are not sloping or sagging beyond their intended design. (X)
- c. Posts, beams, supports for portable classrooms, ramps, and other structural building members appear to be intact, secure and functional as designed. (X)
- d. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines the structural components. (X)
- e. Other

Roofs (observed from the ground, inside/outside the building)

Roof systems appear to be functioning properly. Examples include but are not limited to the following:

- a. Roofs, gutters, roof drains, and down spouts are free of visible damage.
- b. Roofs, gutters, roof drains, and down spouts are intact.
- c. Other

Playground/School Grounds

The playground equipment and school grounds in the vicinity of the area being evaluated appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Significant cracks, trip hazards, holes and deterioration are not found.
- b. Open "S" hooks, protruding bolt ends, and sharp points/edges are not found in the playground equipment.
- c. Seating, tables, and equipment are functional and free of significant cracks.
- d. There are no signs of drainage problems, such as flooded areas, eroded soil, water damage to asphalt, or clogged storm drain inlets.
- e. Other

Windows/Doors/Gates/Fences (Interior and exterior)

Conditions that pose a safety and/or security risk are not evident. Examples include but are not limited to the following:

- a. There is no exposed broken glass accessible to pupils and staff. (X)
- b. Exterior doors and gates are functioning and do not pose a security risk. (X)
- c. Windows are intact and free of cracks.
- d. Windows are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- e. Doors are intact.
- f. Doors are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- g. Gates and fences appear to be functional.
- h. Gates and fences are intact and free of holes and other conditions that could present a safety hazard to pupils, staff, or others.
- i. Other

PART II: EVALUATION DETAIL

Date of Inspection: 06/25/18

School Name: Arbuckle Elementary School

CATEGORY AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/FENCES
Bldg. 100	✓	✓	✓	✓	✓	✓	✓	D	D	D	✓	✓	✓	✓	✓
COMMENTS	HVAC Units New (2018), Restroom in TK Rm needs refreshing, all DF's need to be updated for ADA, F/A System Needs updating														
Bldg. 200	✓	✓	✓	✓	✓	✓	✓	✓	D	D	✓	✓	✓	✓	✓
COMMENTS	HVAC Units New (2018). All DF need to be updated for ADA, F/A System Needs updating														
Bldg. 300	✓	D	✓	✓	✓	D	✓	✓	D	D	✓	✓	✓	✓	✓
COMMENTS	HVAC Units Need Replacement, Pest management continuing for Kitchen, All DF need to be updated for ADA, F/A System needs updating, New roof installed 2018														
Bldg. 400	✓	✓	✓	✓	✓	✓	✓	✓	D	D	✓	✓	✓	✓	✓
COMMENTS	HVAC Units New (2018), All DF need to be updated for ADA, F/A System needs updating														
Bldg. 500	✓	✓	✓	✓	✓	✓	✓	✓	D	D	✓	✓	✓	✓	✓
COMMENTS	HVAC Units New (2018), All DF need to be updated for ADA, F/A System needs updating														
Bldg. 600	D	✓	✓	✓	✓	✓	✓	✓	D	D	✓	✓	✓	✓	✓
COMMENTS	Shut Off Valve at Gas Riser does not seat completely, All DF need to be updated for ADA, F/A System needs updating														
Relocatables 17-30, Library	D	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	✓
COMMENTS	HVAC Units New (2018), Interior surfaces need painting & minor repairs, New site Elect. installed 2018, minor roof leaks developing														
Grounds	✓	NA	NA	NA	✓	D	✓	NA	NA	✓	✓	NA	NA	✓	✓
COMMENTS	Pest Management needed at UG utility boxes														
Parking	✓	NA	NA	NA	✓	✓	NA	NA	NA	✓	NA	D	NA	✓	✓
COMMENTS	AC Pavment needs re-surfacing at gutters/curbs														
COMMENTS															

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable
 Use additional Area Lines as necessary.

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION PIERCE JOINT UNIFIED SCHOOL DISTRICT		COUNTY Colusa
SCHOOL SITE Arbuckle Elementary School		SCHOOL TYPE (GRADE LEVELS) TK-5
INSPECTOR'S NAME George Parker		NUMBER OF CLASSROOMS ON SITE 31
INSPECTOR'S TITLE Capital Projects Manager		NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE) N/A
TIME OF INSPECTION 7:00 AM - 11:00 AM		WEATHER CONDITION AT TIME OF INSPECTION Clear Warm

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	ROD/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/ENCES
9	Number of V's	7	6	7	6	9	7	8	6	1	3	8	7	6	9	9
	Number of D's	2	1	0	1	0	2	0	1	6	6	0	1	1	0	0
	Number of X's	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of N/A's	0	2	2	2	0	0	1	2	2	0	1	1	2	0	0
Percent of System in Good Repair Number of V's divided by (Total Areas - "N/A's")		77.78%	85.71%	100.00%	85.71%	100.00%	77.78%	100.00%	85.71%	14.29%	33.33%	100.00%	87.50%	85.71%	100.00%	100.00%
Total Percent per Category (average of above)		87.83%			85.71%	88.89%		100.00%	50.00%		66.67%		86.61%		100.00%	
Rank (Circle one) GOOD = 90% - 100% FAIR = 75% - 89.99% POOR = 0% - 74.99%		FAIR			FAIR	FAIR		GOOD	POOR		POOR		FAIR		GOOD	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING: DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE → **83.21%** SCHOOL RATING** → **FAIR**

**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION: In general, the campus in good to exemplary condition, New HVAC units were installed throughout campus w/exceptions to Bldg. 300
 The campus F/A is outdated and requires full replacement so are the outside drinking fountains. The campus is well kept and will continue to receive Deferred Maint. support.

PART II: EVALUATION DETAIL

Date of Inspection: 06/25/18

School Name: Grand Island Elementary School

CATEGORY AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Bldg. 100	✓	✓	✓	✓	✓	D	✓	✓	D	✓	✓	✓	D	✓	✓
	COMMENTS:	HVAC System showing signs of aging, Pest management requires consistant treatment (kitchen), DF's need to be updated for ADA, bldg. roof is aging and requires full replacement.													
Grounds	✓	NA	✓	NA	✓	D	D	✓	✓	✓	✓	✓	NA	✓	✓
	COMMENTS:	Pest management requires consistant treatment at utility boxes, elect. at well requires minor repairs													
Parking	NA	NA	NA	NA	✓	✓	✓	✓	NA	✓	✓	✓	NA	✓	NA
	COMMENTS:														
Tennis Court/BB Field	NA	NA	NA	NA	✓	✓	✓	✓	NA	✓	✓	✓	NA	✓	✓
	COMMENTS:														
	COMMENTS:														
	COMMENTS:														
	COMMENTS:														
	COMMENTS:														
	COMMENTS:														

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable
 Use additional Area Lines as necessary.

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION PIERCE JOINT UNIFIED SCHOOL DISTRICT		COUNTY Colusa
SCHOOL SITE Grand Island Elementary School		SCHOOL TYPE (GRADE LEVELS) TK-6
INSPECTOR'S NAME George Parker		NUMBER OF CLASSROOMS ON SITE 4
INSPECTOR'S TITLE Capital Projects Manager		NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE) N/A
TIME OF INSPECTION 11:00 AM -12:00 PM	WEATHER CONDITION AT TIME OF INSPECTION Clear Warm	

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/FENCES
4	Number of 'V's	2	1	2	1	4	2	3	4	1	4	4	4	0	4	3
	Number of 'D's	0	0	0	0	0	2	1	0	1	0	0	0	1	0	0
	Number of 'X's	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of N/A's	2	3	2	3	0	0	0	0	0	2	0	0	0	3	0
Percent of System in Good Repair Number of 'V's divided by (Total Areas - "NA's")		100.00%	100.00%	100.00%	100.00%	100.00%	50.00%	75.00%	100.00%	50.00%	100.00%	100.00%	100.00%	0.00%	100.00%	100.00%
Total Percent per Category (average of above)		100.00%			100.00%	75.00%		75.00%	75.00%		100.00%		50.00%		100.00%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			GOOD	FAIR		FAIR	FAIR		GOOD		POOR		GOOD	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE	84.38%	SCHOOL RATING**	FAIR
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**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION: Campus is well kept however the buildings roof is has reached its maximum service life and should be replaced. Other noted deficiencies are leated to pest management in and around the site and kitchen. Overall school rating is mis-leading due to these few comments. The actual rating should be GOOD.

PART II: EVALUATION DETAIL

Date of Inspection: 06/25/18

School Name: Lloyd Johnson Jr. High School

AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CATEGORY	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Bldg. 100	✓	✓	✓	D	✓	✓	✓	✓	✓	D	✓	✓	✓	NA	✓
	COMMENTS:	In-wall cafeteria tables have minor damaged, Fire Alarm has open trouble fault													
Bldg. 200	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓
	COMMENTS:														
Bldg. 300	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓
	COMMENTS:														
Bldg. 400	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	NA	✓
	COMMENTS:	Exterior cracks at CMU are visible													
Bldg. 600	✓	D	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	NA	✓
	COMMENTS:	(2) HVAC Units require replacement, Girls Restroom requires new floor and exterior door replacement.													
Relocatables 300 & 500	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓
	COMMENTS:														
Relocatable 800	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	NA	✓
	COMMENTS:														
Grounds	✓	NA	✓	NA	✓	✓	✓	NA	✓	✓	✓	✓	NA	✓	✓
	COMMENTS:														
Parking	✓	NA	✓	NA	✓	✓	✓	NA	NA	✓	✓	✓	NA	✓	✓
	COMMENTS:														
Bldg. 700	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	NA	✓
	COMMENTS:	Exterior cracks at CMU are visible													
Solar Panels	NA	NA	NA	NA	✓	✓	✓	NA	NA	✓	✓	✓	✓	NA	NA
	COMMENTS:														

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable
 Use additional Area Lines as necessary.

FACILITY INSPECTION TOOL(FIT)
SCHOOL FACILITY CONDITIONS EVALUATION
(REV 05/09)

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION PIERCE JOINT UNIFIED SCHOOL DISTRICT		COUNTY Colusa
SCHOOL SITE Lloyd Johnson Jr. High School		SCHOOL TYPE (GRADE LEVELS) 6th - 8th
INSPECTOR'S NAME George Parker		NUMBER OF CLASSROOMS ON SITE 15
INSPECTOR'S TITLE Capital Project Manager		NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE) N/A
TIME OF INSPECTION 1:00 PM - 2:30 PM	WEATHER CONDITION AT TIME OF INSPECTION Clear Hot	

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/TERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/FENCES
11	Number of '✓' s	10	7	10	7	11	11	11	7	9	10	11	8	9	2	10
	Number of 'D' s	0	1	0	1	0	0	0	1	0	1	0	3	0	0	0
	Number of 'X' s	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of N/A s	1	3	1	3	0	0	0	3	2	0	0	0	2	9	1
Percent of System in Good Repair (Number of '✓' s divided by (Total Areas - "NA" s) *		100.00%	87.50%	100.00%	87.50%	100.00%	100.00%	100.00%	87.50%	100.00%	90.91%	100.00%	72.73%	100.00%	100.00%	100.00%
Total Percent per Category (average of above)		95.83%			87.50%	100.00%		100.00%	93.75%		95.46%		86.37%		100.00%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			FAIR	GOOD		GOOD	GOOD		GOOD		FAIR		GOOD	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE	94.86%	SCHOOL RATING**	GOOD
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**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION: Campus is well kept, minor interior finishes require touch up paint, exterior CMU walls are cracking but per SE does not think sit. poses any health and safety hazard. One restroom space requires significant amount of refreshing, (2) HVAC units have reached their max. service life.

PART II: EVALUATION DETAIL Date of Inspection: 06/26/18 School Name: Pierce High School

CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
AREA	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Bldg. A Administration	✓	✓	✓	D	✓	D	D	D	D	✓	✓	✓	✓	✓	✓
	COMMENTS:	Water Damage in Rm 6 & 7 Ceilings, Small animals beneath Bldg. causing damage to wiring, original elect. in basement requires repairs, all restrooms & Drinking Fountains require ADA updates,													
Bldg. B South Gym	✓	✓	✓	D	✓	✓	✓	D	D	✓	✓	✓	✓	✓	D
	COMMENTS:	Areas in lobby require wall surface repairs, Restrooms and DF's require update for ADA, Exterior Doors require replacement, New roof installed 2018													
Bldg. C Ag/Woodshop	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	D	✓	✓
	COMMENTS:	Roof had numerous roof repairs, HVAC not working consistently in shop, Paint booth requires updating													
Bldg. D Science	✓	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Restrooms require ADA update													
Bldg. E North Gym	✓	✓	✓	✓	✓	D	✓	D	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	New bleachers installed 2018, new windows installed 2018, bird nesting in attic areas, Restrooms require ADA updates													
Ag. Mech Bldg	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	✓
	COMMENTS:	Bat screens installed at overhang 2018, Numerous leaks repaired - roof requires replacement in 2 yrs.													
Relocatables P1 - P8	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	P8 has significant interior finishes damage,													
Relocatables 901-903	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:														
Multi-purpose Bldg.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Bldg. commissioned Summer 2018													
Stadium	✓	NA	✓	D	✓	D	✓	NA	NA	D	✓	D	D	D	✓
	COMMENTS:	Press box has dry rot, mice found in electrical service panel, no Fire Alarm or Emergency Exit Lighting Exist, Bleachers are non-conforming													
Grounds	✓	NA	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	NA	✓	✓
	COMMENTS:	Pest Management need to continue at turf areas for gophers													
Pool Complex	✓	✓	✓	✓	✓	✓	✓	D	D	D	✓	✓	D	✓	✓
	COMMENTS:	All restrooms and drinking fountains need to be updated for ADA, no Fire Alarms exist, new shade cloth needed													
Parking	✓	NA	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	NA	✓	✓
	COMMENTS:	Off-street parking is dirt, should be paved for all weather surface use													

PART II: EVALUATION DETAIL Date of Inspection: 06/26/18 School Name: Pierce High School

AREA \ CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/FENCES
IT Bldg.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:															

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable
 Use additional Area Lines as necessary.

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION PIERCE JOINT UNIFIED SCHOOL DISTRICT		COUNTY Colusa
SCHOOL SITE Pierce High School		SCHOOL TYPE (GRADE LEVELS) 9th - 12th
INSPECTOR'S NAME George Parker		NUMBER OF CLASSROOMS ON SITE 32
INSPECTOR'S TITLE Capital Projects Manager		NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE) N/A
TIME OF INSPECTION 7:00 AM - 12:00PM		WEATHER CONDITION AT TIME OF INSPECTION Clear Warm

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/FENCES
14	Number of '✓' s	14	10	14	10	14	10	13	7	9	12	13	13	8	13	13
	Number of 'D' s	0	1	0	4	0	4	1	5	3	2	1	1	4	1	1
	Number of 'X' s	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of 'N/A' s	0	3	0	0	0	0	0	0	2	2	0	0	0	2	0
Percent of System in Good Repair Number of '✓' s divided by (Total Areas - 'NA' s) *		100.00%	90.91%	100.00%	71.43%	100.00%	71.43%	92.86%	58.33%	75.00%	85.71%	92.86%	92.86%	66.67%	92.86%	92.86%
Total Percent per Category (average of above)		96.97%			71.43%	85.72%		92.86%	66.67%		89.29%		79.77%		92.86%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			POOR	FAIR		GOOD	POOR		FAIR		FAIR		GOOD	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE	84.44%	SCHOOL RATING**	FAIR
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**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION: Campus is well kept in spite of its aged condition. Significant deficiencies exist at the stadium with bleacher & press box not conforming to CBC. Most of all restrooms are dated and require refreshing to meet with ADA requirements.



Teacher Consent Form

PURPOSE: Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Pierce High School Grade Level: 9th – 12th

Teacher: Laurie Amsler SS#: xxx-xx-8876

Credential Held: Clear Multiple Subject

1. Assignment: Math Legal Authorization per EC or T5: EC 44258.3

I mutually agree and consent to this assignment.

Teachers Signature: Laurie Amsler Date: 9/27/18

Printed/Typed Name: Laurie Amsler

Resolution #18/19 – 9:
BEFORE THE PIERCE JOINT UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES
AUTHORIZING PARTICIPATION IN THE RURAL SCHOOL BUS PILOT PROJECT

WHEREAS, on October 18, 2018, the Board of Directors of the Pierce Joint Unified School District met in regular session; and

WHEREAS, California Climate Investments are funded by the State proceeds from Cap-and-Trade auctions. These funds provide an opportunity for the State to invest in projects that help achieve our climate goals and provide benefits to disadvantaged communities; and

WHEREAS, the California Air Resources Board (CARB) created the Rural School Bus Pilot Project (RSBPP), and has allocated funding from the California Climate Investments; and

WHEREAS, the North Coast Unified Air Quality Management District (NCUAQMD) has been selected to administer the RSBPP on behalf of CARB; and

WHEREAS, the NCUAQMD requires the submission of information, on standardized forms (application forms), to determine eligibility and to rank proposed projects; and

WHEREAS, if selected to receive funding, in order to participate in the RSBPP, the grantee is required to enter into an agreement with the NCUAQMD wherein the fulfillment of terms and conditions is required in order to receive the funding.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Pierce Joint Unified School District authorizes the submission of applications for Rural School Bus Pilot Project grants; and

BE IT FURTHER RESOLVED, that if selected for funding, the Superintendent and/or Chief Business Official is authorized to enter into binding contracts on behalf of the school district and to act, as needed, to ensure the contract terms are satisfied.

On motion of _____, Seconded by _____, the foregoing resolution is hereby PASSED and ADOPTED BY the Pierce Joint Unified School District Governing Board on this 18th day of October, 2018 by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Friel, President

Pierce Joint Unified School Board of Trustees

ATTEST:

George Green, Clerk
Pierce Joint Unified School Board of Trustees

**PIERCE JOINT UNIFIED SCHOOL DISTRICT
2018/19 BUDGET REVISION
October 18, 2018**

RESOLUTION #18/19-10

2018-19 Beginning Balance	\$6,985,796
Estimated Income	<u>16,815,035</u>
Total Income + Beg. Balance	23,800,831

REVENUES:

Resource # and Description

0000 Unrestricted -

3550 CD Perkins-adj

<i>Current Budget</i>	<i>Revenue Revision</i>	<i>Revised Budget</i>
16,544,364	0	16,544,364
10,779	(425)	10,354

Revenue Revision	(425)
Revised Revenue	<u>16,814,610</u>
Revised Revenue + Beg. Balance	<u><u>23,800,406</u></u>

EXPENDITURES

Resource # and Description

0000 Unrestricted

0500 LCFF-Supplemental/Concentration - carryover

0620 Deferred Maintenance - carryover

0715 Instructional Materials - carryover

1100 Lottery - carryover

3550 CD Perkins-adj

6300 Lottery - Instructional Materials - carryover

6387 CTEIG - carryover

7338 College Readiness - carryover

8150 RMA - carryover

9090 Donations - carryover

<i>Current</i>	<i>Expenditure Revision</i>	<i>Revised Expenditures</i>
8,445,286	404,347	8,849,633
2,018,707	70,682	2,089,389
310,000	394,736	704,736
80,080	295,173	375,253
215,642	74,143	289,785
10,779	(425)	10,354
70,890	190,248	261,138
0	45,023	45,023
0	48,646	48,646
492,750	155,802	648,552
0	64,356	64,356

Expenditure Revision	1,742,731
Total Current Expenditures	<u>16,643,726</u>
Revised Expenditure Budget	<u><u>18,386,457</u></u>

2018-19 Estimated Beginning Balance	\$6,985,796
+Total Revised Revenue	16,814,610
Less Revised Expenditure Budget	<u>(18,386,457)</u>
Estimated Ending Fund Balance	<u><u>\$5,413,949</u></u>

Cafeteria Fund

2018-19 Beginning Balance	\$85,607
Estimated Income	<u>734,707</u>
Total Income + Beg. Balance	820,314

REVENUES:

5310 Child Nutrition - reduce contribution

<i>Current Budget</i>	<i>Revenue Revision</i>	<i>Revised Budget</i>
734,707	25,187	759,894

Revenue Revision 25,187
 Revised Revenue 759,894
 Revised Revenue + Beg. Balance 845,501

EXPENDITURES

5310 Child Nutrition

<i>Current</i>	<i>Expenditure Revision</i>	<i>Revised Expenditures</i>
734,707	52,255	786,962

Expenditure Revision 52,255
 Total Current Expenditures 758,321
 Revised Expenditure Budget 810,576

2018-19 Beginning Balance-Fund 13 \$85,607
 +Total Revised Revenue 759,894
 Less Revised Expenditure Budget (810,576)
 Estimated Ending Fund Balance-Fund 13 \$34,925

Building Fund 21

2018/19 Beginning Balance \$9,901,933
 Estimated Income 63,422
 Total Income + Beg. Balance 9,965,355

REVENUES:

0000 Unrestricted

<i>Current Budget</i>	<i>Revenue Revision</i>	<i>Revised Budget</i>
63,422	0	63,422

Revenue Revision 0
 Revised Revenue 63,422
 Revised Revenue + Beg. Balance 9,965,355

EXPENDITURES

0000 Unrestricted

<i>Current</i>	<i>Expenditure Revision</i>	<i>Revised Expenditures</i>
10,829,657	(864,302)	9,965,355

Expenditure Revision (864,302)
 Total Current Expenditures 10,829,657
 Revised Expenditure Budget 9,965,355

2018-19 Beginning Balance-Fund 21 \$9,901,933
 +Total Revised Revenue 63,422
 Less Revised Expenditure Budget (9,965,355)
 Estimated Ending Fund Balance-Fund 21 \$0

PASSED AND ADOPTED this 18th day of October 2018 at a meeting of the Board of Trustees of Pierce Joint Unified School District.

AYES:
 NOES:
 ABSENT:

 Carol Geyer, Superintendent

 Date

Resolution #18/19 - 11
BOARD OF TRUSTEES OF PIERCE JOINT UNIFIED SCHOOL DISTRICT

Career Technical Education Project approval and Authorization to file Application(s) for Career
Technical Education Facilities Program (CTEFP)

WHEREAS, the Pierce Joint Unified School District is applying to the California Department of Education and the State Allocation Board for approval of Career Technical Education Facilities, Part 10, Division 1, commencing with Section 17010.70, et. seq., of the Education Code, for Career Technical Education school facilities;

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

1. Per Education Code Section 17078.72, the *Agriculture and Natural Resources* CTEFP *New Construction* project at Pierce High School is hereby approved by the Governing Board.

PASSED AND ADOPTED by the Board of Trustees of the Pierce Joint Unified School District, County, State of California, this 18 day of October, 2018, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Superintendent and Secretary to the Board

PIERCE JOINT UNIFIED SCHOOL DISTRICT

RESOLUTION # 18/19-12

Purchase of (2) Electric School Buses

WHEREAS, the Governing Board (the “Board”) of the Pierce Joint Unified School District (the “District”) has determined that a true and very real need exists for the acquisition of two (2) Zero Emissions Blue Bird Electric School Buses; and

WHEREAS, the governing board of a school district may under Section 20118 of the California Public Contract Code, without advertising for bids, if the board has determined it to be in the best interest of the district, authorize by contract, lease, requisition or purchase order, any public corporation or agency to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, services and other personal property for the district in the manner in which the public corporation is authorized by law to lease or purchase; and

WHEREAS, the Board of the District has determined that it is in the best interest of the District to purchase two Blue Bird T3RE3904S 315 HP, 78 passenger electric school buses from A to Z Bus Sales, Inc. through a bid procured by the Waterford Unified School District under piggyback contract authorized by Waterford Unified School District Board Action on November 10, 2016 with two additional one-year contract extensions effective until December 31, 2018, (“Purchase Contract”); and

WHEREAS, the Board of the District has been awarded a bus replacement grant from North Coast Air Quality District in sufficient amount to fund the proposed Electric School Bus purchases; and

WHEREAS, the Board of the District has determined that this Purchase Contract is the most economical means for providing the Property to the District.

NOW, THEREFORE, the District Board hereby finds, determines, declares and resolves as follows:

- Section 1. All of the recitals set forth above are true and correct and the Board so finds and determines.
- Section 2. The Board hereby finds and determines the acquisition of the Property pursuant to Public Contracts Code section 20118 to be in the best interest of the District.
- Section 3. The Board hereby finds and determines the Purchase Contract provides the most economical means for providing the Property to the District.
- Section 4. The Superintendent or Superintendent’s designee is hereby authorized and directed to do any and all things and to execute and deliver any

and all documents which they may, in consultation with legal counsel, deem necessary or advisable in order to consummate this transaction and otherwise carry out, give effect to and comply with the terms and intent of this Resolution.

Section 5. This Resolution shall be effective as of the date of its adoption.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Pierce Joint Unified School District, Colusa County, State of California, this 18th day of October, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President of the Governing Board of
Pierce Joint Unified School District

Pierce Joint Unified School District
 Winter Sports Coaches Certification

Name	Sport	Level	Position	CIF Requirements Cleared	Fingerprints	Expiration Date					Completion Date		Application	Mandated Reporter	Sexual Misconduct	Risk Management Training
						CPR/AED	First Aid	Cardiac Arrest	Heat Illness training (new law)	Concussion Course	Coaching Course	PAF				
Scott Burnum	Boys Basketball	Varsity	Head Coach	Yes-MB	Yes	9/20/2019	9/20/2019	9/6/2019	10/4/2020	10/5/2020	6/24/2010	repeat	yes	8/27/2018	10/4/2018	8/21/2018
Kevin Mattos	Boys Basketball	Varsity	Assistant	Yes-MB	Yes	7/20/2019	7/20/2019	7/25/2019	8/24/2020	7/25/2019	7/24/2017	repeat	yes	8/6/2018	8/6/2018	8/21/2018
Mary Reilly	Girls Basketball	Varsity	Head Coach	Yes-MB	Yes	9/23/2019	9/23/2019	9/6/2019	10/1/2020	2/6/2019	2/8/2017	repeat	yes	8/28/2018	10/8/2018	8/21/2018
Jennifer Wilderman	Girls Soccer	Varsity	Head Coach	Yes-MB	Yes	7/11/2019	7/11/2019	6/21/2019	10/9/2020	6/21/2019	3/5/2009	repeat	yes	8/29/2018	10/2/2018	8/21/2018
Francisco Mendoza	Boys Soccer	Varsity	Head Coach	Yes-MB	Yes	7/11/2019	7/11/2019	8/26/2019	10/1/2020	8/25/2019	10/29/2013	repeat	yes	8/28/2018	10/6/2018	10/6/2018
John Allen	Boys Basketball	Frosh/Soph	Head Coach	Yes-MB	Yes	7/11/2019	7/11/2019	9/6/2019	10/1/2020	10/1/2020	6/9/2003	repeat	yes	8/29/2018	10/1/2018	8/21/2018
Cody McCullough	Boys Basketball	Frosh/Soph	Assistant	Yes-MB	Yes	11/27/2019	11/27/2019	11/27/2019	10/10/2020	11/27/2019	11/29/2017	Yes	Yes	10/10/2018	10/10/2018	10/10/2018

Pierce Joint Unified School District
School-Connected Organizations
Request for Authorization

Date: 10/11/18

Name of Organization: JH Parent's Club

Purpose of Organization: To support student educational activities and experience

List Specific Objectives of Organization: Fundraising for 6th grade science camp and 7th & 8th grade field trips

Please list Names, Addresses, and Phone Numbers of All Officers:

Melissa VanLaningham 530 304 2686 4616 Grabb Rd Arbuckle CA 95912
Amy Washburn 530 304 4319 1222 Hall St Arbuckle CA 95912
Amber Klugh 530 218 1769 709 S Grimes - Arbuckle Rd Arbuckle CA 95912

The following information must be attached to each Request for Authorization.

1. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications if any, and an agreement that the group will not engage in unlawful discrimination.
2. An agreement to grant the district the right to audit the group's financial records, either by district personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds. The agreement must also provide evidence of liability and/or directors and officers insurance when and in the manner required by law.
3. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds. Include planned us for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.

Each School-Connected Organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school.
2. The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.

Pierce Joint Unified School District
School-Connected Organizations
Request for Authorization

3. The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require prior consent of the Superintendent or designee.
4. Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.
5. The organization shall not hire or directly pay and district employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.

When deemed necessary by the Board or the Superintendent or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time.

Melissa VanLaningham

Print Name of School-Connected Organization
Representative

10/11/18

Date

Melissa K

Signature of School-Connected Organization
Representative

10/11/18

Date

Jessica Guzman

Signature of Site Principal

10/10/18

Date

October 4, 2018

JJH Parent's Club 2018-2019

Information for Pierce Joint Unified School District per Board Policy pertaining to School-Connected Organizations:

We agree to grant the district the right to audit the group's financial records if a concern is raised regarding the use of funds.

The JJH Parents Club has paid the Pierce Joint Unified School District \$50 to secure liability insurance as directed by the district.

Account at Umpqua Bank.

The sitting President, Treasurer and Secretary are signers on the account. This year that is Melissa VanLaningham, Amber Klugh, Amy Washburn respectively.

Should the organization cease to exist after this school year, the funds in the account will be transfers to the JJH ASB account to be used as directed by the students that helped generate the funds.

Melissa Garrod-VanLaningham

JJH Parent's Club President

NON-PROFIT BYLAWS OF JOHNSON JUNIOR HIGH PARENTS CLUB

PREAMBLE

The following Bylaws shall be subject to, and governed by, the Non-Profit Corporation Act of California and the Articles of Incorporation of Johnson Junior High Parents Club. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of the Non-Profit Corporation Act of California, said Non-Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these Bylaws and the Articles of Incorporation of Corporation/Organization, it shall then be these Bylaws which shall be controlling.

ARTICLE 1 – NAME

The legal name of the Non-Profit Corporation/Organization shall be known as Johnson Junior High Parents Club, and shall herein be referred to as the "Corporation/Organization."

ARTICLE 2 – PURPOSE

The general purposes for which this Corporation/Organization has been established are as follows:

The purpose for which the Non-Profit Corporation is formed is set forth in the attached Articles of Incorporation.

The Corporation/Organization is established within the meaning of IRS Publication 557 Section 501(c)(3) Organization of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding section of any future federal tax code and shall be operated exclusively for youth support.

In addition, this Corporation/Organization has been formed for the purpose of performing all things incidental to, or appropriate in, the foregoing specific and primary purposes. However, the Corporation/Organization shall not, except to an insubstantial degree, engage in any activity or the exercise of any powers which are not in furtherance of its primary non-profit purposes.

The Corporation/Organization shall hold and may exercise all such powers as may be conferred upon any nonprofit organization by the laws of the State of California and as may be necessary or expedient for the administration of the affairs and attainment of the purposes of the Corporation/Organization. At no time and in no event shall the Corporation/Organization participate in any activities which have not been permitted

to be carried out by a Corporation/Organization exempt under Section 501(c) of the Internal Revenue Code of 1986 (the "Code").

ARTICLE 3 – OFFICES

The principal office of the Corporation/Organization shall be located at 938 Wildwood Road, Arbuckle, California 95912.

The Corporation/Organization may have other such offices as the Board of Directors may determine or deem necessary, or as the affairs of the Corporation/Organization may find a need for from time to time.

ARTICLE 4 – DEDICATION OF ASSETS

The properties and assets of the Corporation/Organization are irrevocably dedicated to and for non-profit purposes only. No part of the net earnings, properties, or assets of this Corporation/Organization, on dissolution or otherwise, shall inure to the benefit of any person or any member, director, or officer of this Corporation/Organization. On liquidation or dissolution, all remaining properties and assets of the Corporation/Organization shall be distributed and paid over to an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 501(c) of the Code.

ARTICLE 5 – BOARD OF DIRECTORS

General Powers and Responsibilities

The Corporation/Organization shall be governed by a Board of Directors (the "Board"), which shall have all the rights, powers, privileges and limitations of liability of directors of a non-profit corporation organized under the Non-Profit Corporation Act of California. The Board shall establish policies and directives governing business and programs of the Corporation/Organization and shall delegate to the Executive Director and Corporation/Organization staff, subject to the provisions of these Bylaws, authority and responsibility to see that the policies and directives are appropriately followed.

Number and Qualifications

The Board shall have up to 5, but no fewer than 3, Board members. The number of Board members may be increased beyond 5 members or decreased to less than 3 members by the affirmative vote of a simple majority of the then serving Board of Directors. A Board member need not be a resident of the State of California.

In addition to the regular membership of the Board, representative of such other organizations or individuals as the Board may deem advisable to elect shall be *Ex-Officio Board Members*, which will have the same rights and obligations, including voting power, as the other directors.

Board Compensation

The Board shall receive no compensation other than for reasonable expenses. However, provided the compensation structure complies with Sections relating to "Contracts Involving Board Members and/or Officers" as stipulated under these Bylaws, nothing in these Bylaws shall be construed to preclude any Board member

from serving the Corporation/Organization in any other capacity and receiving compensation for services rendered.

Board Elections

The Governance Committee shall present nomination for new and renewing Board members august. Recommendations from the Governance Committee shall be made known to the Board in writing before nominations are made and voted on. New and renewing Board members shall be approved by a majority of those Board members at a Board meeting at which a quorum is present.

Term of Board

All appointments to the Board shall be for a term of 1 year year(s). No person shall serve more than three consecutive terms unless a majority of the Board, during the course of a Board meeting at which a quorum is present, votes to appoint a Board member to 1 year additional year(s). No person shall serve more than 2 years consecutive years. After serving the maximum total number of consecutive years on the Board, a member may be eligible for reconsideration as a Board member after 1 year years have passed since the conclusion of such Board member's service.

Vacancies

A vacancy on the Board of Directors may exist at the occurrence of the following conditions:

- a) The death, resignation, or removal of any director;
- b) The declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by a final order of court, convicted of a felony, found by final order or judgment of any court to have breached a duty pursuant to the Corporation Code and/or Act of the law dealing with the standards of conduct for a director, or has missed 3 consecutive meetings of the Board of Directors, or a total of 3 meetings of the Board during any one calendar year;
- c) An increase in the authorized number of directors; or
- d) The failure of the directors, at any annual or other meeting of directors at which director(s) are to be elected, to elect the full authorized number of directors.

The Board of Directors, by way of affirmative vote of a majority of the directors then currently in office, may remove any director without cause at any regular or special meeting, provided that the director to be removed has been notified in writing in the manner set forth in Article 5 – Meetings that such action would be considered at the meeting.

Except as provided in this paragraph, any director may resign effective upon giving written notice to the chair of the Board, the president of Corporation/Organization, the secretary of Corporation/Organization, or the Board of Directors, unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is effective at a future time, a successor may be designated to take office when the resignation becomes effective. Unless the Attorney General of California is first

notified, no director may resign when the Corporation/Organization would then be left without a duly elected director in charge of its affairs.

Any vacancy on the Board may be filled by vote of a simple majority of the directors then in office, whether or not the number of directors then in office is less than a quorum, or by vote of a sole remaining director. No reduction of the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

A Board member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

Resignation

Each Board member shall have the right to resign at any time upon written notice thereof to the Chair of the Board, Secretary of the Board, or the Executive Director. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

Removal

A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote of a simple majority of then-serving Board members.

Meetings

The Board's regular meetings may be held at such time and place as shall be determined by the Board. The Chair of the Board or any 2 regular Board members may call a special meeting of the Board with 3 days' written notice provided to each member of the Board. The notice shall be served upon each Board member via hand delivery, regular mail, email, or fax. The person(s) authorized to call such special meetings of the Board may also establish the place the meeting is to be conducted, so long as it is a reasonable place to hold any special meeting of the Board.

Minutes

The Secretary shall be responsible for the recording of all minutes of each and every meeting of the Board in which business shall be transacted in such order as the Board may determine from time to time. However, in the event that the Secretary is unavailable, the Chair of the Board shall appoint an individual to act as Secretary at the meeting. The Secretary, or the individual appointed to act as Secretary, shall prepare the minutes of the meetings, which shall be delivered to the Corporation/Organization to be placed in the minute books. A copy of the minutes shall be delivered to each Board member via either regular mail, hand delivered, emailed, or faxed within 7 days business days after the close of each Board meeting.

Action by Written Consent

Any action required by law to be taken at a meeting of the Board, or any action that may be taken at a meeting of the Board, may be taken without a meeting if consent in writing setting forth the action so taken shall be signed by all Board members. The number of directors in office must constitute a quorum for an action taken by unanimous written consent. Such consent shall be placed in the minute book of the Corporation/Organization and shall have the same force and effect as a unanimous vote of the Board taken at an actual meeting. The Board members' written consent

may be executed in multiple counterparts or copies, each of which shall be deemed an original for all purposes. In addition, facsimile signatures and electronic signatures or other electronic "consent click" acknowledgments shall be effective as original signatures.

Quorum

At each meeting of the Board of Directors or Board Committees, the presence of 5 persons shall constitute a quorum for the transaction of business. If at any time the Board consists of an even number of members and a vote results in a tie, then the vote of the Chair of the Board shall be the deciding vote. The act of the majority of the Board members serving on the Board or Board Committees and present at a meeting in which there is a quorum shall be the act of the Board or Board Committees, unless otherwise provided by the Articles of Incorporation, these Bylaws, or a law specifically requiring otherwise. If a quorum is not present at a meeting, the Board members present may adjourn the meeting from time to time without further notice until a quorum shall be present. However, a Board member shall be considered present at any meeting of the Board or Board Committees if during the meeting he or she is present via telephone or web conferencing with the other Board members participating in the meeting.

Voting

Each Board member shall only have one vote.

Proxy

Board members shall not be allowed to vote by written proxy

Board Member Attendance

An elected Board Member who is absent from 3 consecutive regular meetings of the Board during a fiscal year shall be encouraged to reevaluate with the Chair of the Board his/her commitment to the Corporation/Organization. The Board may deem a Board member who has missed 3 consecutive meetings without such a reevaluation with the Chair to have resigned from the Board.

ARTICLE 6 – OFFICERS

Officers and Duties

The Board shall elect officers of the Corporation/Organization which shall include a Chair of the Board (Chief Executive Officer), President (Executive Director), a Secretary, a Treasurer (Chief Financial Officer), and such other officers as the Board may designate by resolution. The same person may hold any number of offices, except that neither the Secretary nor the Treasurer may serve concurrently as the Chair of the Board or the President. In addition to the duties in accordance with this Article, officers shall conduct all other duties typically pertaining to their offices and other such duties which may be required by law, Articles of Incorporation, or by these bylaws, subject to control of the Board of Directors, and they shall perform any other such additional duties which the Board of Directors may assign to them at their discretion.

The officers will be selected by the Board at its annual meeting, and shall serve the needs of the Board, subject to all the rights, if any, of any officer who may be under a contract of employment. Therefore, without any bias or predisposition to the rights of any officer that may be under any contract of employment, any officer may be

removed with or without cause by the Board. All officers have the right to resign at any time by providing notice in writing to the Chair of the Board, President, and/or Secretary of the Corporation/Organization, without bias or predisposition to all rights, if any, of the Corporation/Organization under any contract to which said officer is a part thereof. All resignations shall become effective upon the date on which the written notice of resignation is received or at any time later as may be specified within the resignation; and unless otherwise indicated within the written notice, a stated acceptance of the resignation shall not be required to make the resignation effective.

Any and all vacancies in any office because of death, resignation, disqualification, removal, or for any other cause, shall be filled in accordance to the herein prescribed bylaws for regular appointments to such office. The compensation, if any, of the officers shall be fixed or determined by resolution of the Board of Directors.

Chair of the Board (Chief Executive Officer)

It shall be the responsibility of the Chair of the Board, when present, to preside over all meetings of the Board of Directors and Executive Committee. The Chair of the Board is authorized to execute, in the name of the Corporation/Organization, any and all contracts or other documents which may be authorized, either generally or specifically, by the Board to be executed by the Corporation/Organization, except when required by law that the President's signature must be provided.

President (Executive Director)

It shall be the responsibility of the President, in general, to supervise and conduct all activities and operations of the Corporation/Organization, subject to the control, advice and consent of the Board of Directors. The President shall keep the Board of Directors completely informed, shall freely consult with them in relation to all activities of the Corporation/Organization, and shall see that all orders and/or resolutions of the Board are carried out to the effect intended. The Board of Directors may place the President under a contract of employment where appropriate. The President shall be empowered to act, speak for, or otherwise represent the Corporation/Organization between meetings of the Board. The President shall be responsible for the hiring and firing of all personnel, and shall be responsible for keeping the Board informed at all times of staff performance and for implementing any personnel policies which may be adopted and implemented by the Board. The President, at all times, is authorized to contract, receive, deposit, disburse and account for all funds of the Corporation/Organization, to execute in the name of the Corporation/Organization all contracts and other documents authorized either generally or specifically by the Board to be executed by the Corporation/Organization, and to negotiate any and all material business transactions of the Corporation/Organization.

Secretary

The Secretary, or his/her designee, shall be the custodian of all records and documents of the Corporation/Organization, which are required to be kept at the principal office of the Corporation/Organization, and shall act as secretary at all meetings of the Board of Directors, and shall keep the minutes of all such meetings on file in hard copy or electronic format. S/he shall attend to the giving and serving of all notices of the Corporation/Organization and shall see that the seal of the Corporation/Organization, if any, is affixed to all documents, the execution of which on behalf of the Corporation/Organization under its seal is duly authorized in accordance with the provisions of these bylaws.

Treasurer (Chief Financial Officer)

It shall be the responsibility of the Treasurer to keep and maintain, or cause to be kept and maintained, adequate and accurate accounts of all the properties and business transactions of the Corporation/Organization, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements.

The Treasurer shall be responsible for ensuring the deposit of, or cause to be deposited, all money and other valuables as may be designated by the Board of Directors. Furthermore, the Treasurer shall disburse, or cause to be disbursed, the funds of the Corporation/Organization, as may be ordered by the Board of Directors, and shall render to the Chair of the Board, President, and directors, whenever they request it, an account of all the Treasurer's transactions as treasurer and of the financial condition of the Corporation/Organization.

The Treasurer shall give the Corporation/Organization a bond, if so requested and required by the Board of Directors, in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the Treasurer's office and for restoration to the Corporation/Organization of all its books, papers, vouchers, money and other property of every kind in the Treasurer's possession or under the Treasurer's control upon the Treasurer's death, resignation, retirement, or removal from office. The Corporation/Organization shall pay the cost of such a bond.

ARTICLE 7 – COMMITTEES**Committees of Directors**

The Board of Directors may, by resolution adopted by a majority of the directors then in office, provided that a quorum is present, designate one or more committees to exercise all or a portion of the authority of the Board, to the extent of the powers specifically delegated in the resolution of the Board or in these bylaws. Each such committee shall consist of two (2) or more directors, and may also include persons who are not on the Board but whom the directors believe to be reliable and competent to serve at the specific committee. However, committees exercising any authority of the Board of Directors may not have any non-director members. The Board may designate one or more alternative members of any committee who may replace any absent member at any meeting of the committee. The appointment of members or alternate members of a committee requires the vote of a majority of the directors then in office, provided that a quorum is present. The Board of Directors may also designate one or more advisory committees that do not have the authority of the Board. However, no committee, regardless of Board resolution, may:

- a) Approve of any action that, pursuant to applicable Law, would also require the affirmative vote of the members of the Board if this were a membership vote.
- b) Fill vacancies on, or remove the members of, the Board of Directors or any committee that has the authority of the Board.
- c) Fix compensation of the directors serving on the Board or on any committee.
- d) Amend or repeal the Articles of Incorporation or bylaws or adopt new bylaws.

- e) Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or repealable.
- f) Appoint any other committees of the Board of Directors or their members.
- g) Approve a plan of merger, consolidation, voluntary dissolution, bankruptcy, or reorganization; or a plan for the sale, lease, or exchange of all or considerably all of the property and assets of the Corporation/Organization otherwise than in the usual and regular course of its business; or revoke any such plan.
- h) Approve any self-dealing transaction, except as provided pursuant to law.

Unless otherwise authorized by the Board of Directors, no committee shall compel the Corporation/Organization in a contract or agreement or expend Corporation/Organization funds.

Meetings and Actions of Committees

Meetings and actions of all committees shall be governed by, and held and taken in accordance with, the provisions of Article 5 - Board of Directors of these bylaws concerning meetings and actions of the directors, with such changes in the context of those bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Special meetings of committees may also be called by resolution of the Board of Directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the Corporation/Organization records. The Board of Directors may adopt rules not consistent with the provisions of these bylaws for the governance of any committee.

If a director relies on information prepared by a committee of the Board on which the director does not serve, the committee must be composed exclusively of any or any combination of (a) directors, (b) directors or employees of the Corporation/Organization whom the director believes to be reliable and competent in the matters presented, or (c) counsel, independent accountants, or other persons as to matters which the director believes to be within that person's professional or expert competence.

Executive Committee

Pursuant to Article 7 - Committee of Directors, the Board may appoint an Executive Committee composed of a minimum of 1 directors, one of whom shall be the Chair of the Board of the Board and another shall be either the Secretary, or the Treasurer, to serve on the Executive Committee of the Board. The Executive Committee, unless limited in a resolution of the Board, shall have and may exercise all the authority of the Board in the management of the business and affairs of the Corporation/Organization between meetings of the Board, provided, however, that the Executive Committee shall not have the authority of the Board in reference to those matters enumerated in Article 7 - Committee of Directors. The Secretary of the Corporation/Organization shall send to each director a summary report of the business conducted in any meeting of the Executive Committee.

ARTICLE 8 - STANDARD OF CARE

General

A director shall perform all the duties of a director, including, but not limited to, duties as a member of any committee of the Board on which the director may serve, in such a manner as the director deems to be in the best interest of the Corporation/Organization and with such care, including reasonable inquiry, as an ordinary, prudent, and reasonable person in a similar situation may exercise under similar circumstances.

In the performance of the duties of a director, a director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

- a) One or more officers or employees of the Corporation/Organization whom the director deems to be reliable and competent in the matters presented;
- b) Counsel, independent accountants, or other persons, as to the matters which the director deems to be within such person's professional or expert competence;
or
- c) A committee of the Board upon which the director does not serve, as to matters within its designated authority, which committee the director deems to merit confidence,

so long as in any such case the director acts in good faith, after reasonable inquiry when the need may be indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

Except as herein provided in Article 8 - Standard of Care, any person who performs the duties of a director in accordance with the above shall have no liability based upon any failure or alleged failure to discharge that person's obligations as a director, including, without limitation of the following, any actions or omissions which exceed or defeat a public or charitable purpose to which the Corporation/Organization, or assets held by it, are dedicated.

Loans

The Corporation/Organization shall not make any loan of money or property to, or guarantee the obligation of, any director or officer, unless approved by the California Attorney General; provided, however, that the Corporation/Organization may advance money to a director or officer of the Corporation/Organization or any subsidiary for expenses reasonably anticipated to be incurred in the performance of the duties of such officer or director so long as such individual would be entitled to be reimbursed for such expenses absent that advance.

Conflict of Interest

The purpose of the Conflict of Interest policy is to protect the Corporation/Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers or directors, or that might otherwise result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable

corporations/organizations and is not intended as an exclusive statement of responsibilities.

Restriction on Interested Directors

Not more than 0 %% (percent) of the persons serving on the Board of Directors at any time may be interested persons. An interested person is (1) any person currently being compensated by the Corporation/Organization for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director; and (2) any brother, sister, parent, ancestor, descendent, spouse, brother-in-law, sister-in-law, son-in-law, mother-in-law, or father-in-law of any such person. However, any violation of the provisions of this section shall not affect the validity or enforceability of any transaction entered into by the interested person.

Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors who are considering the proposed transaction or arrangement.

Establishing a Conflict of Interest

After the disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board meeting while the potential conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

Addressing a Conflict of Interest

In the event that the Board should establish that a proposed transaction or arrangement establishes a conflict of interest, the Board shall then proceed with the following actions:

- a) Any interested person may render a request or report at the Board meeting, but upon completion of said request or report the individual shall be excused while the Board discusses the information and/or material presented and then votes on the transaction or arrangement proposed involving the possible conflict of interest.
- b) The Chair of the Board of the Board shall, if deemed necessary and appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the Board shall determine whether the Corporation/Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interest of the Corporation/Organization, for its own benefit, and whether it is fair and

reasonable. It shall make its decision as to whether to enter into the transaction arrangement in conformity with this determination.

Violations of Conflict of Interest Policy

Should the Board have reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, the Board shall then inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.

If, after hearing the interested person's explanation, and after making further investigation as may be warranted in consideration of the circumstances, the Board determines the interested person intentionally failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Procedures and Records

All minutes of the Board Meetings, when applicable, shall contain the following information:

- a) The names of all the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and any votes relating to the transaction or arrangement, the content of the discussions, including any alternatives to the proposed transaction or arrangement, and a record of any vote taken in connection with the proceedings.

Acknowledgement of Conflict of Interest Policy

Each director, principal officer, and member of a committee with Board delegated powers shall be required to sign a statement which affirms that such person:

- a) Has received a copy of the conflict of interest policy;
- b) Has read and understands the policy;
- c) Has agreed to comply with the policy; and
- d) Understands that the Corporation/Organization is charitable, and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Violation of Loyalty - Self-Dealing Contracts

A self-dealing contract is any contract or transaction (i) between this Corporation/Organization and one or more of its Directors, or between this Corporation/Organization and any corporation, firm, or association in which one or more of the Directors has a material financial interest ("Interested Director"), or (ii) between this Corporation/Organization and a corporation, firm, or association of which one or more of its directors are Directors of this Corporation/Organization. Said self-dealing shall not be void or voidable because such Director(s) of corporation, firm, or association are parties or because said Director(s) are present at the meeting of

the Board of Directors or committee which authorizes, approves or ratifies the self-dealing contract, if:

- a) All material facts are fully disclosed to or otherwise known by the members of the Board and the self-dealing contract is approved by the Interested Director in good faith (without including the vote of any membership owned by said interested Director(s));
- b) All material facts are fully disclosed to or otherwise known by the Board of Directors or committee, and the Board of Directors or committee authorizes, approves, or ratifies the self-dealing contract in good faith—without counting the vote of the interest Director(s)—and the contract is just and reasonable as to the Corporation/Organization at the time it is authorized, approved, or ratified; or
- c) As to contracts not approved as provided in above sections (a) and/or (b), the person asserting the validity of the self-dealing contract sustains the burden of proving that the contract was just and reasonable as to the Corporation/Organization at the time it was authorized, approved, or ratified.

Interested Director(s) may be counted in determining the presence of a quorum at a meeting of the Board of Directors or a committee thereof, which authorizes, approves, or ratifies a contract or transaction as provided for and contained in this section.

Indemnification

To the fullest extent permitted by law, the Corporation/Organization shall indemnify its "agents," as described by law, including its directors, officers, employees and volunteers, and including persons formerly occupying any such position, and their heirs, executors and administrators, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," and including any action by or in the right of the Corporation/Organization, by reason of the fact that the person is or was a person as described in the Non-Profit Corporation Act. Such right of indemnification shall not be deemed exclusive of any other right to which such persons may be entitled apart from this Article.

The Corporation/Organization shall have the power to purchase and maintain insurance on behalf of any agent of the Corporation/Organization, to the fullest extent permitted by law, against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, or to give other indemnification to the extent permitted by law.

ARTICLE 9 – EXECUTION OF CORPORATE INSTRUMENTS

Execution of Corporate Instruments

The Board of Directors may, at its discretion, determine the method and designate the signatory officer or officers, or other person or persons, to execute any corporate instrument or document, or to sign the corporate name without limitation, except when otherwise provided by law, and such execution or signature shall be binding upon the Corporation/Organization.

Unless otherwise specifically determined by the Board of Directors or otherwise required by law, formal contracts of the Corporation/Organization, promissory notes, deeds of trust, mortgages, other evidences of indebtedness of the Corporation/Organization, other corporate/organization instruments or documents, memberships in other corporations/organizations, and certificates of shares of stock owned by the Corporation/Organization shall be executed, signed, and/or endorsed by the President, Secretary, Treasurer.

All checks and drafts drawn on banks or other depositories on funds to the credit of the Corporation/Organization, or in special accounts of the Corporation/Organization, shall be signed by such person or persons as the Board of Directors shall authorize to do so.

Loans and Contracts

No loans or advances shall be contracted on behalf of the Corporation/Organization and no note or other evidence of indebtedness shall be issued in its name unless and except as the specific transaction is authorized by the Board of Directors. Without the express and specific authorization of the Board, no officer or other agent of the Corporation/Organization may enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation/Organization.

ARTICLE 10 – RECORDS AND REPORTS

Maintenance and Inspection of Articles and Bylaws

The Corporation/Organization shall keep at its principal office the original or a copy of its Articles of Incorporation and bylaws as amended to date, which shall be open to inspection by the directors at all reasonable times during office hours.

Maintenance and Inspection of Federal Tax Exemption Application and Annual Information Returns

The Corporation/Organization shall keep at its principal office a copy of its federal tax exemption application and its annual information returns for three years from their date of filing, which shall be open to public inspection and copying to the extent required by law.

Maintenance and Inspection of Other Corporate Records

The Corporation/Organization shall keep adequate and correct books and records of accounts and written minutes of the proceedings of the Board and committees of the Board. All such records shall be kept at a place or places as designated by the Board and committees of the Board, or in the absence of such designation, at the principal office of the Corporation/Organization. The minutes shall be kept in written or typed form, and other books and records shall be kept either in written or typed form or in any form capable of being converted into written, typed, or printed form. Upon leaving office, each officer, employee, or agent of the Corporation/Organization shall turn over to his or her successor or the Chair of the Board or President, in good order, such corporate/organization monies, books, records, minutes, lists, documents, contracts or other property of the Corporation/Organization as have been in the custody of such officer, employee, or agent during his or her term of office.

Every director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Corporation/Organization and each of its subsidiary corporations/organizations. The

inspection may be made in person or by an agent or attorney, and shall include the right to copy and make extracts of documents.

Preparation of Annual Financial Statements

The Corporation/Organization shall prepare annual financial statements using generally accepted accounting principles. Such statements shall be audited by an independent certified public accountant, in conformity with generally accepted accounting standards. The Corporation/Organization shall make these financial statements available to the California Attorney General and members of the public for inspection no later than 30 days after the close of the fiscal year to which the statements relate.

Reports

The Board shall ensure an annual report is sent to all directors within 30 days after the end of the fiscal year of the Corporation/Organization, which shall contain the following information:

- a) The assets and liabilities, including trust funds, of this corporation at the end of the fiscal year.
- b) The principal changes in assets and liabilities, including trust funds, during the fiscal year.
- c) The expenses or disbursements of the Corporation/Organization for both general and restricted purposes during the fiscal year.
- d) The information required by Non-Profit Corporation Act concerning certain self-dealing transactions involving more than \$50,000 or indemnifications involving more than \$10,000 which took place during the fiscal year.

The report shall be accompanied by any pertinent report from an independent accountant or, if there is no such report, the certificate of an authorized officer of the Corporation/Organization that such statements were prepared without audit from the books and records of the Corporation/Organization.

ARTICLE 11 – FISCAL YEAR

The fiscal year for this Corporation/Organization shall end on June 30.

ARTICLE 12 – AMENDMENTS AND REVISIONS

These bylaws may be adopted, amended, or repealed by the vote of a simple majority of the directors then in office. Such action is authorized only at a duly called and held meeting of the Board of Directors for which written notice of such meeting, setting forth the proposed bylaw revisions with explanations therefore, is given in accordance with these bylaws. If any provision of these bylaws requires the vote of a larger portion of the Board than is otherwise required by law, that provision may not be altered, amended or repealed by that greater vote.

ARTICLE 13 – CORPORATE/ORGANIZATION SEAL

The Board of Directors may adopt, use, and alter a corporate/organization seal. The seal shall be kept at the principal office of the Corporation/Organization. Failure to affix the seal to any corporate/organization instrument, however, shall not affect the validity of that instrument.

ARTICLE 14 – CONSTRUCTION AND DEFINITIONS

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the Non-Profit Corporation Act as amended from time to time shall govern the construction of these bylaws. Without limiting the generality of the foregoing, the masculine gender includes the feminine and neuter, the singular number includes the plural and the plural number includes the singular, and the term "person" includes a Corporation/Organization as well as a natural person. If any competent court of law shall deem any portion of these bylaws invalid or inoperative, then so far as is reasonable and possible (i) the remainder of these bylaws shall be considered valid and operative, and (ii) effect shall be given to the intent manifested by the portion deemed invalid or inoperative.

CERTIFICATE OF SECRETARY

I, Ellen Voorhees, certify that I am the current elected and acting Secretary of the benefit Corporation/Organization, and the above bylaws are the bylaws of this Corporation/Organization as adopted by the Board of Directors on December 3, 2015, and that they have not been amended or modified since the above.

EXECUTED on this day of _____, in the County of Colusa in the State of California.

(Duly Elected Secretary)

October 4, 2018

JJH Parent's Club 2018-2019

Information for Pierce Joint Unified School District per Board Policy pertaining to School-Connected Organizations:

We agree to grant the district the right to audit the group's financial records if a concern is raised regarding the use of funds.

The JJH Parents Club has paid the Pierce Joint Unified School District \$50 to secure liability insurance as directed by the district.

Account at Umpqua Bank.

The sitting President, Treasurer and Secretary are signers on the account. This year that is Melissa VanLaningham, Amber Klugh, Amy Washburn respectively.

Should the organization cease to exist after this school year, the funds in the account will be transfers to the JJH ASB account to be used as directed by the students that helped generate the funds.

Melissa Garrod-VanLaningham

JJH Parent's Club President

Arbuckle Elementary School

Disaster and Emergency Plan

ARBUCKLE ELEMENTARY SCHOOL
PLAN FOR DISASTER AND EMERGENCY SITUATIONS

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RECESS/ LUNCH SCHEDULES

EXTENSION LIST

PHONE TREE

ARBUCKLE ELEMENTARY SCHOOL

Student Care: Teacher Responsibilities

Personnel: All teachers and substitute teachers

Responsibilities:

- Assess situation and remain calm.
- If ground is shaking, lead **Duck, Cover, and Hold**.
- Calm, direct, and give aid to students. Assist seriously injured students if possible.

Lockdown:

- If gunfire or explosions are heard, get everyone to lie flat on the floor away from windows, doors locked, lights off and blinds pulled.
- Lockdown message given by phone or messenger, get everyone to lie flat on the floor away from windows, door locked, lights off, blinds pulled. Account for yourself and students in Raptor.

Evacuation:

- Check with buddy teacher and assist as necessary. List is on page 19.
- Take classroom emergency bag, emergency cards and red emergency binder.
- Evacuate to emergency assembly area on football field unless told to assemble elsewhere:
 - Check with buddy teacher and assist as necessary or evacuate both classes together.
 - Use safest route, alert for hazards; quickly and quietly.
 - Door closed but locked.

Assembly Area:

- Instruct students to sit on grass or blacktop.
- Take attendance **in Raptor**.
- Search and Rescue will check for attendance and record names of those unaccounted for.
- Supervise and reassure students.
- Administer first aid as necessary.
- Be alert for latent signs of injury/shock in *all* students.

Student Release:

- If parent demands child, breaking release procedure, make appropriate notation, describing incident, on emergency card/roll. Avoid confrontations.
- Be sure to check for the responsible persons given permission to pick up students on the emergency lists. Get driver's license number, etc

INCIDENT COMMAND SYSTEM FUNCTIONS

MANAGEMENT (overall policy direction)

- **School Principal/Administrator (Mrs. Shadley or Mr. Kitchen):** The critical incident and/or disaster determine who will be in Incident Command Officer. Until the arrival of the Incident Command Officer, the site administrator is in charge. The site administrator is most often the principal unless circumstances dictate differently.
- **Public Information Officer (Mrs. Geyer):** **NO ONE ELSE TALKS TO THE MEDIA** The administrator may authorize and designate a trusted well-trained individual to coordinate information being released to the press and make public announcements.
- **Safety Officer (Mrs. Shadley or Mr. Kitchen):** This person serves as a liaison officer. He/she is the point of contact for assisting and cooperating with agency representatives (fire, law enforcement, Red Cross).

PLANNING/INTELLIGENCE (gather and assess information)

- **Instructional Staff:** Teachers, librarians, computer center managers and teachers' aides can perform this function. These individuals must be able to use communication equipment, gather information in a timely manner and weigh it for significance.

OPERATIONS (implement priorities established by the Incident Command Officer)

- **First Aid Coordinator (School nurse or Cundi Fernandez):**
Knows where all supplies are located, oversees first aid prior to paramedics' arrival, coordinates with paramedic. This person is usually the head school nurse.
- **Search and Accountability Coordinator (Anne Felix and Melissa Cano):**
Accounts for everyone on site as quickly as possible. This person must have access to attendance records, visitor sign-in sheets, emergency data cards of students and any other information that will assist in accounting for the school population. This person works closely with the Student Assembly, Shelter and Release Coordinator.
- **Student Assembly, Shelter and Release Coordinator (Mrs. Shadley or Mr. Kitchen):**
Oversees location where students assemble, attends to their needs when providing shelter, and oversees how parents receive students and the process for releasing students. This person works closely with the Search and Release Coordinator.
- **Grounds and Maintenance Coordinator (Custodial Staff):**
Knows layout of building and grounds, location of shut-off valves and utility lines and is familiar with blueprints. Once job is completed go to Incident Command Center (Mrs. Shadley).
- **Incident Log Scribe (Secretary Veronica Dorantes)**
Write down all information, records times, directives, and summaries of incoming and outgoing communications. Stays with the Incident Command Officer (Mrs. Shadley).

LOGISTICS

Logistics is responsible for “getting” or obtaining anything that the Incident Management Team needs.

- **Food, Water and Supplies Coordinator:**
Oversee distribution of food, water and essential supplies throughout critical incident.
- **Bi-lingual Translator:**
Assists in communication in schools which have a significant number of students and parents who speak English as a second language.
- **Traffic Safety Coordinator:**
Oversee transportation system.

AFTERMATH

- Return to “normal”
- It is okay to talk about it. **Remember what is developmentally appropriate**
- Parent/community meetings. Parallel law enforcement, administration, parent, etc.
- Don't forget staff
- Anniversaries
- Anticipate future problems

Procedures of Possible Intruder/Abduction

- Lock-down if necessary (Follow steps on page 6)
- Call Sheriff's Department
- Use lock-down drill call list to notify appropriate parties
- Explain situation to staff & students
- Send note to parents via students
- Do auto dialer message to homes

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

INTRUDER AND/OR HOSTAGE SITUATION:

Overview: This may be the most difficult emergency anyone ever faces. Because it may take many different forms, providing specific directions or guidelines is extremely difficult.

Intruder: This will be our code term for alerting staff that there is or may be one or more armed and dangerous individuals on campus.

Reporting a Situation to the Office: Should a staff member need to report an occurrence, let the main office know in any way possible (e.g. a written note, verbally through a student, etc.) that Intruder is present. How you phrase the statement can provide valuable information to us. "Intruder is in my class with two friends," would be a way of telling the office that the intruder has two individuals with her. "I think intruder is in a white pickup out by the kindergarten room," would alert us that you have observed someone in a pickup by the Kindergarten room.

Alerting Staff to a Dangerous Situation: The main office will use the phrase, "Just wanted to let you know that intruder is on campus," and you are to be in lockdown or words to that effect to notify staff of a dangerous situation.

Procedures to Follow: When you receive such a message, all staff is to lock their doors, close their blinds. Account for students in Raptor. Students are to remain in the class even if the bells ring. This may require you to sit tight for several hours or more. Working with the students to communicate why they must remain without causing panic will require extreme skill. Protect your students as your situation allows. In the multi-room, this could mean taking the class into the stage rooms. In regular classrooms, this would mean absolutely not allowing students near the door or windows.

Being Held Hostage: Try to remain calm and deal with the individual(s) in as normal a manner as possible. Do not become agitated or angry. Treat them with respect and dignity. Do not try anything rash such as attempting to overwhelm and disarm them. You are going to be the center of attention and your students will key in on your demeanor and behavior. How you react will in part determine how they react.

Drills: Intruder drills will be held at least 2 times per year. A notification will be sent using Raptor. Teachers will be given an intercom message to go into lockdown. A follow-up call to each classroom to ensure they are in lockdown will be made as indicated by the Lock Down Drill Call List. Account for students in Raptor.

Lock Down Drill Call List

Summer Shadley

Jonny Reyes	216-3516	
Rosa Prado	908-3104	Fabiola Ayala 713-7652
District Office	476-3643	
Sheriff's Depart.	458-0200	
Susie Stassi	ext. 13327	Rm. 24
Katherine Moresco	ext. 13329	Rm. 20
Tish Nerli	ext. 13330	Rm. 1
Kelli Garcia	ext. 13319	Rm. 12
Shelly Langlois	ext. 13321	Rm. 14
Regan Talerico	ext. 13343	Rm. 30
Room 30 Office	ext. 13344	Rm. 30

Blake Kitchen

Notify staff in multi-room		
ASES	ext. 13347	
Kitchen staff	ext. 13306	
Melissa Cano	ext. 13305	Rm. ELD
Lupe Corona	ext. 13308	Rm. 8
Jodi Arens	ext. 13309	Rm. 2
Jill Pedrozo	ext. 13310	Rm. 3
Allison Jansen	ext. 13311	Rm. 6
Michelle Cherry	ext. 13313	Rm. 28
Melissa Mingarelli	ext. 13312	Rm. 5
Danielle Alvernaz	ext. 13314	Rm. 7
Kerri Lovelady	ext. 13315	Rm. 25

Cundi Fernandez

Erica Piña	ext. 13348	Rm. 18
Hallie Ochoa	ext. 13331	Rm. 26
Steve Saunders	ext. 13332	Rm. 4
Jennifer Barham	ext. 13334	Rm. 27
Alena Anberg	ext. 13346	Rm. 22
Haley Leué	ext. 13345	Rm. 23
Jill Whitehair	ext. 13336	Rm. 21
LuAnne Lambertson	ext. 13328	Rm. TK
George Griffin	ext. 13325	
Library	ext. 13339	
Staff Room	ext. 13338	

Veronica Dorantes

Kay Peck- Yard duty	844-2595	ext. 13351 or 13352
Beatriz Tapia	650-9756	ext. 13353 or 13354
Anne Felix	ext. 13304	Reading Rm.
Martha Martinez	ext. 13316	Rm. 9
Molly Conrado	ext. 13317	Rm. 10
Jody Ehrke	ext. 13318	Rm. 11
Laura Hansen	ext. 13322	Rm. 15
Samantha Vann	ext. 13320	Rm. 13
Debbie Scott	ext. 13323	Rm. 16
Jessica Cervantes	ext. 13335	Rm. 17
Ron Rector	ext. 13326	Rm. 19
Family Action Ctr.	476-0822	

Script: Are you on lockdown?

Page 13 wait- long pause dial tone, press 1

ARBUCKLE ELEMENTARY SCHOOL

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

FIRE:

Each teacher must post and read the fire drill instructions to each of his/her classes and make certain that every class understands where it is to go when the fire alarm sounds. You will be given copies of the rules and directions for posting:

The following items are mandatory procedures for fire drills:

1. All schools personnel and visitors must leave the building regardless of their activities.
2. There shall be no talking during the drill.
3. There shall be no running or pushing during the drill.
4. All students shall stop working immediately and prepare to leave the room at the order of the teacher, leaving behind their personal possessions.
5. The teachers should supervise the exit of the group, making certain that it is done in an orderly manner and in line.
6. The teacher is required to pick up their class lists, then proceed with the group to the designated area.
7. The teacher should be sure that all students present that day have left the building and has locked the door.
8. Students shall remain silent and in line at their area until all-clear bell rings.
9. If the students are in another class, they shall follow the procedures for that class. **Students in Intervention or Library will be taken to their classroom teacher once outside the building.**
10. If the class is outside, they shall proceed to the area in which they normally line up and stay there until the teacher arrives.
11. Designated staff will make sure by way of a check-off sheet that all rooms have evacuated.

Assignment

- Summer runs drill from inside
- Veronica check doors/teachers exiting
- Cundi runs times check doors teachers exiting. Call Summer when clear.
- Anne/Melissa check green/red cards.

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

BOMB THREAT

Fire drill alarm will be sounded. Students will evacuate and procedures for fire drill will be followed

The person who receives the phone call should try to obtain the following information:

1. Exact location of the bomb.
2. Time set for denotation.
3. Description of the explosive or container.
4. Reason for the call, i.e. bomb threat.

The person who receives the phone call should make note of the following details:

1. Date and time of the call.
2. Exact language used.
3. Gender of the caller
4. Estimated age of the caller.
5. Any identifiable background noise, such as music, trucks, cars, etc.

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

BOMB THREAT INFORMATION SHEET

This form is to be completed by the person receiving the bomb threat.

DATE OF CALL: _____ TIME OF CALL: _____ A.M. OR P.M.

EXACT LOCATION OF BOMB: _____

TIME SET FOR DENOTATION: _____

DESCRIPTION OF EXPLOSIVE OR CONTAINER: _____

REASON FOR THE BOMB: _____

EXACT LANGUAGE USED: _____

THE INFORMATION WAS GIVEN FREELY BY THE CALLER: _____

THE INFORMATION WAS COAXED FROM THE CALLER: _____

SEX OF CALLER: _____ ESTIMATED AGE: _____

IDENTIFIABLE ACCENT: _____

IDENTIFIABLE BACKGROUND NOISES: _____

NAME OF PERSON RECEIVING THE CALL:

NAME ADDRESS PHONE NUMBER

UPON RECEIPT OF BOMB THREAT, DIAL THE FOLLOWING NUMBER IMMEDIATELY AND REPORT THE CALL:

EMERGENCY 911

COLUSA COUNTY SHERIFF'S OFFICE 458-0200
CONTACT ADMINISTRATOR IN CHARGE
CONTACT DISTRICT OFFICE 476-2892

DO NOT DISCUSS THIS CALL WITH ANYONE!

EARTHQUAKE:

Civil defense skills will be held at least twice a year. Each teacher will review the procedures below with their students during the first week of school and at the beginning of each attendance quarter. Teachers will be required to turn in certificates indicating that they have practiced the drill.

1. **DON'T PANIC.** The motion is frightening, but unless it shakes something down on top of you, it is harmless. Keep calm and ride it out.
2. If an earthquake catches you indoors, stay indoors. **Duck, Cover, and Hold!** Take cover under a desk, table, bench, or in doorways, halls, and against inside walls. Stay away from glass (i.e. window, mirrors, etc.).
3. Don't use candles, matches, or other open flames either during or after the tremor. Douse all fires.
4. Render first aid if necessary.
5. Take roll.
6. If the earthquake catches you outside, move away from buildings and utility wires. The safest place to be is in the open. Once in the open remain there until the shaking stops. **DO NOT RUN AROUND.**
7. Don't run through or near buildings. The greatest danger from falling debris is just outside doorways and close to the outer walls.
8. Request assistance as needed, through the Principal or the County Sheriff's Department.
9. The Principal will determine the advisability of closing the school. She/he will try to procure the advice of competent authority, District Office, and/or Colusa county Officials, about the safety of the building.
10. Instruct children concerning safety precautions during an earthquake in the event an adult is not present:
 - A. The safest place to be is in the open; stay there.
 - B. Move away from buildings, trees and exposed wires. **DON'T RUN!**
 - C. After the earthquake, if you are on your way to school, continue to school.
 - D. After the earthquake, if you are on your way home, continue to home.

EARTHQUAKE PROCEDURES CHECK LIST

WHAT

When an earthquake occurs, persons in authority instruct students to duck, cover and hold.

Once buildings are evacuated, guards are posted a safe distance from the buildings to prevent re-entry.

After evacuating from the school building, roll is taken.

Assistance is requested as needed through the Custodians, Principal's office.

Check building and grounds for water, gas leaks, and downed wires.

WHO

Teachers and/or paraprofessionals.

Custodians, Principal, Secretary.

Teachers and/or Paraprofessionals.

Teachers, Paraprofessionals.

Custodians.

Utility companies are notified by the Principal or Secretary of any or suspected break in lines that may present by additional hazard.

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

CAMPUS DISTURBANCES:

1. **Disturbing the Peace:**

It is a misdemeanor to intentionally cause or attempt to cause a riot by engaging in conduct which urges a riot or urges others to act forcefully or violently, or to burn or destroy property under circumstances which produce a clear, present, and immediate danger of such acts occurring. (Penal 404.6)

Anyone who, in a public place, fights, challenges another to fight, or uses offensive words likely to provoke a fight is guilty of a misdemeanor. (Penal 415)

2. **Disruption of School Operations:**

Students shall be subject to disciplinary action for any exercise of free expression that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, such as may occur when students:

- A. Organize or participate in unauthorized assemblies on school premises.
- B. Participate in sit-ins or stand-ins, which deny students or employees normal access to school premises.

3. **Refusal to Disperse:**

Persons who assemble for the purpose of disturbing the public peace or committing any unlawful act are severely guilty of a misdemeanor if they do not disperse when desired or commanded to do so by a public officer. (Penal Code 416)

4. **Boycotts:**

Students participating in any protest that involves non-attendance at school or at a school activity where attendance is required shall be identified as truant.

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

GENERAL INSTRUCTIONS:

1. The Principal or designee shall determine when and if the emergency plan should be initiated.
2. A signal to alert all staff is the same as described in previous sections.
3. The following agencies shall be alerted:
 - A. Superintendent's Office (Governing Board members will be notified by the Superintendent's Office).
 - B. Sheriff's Department.
 - C. Neighboring schools (if appropriate).
 - D. Fire Department.
4. Only the Principal or designee shall communicate with law enforcement, news media, or the District Office.
5. All teachers shall lock their classroom doors, pull drapes or close blinds, and keep students inside the rooms until further instructions are given.
6. All buildings should be secured.
7. All restrooms and refuse containers should be locked.
8. Definite emergency procedures for all personnel shall be established.
9. All parents should be encouraged, with the utmost caution, from contacting and/or coming to the school during an emergency situation.

It is important that emotions be controlled as much as possible in dealing with emergency situations.

The primary objective is to offer the optimum protection to students and staff. Apprehension and arrests of individuals, when necessary, must be done at the proper time and with tact and dispatch.

PLAN AND DISASTER AND EMERGENCY SITUATIONS

CHEMICAL ACCIDENT:

Warning of a chemical accident is usually received from the Fire Department or Sheriff's Office, or from Emergency Services officials when such an accident occurs near a school and may be a threat to the safety of the school.

Chemical accidents, which might necessitate evacuation, will most likely involve the release of toxic fumes or the threat of an explosion from a tank truck or rail car accident occurring in the vicinity of a school.

PROCEDURES:

1. Determine the action to implement.

ACTION: LEAVE BUILDING

This directive means to effect the orderly movement of students and staff inside the school building to an outside area of safety and will be implemented when anything occurs which might make the school uninhabitable.

2. Determine whether the students and staff should leave the school grounds.
3. If appropriate, take action to evacuate the buildings, and if necessary, the area.

ACTION: DIRECTED TRANSPORTATION

This directive means loading students and staff onto school buses, private cars, and other means of transportation and taking them from an area of danger to an area of safety. This action should be taken under the direction of competent civil defense authorities. Instructions from authorities, directing such evacuation, could come to the school via any means of communication.

4. Move crosswind never up or downwind to avoid fumes.
5. With the school staff, maintain control of the students at a safe distance.
6. Render first aid as necessary.
7. Teachers will take roll. If any students are missing, report this information to the principal and responding emergency officials immediately.
8. Notify the District Office and maintain communication coordination.
9. The Principal or designee will direct other action as required.
10. Follow the directions of the on-scene commander.
11. Students and staff should not return to the school until Emergency Services officials declare the area safe.

STORMS, FLOODS AND WINDS:

When a major storm threatens, the radio, television, smart phones or the internet should be turned on to hear weather reports and forecasts, as well as other information and advice that may be broadcast by the local government.

HURRICANE OR TORNADO WINDS:

In the event of a storm generating hurricane-force or tornado-force winds, the following procedures should be observed:

SIGNAL: The signal for imminent danger due shall be the **sounding of repeated whistle when outside**, verbal or written announcement.

The internal signal for classroom notification when inside will be by intercom or individual classroom calls.

On Campus Procedures:

- All students should be in the buildings.
- Duck, cover and hold under desks, tables or anything sturdy with backs toward windows.
- Radios, computers and/or smart phones should be tuned for updated information and advice.
- Students shall be directed to stay away from doors and windows.

Off Campus Procedures:

- If in open country, students and staff should drive away at right angles from a tornado's path, if known at the time.
- If unknown or insufficient time is available, cover should be taken and people should lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine away from power lines and trees.

PLAN FOR DISASTER AND EMERGENCY SITUATIONS
ARBUCKLE ELEMENTARY SCHOOL
STUDENT RELEASE FORM

DATE: _____ TIME: _____

I, _____, HAVE RECEIVED
PERMISSION FROM _____ TO PICK UP THEIR
CHILDREN THUS RELEASING THEM FROM THE LEGAL CUSTODY OF PIERCE JOINT
UNIFIED SCHOOL DISTRICT.

STUDENTS PICKED UP: _____

INDIVIDUAL'S SIGNATURE DATE

INDIVIDUAL'S NAME (PRINT): _____

DRIVER'S LICENSE NUMBER (OR OTHER PICTURE ID): _____

HOME ADDRESS: _____

HOME PHONE #: _____ WORK PHONE #: _____

CELL PHONE#: _____

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

ARBUCKLE ELEMENTARY SCHOOL EMERGENCY PHONE NUMBERS

Arbuckle Public Utility District (Water):	476-2054
Arbuckle Fire Department (Non-Emergency Calls):	476-2231
(Emergency Calls):	476-2424
Colusa County Sheriff Department:	458-0200
Enloe Hospital: W. Fifth Ave. and Esplanade, Chico	891-7300
Fremont Hospital: 970 Plumas, Yuba City	671-2220
Rideout Hospital: 726 4 th Street, Marysville	749-4300
Woodland Memorial Hospital: 1325 Cottonwood Street, Woodland	662-3961
Pierce Joint Unified School District	476-2892 ext. 13000
Grand Island Elementary School:	437-2416 ext. 13400
Lloyd Johnson Jr. High School:	476-3261 ext. 13200
Pacific Gas and Electric Company:	1-800-743-5000
Paramedics:	911
Pierce High School:	476-2277 ext. 13100
Sacramento Poison Center:	734-3692 1-800-222-1222

Please have the following information ready when you call:

- ♦ What was taken (have container available if possible) and how much
- ♦ The age, weight, sex of victim
- ♦ Your name, phone number, relationship to victim
- ♦ The County you are calling from

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

KITCHEN EMERGENCY PLAN:

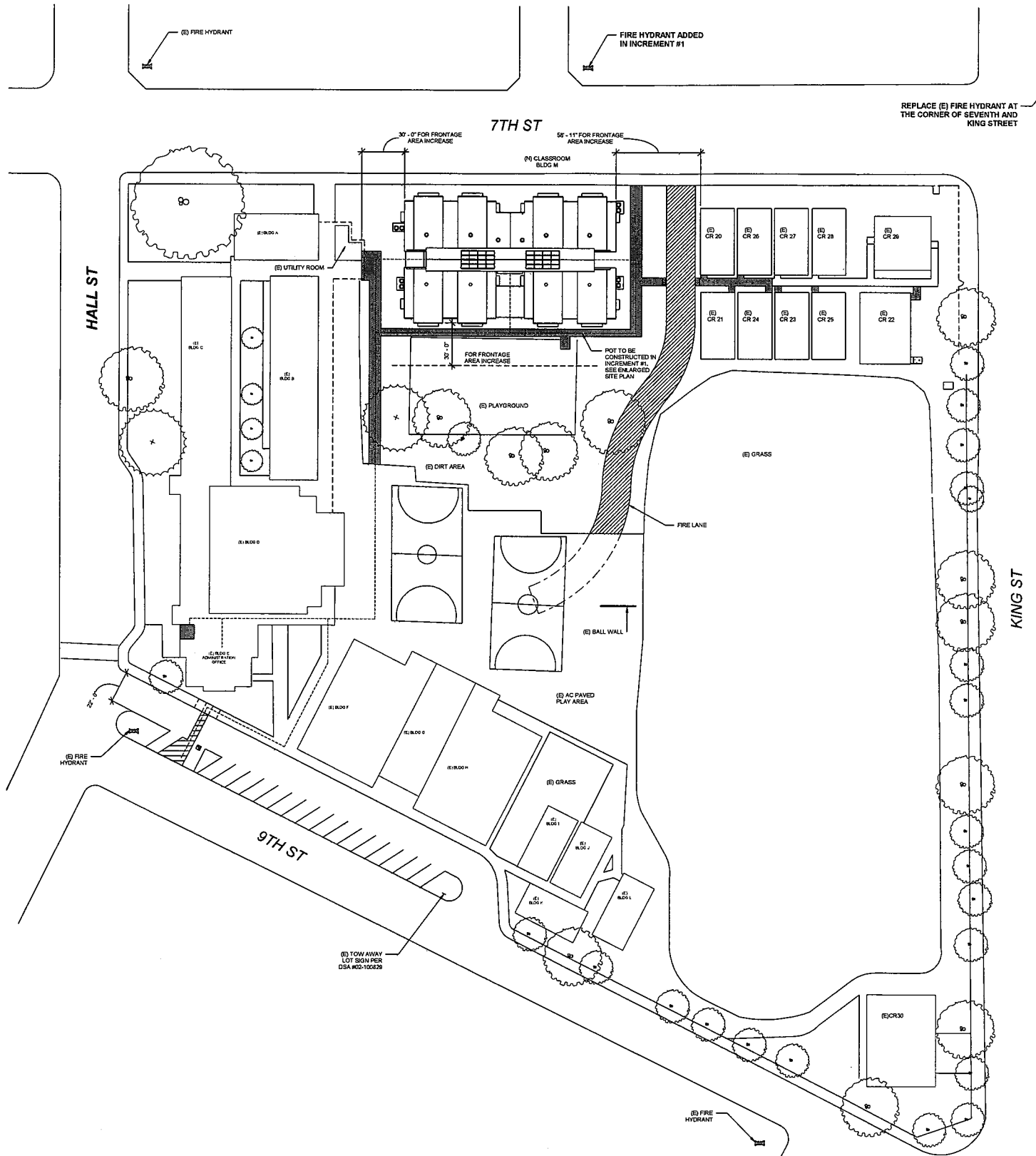
In case of any natural disaster please activate the following emergency kitchen shut down routine:

1. Remain calm.
2. Disengage all ovens and burners.
3. Unplug all electrical appliances
4. Make a quick assessment of condition of kitchen.
5. Follow the fire drill escape route.*
6. Take a quick head count to assure everyone is out.
7. Report condition of kitchen to custodial or office personnel.
8. Follow any further instructions given by Principal or staff.

***This is important to assure staff is all present.**

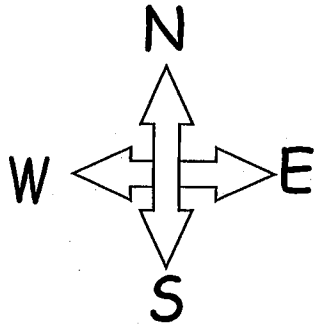
Buddy List 2018-2019

Anne Felix-Melissa Cano	Reading/ELD	Stage West
Patricia Nerli- Jodi Arens	K	Room 1 & 2
Jill Pedrozo – Steve Saunders- LuAnne Lambertson	K	Room 3, 4 & K
Melissa Mingarelli – Allison Jansen	1	Room 5 & 6
Danielle Alvernaz- Lupe Corona	1	Room 7 & 8
Martha Martinez- Kelli Garcia	4	Room 9 & 12
Molly Conrado – Jody Ehrke	4	Room 10 & 11
Samantha Vann- Debbie Scott	5	Room 13 & 16
Shelly Langlois- Laura Hansen	5	Room 14 & 15
Jessica Cervantes- Regan Talerico	Spec. Ed. Res. & Speech	Room 17 & 30
Erica Piña- Ron Rector	PE/ Music	Room 18 & 19
Susie Stassi –Katherine Moresco	2/3	Room 24 & 20
Kerri Lovelady- Hallie Ochoa	2/3	Room 25 & 26
Jennifer Barham- Michelle Cherry	2	Room 27 & 28
Jill Whitehair -Alena Anberg – Haley Leué	Spec. Ed & 3	Room 21, 22 & 23
Library- George Griffin	Library	Room 29
Kitchen/ ASES		Multi-room



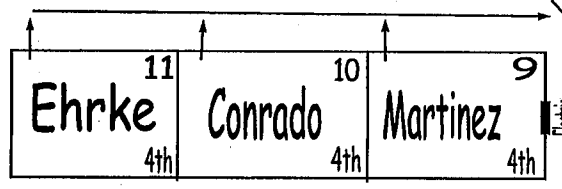
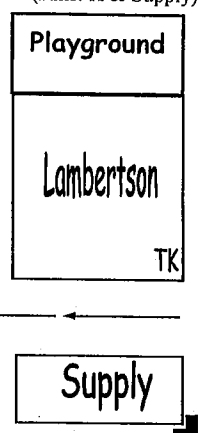
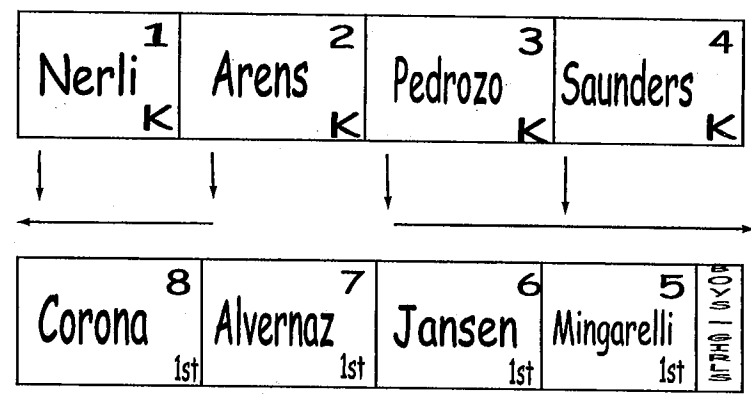
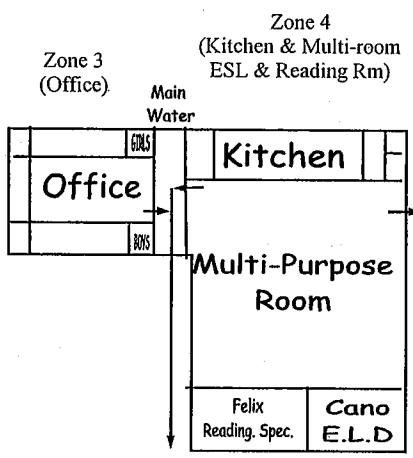
① CAMPUS SITE PLAN
 1" = 30'-0"



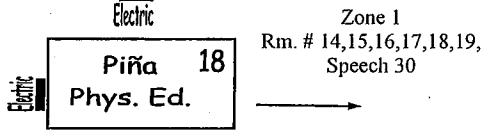
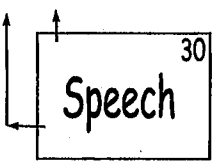
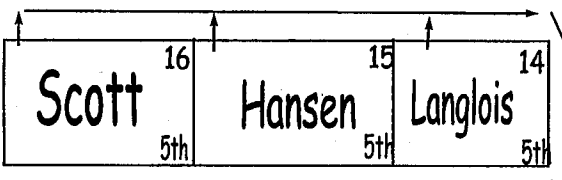
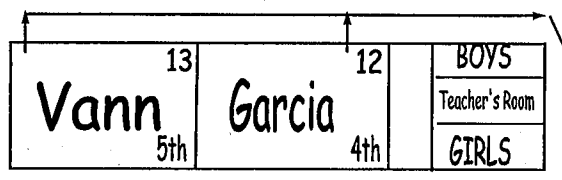


Zone 5
(Rms. #1, 2, 3, 4, 5, 6, 7 & 8)

Zone 6
(Rms. K & Supply)



Zone 2
(Rm. # 9,10,11,12,13,
Teacher Room)



In the event of the phone system being down

Summer/Blake takes note to kitchen and Rm. 1→2→3→4

8→7→6→5→K

Veronica takes note to Rms. 14→15→16→30

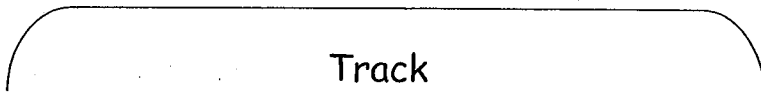
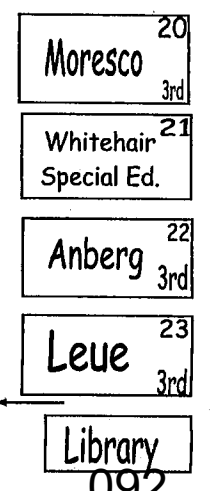
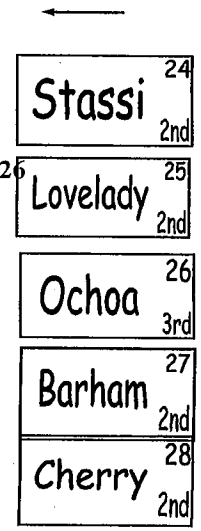
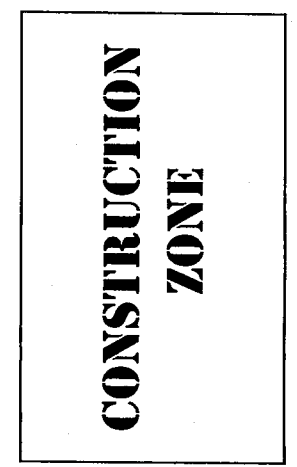
Cundi takes note to Anne & to Rm. 9

10
12

11→13

Anne takes note to Melissa C

20→21→22→23→24→25→26
→27→28→Library



Zone 7
(Rms. #20, 21, 22, 23, 24, 25, 26, 27, 28, Library)

Pierce Joint Unified School District Emergency Plan- Staging Areas

Arbuckle Elementary:

Parent Staging Area- Arbuckle Elementary Library
Secondary Parent Staging Area- Pierce High School South Gymnasium
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- District Office

Grand Island Elementary:

Parent Staging Area- Grimes County Library
Secondary Parent Staging Area- Grimes Scout Cabin
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- Grimes Fire House/Scout Cabin
(In case of flooding, students will be taken on bus to either Colusa Fairgrounds or to Arbuckle.)

Johnson Junior High:

Parent Staging Area
Secondary Parent Staging Area- Alternative High School Office
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- District Office

Pierce High School:

Parent Staging Area
Secondary Parent Staging Area- Alternative High School Office
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- District Office

EMERGENCY PHONE SCRIPT

This is _____ calling for Arbuckle Elementary School to inform you that due to _____ school is being dismissed early. Buses will leave at _____. Students may be picked up from their classrooms after you sign them out in the classrooms.

For further information call the district office at 476-2892 regarding school closures or watch TV channels 3, 12, 13 and Spanish channel 19. Radio stations 107.5 FM, 1530 AM, KUBA 1600 AM and Spanish station 99.9 will also carry information.

I need to record with whom I am speaking. _____

Thank you.

PROCEDURE TO FOLLOW IN DISMISSING STUDENTS IN THE EVENT OF AN EMERGENCY

1. Make class lists with home phone and emergency numbers.
2. Name of person assigned to each parent call list.
3. Notify Family Action Center
4. Staff personal cell phones may be used if necessary to make calls.
5. Teachers verify that their students' parents/guardians have been contacted.
6. Teachers have class list and have person sign out student, being picked up.
7. Lists are to be returned to the office.
8. Dismiss bus students first (about 15 minutes sooner than town).

SUGGESTIONS:

1. Utilize auto dialer system through district office to get message to parents quickly in Spanish and English.
2. We need more than an hour notice to call over 600 students.
3. Cundi free of telephone so that she can get numbers from the computer.
4. Veronica free of telephone to help Summer or Blake.
5. Location of all phones:
 1. All classrooms
 2. Personal cell phones
6. Need to use all bilingual staff and teachers:
 1. Maria Silva
 2. Antonia Quezada
 3. Melissa Cano
 4. Lupe Corona
 5. Jodi Arens
 6. Martha Martinez
 7. Lorena Tejeda
 8. Isabel Hernandez
 9. Ana Leal
 10. George Griffin
 11. Erica Piña
 12. Kerri Lovelady
7. At Veronica and Cundi's phone put a Spanish speaker and English speaker that way they can switch lists.

At Summer's and portable phone put Spanish speaker and English speaker that way they can switch lists.
8. Answering machine messages in regards to school closure in English and Spanish.
9. Post notice of school closure on outside marquee.

Section: Operations

Operations Chief

Responsibilities: The Operations Chief manages the direct response to the disaster, which can include the following:

- Site Facility Check /Security
- Search and Rescue
- Medical
- Student Care
- Student Release

Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, such as a vest, if available.

Operational Duties:

- Assume the duties of all operations positions until staff is available and assigned.
- As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- If additional supplies or staff is needed for the Operations Section, notify Logistics. When additional staff arrives, brief them on the situation, and assign them as needed.
- Coordinate Search and Rescue operations. Appoint Search and Rescue Team Leader to direct their operations if necessary.
- As information is received from operations staff, pass it on to Situation Analysis and/or the Incident Commander.
- Inform the Plans Chief or Operations tasks and priorities.
- Make sure that Operations staff are following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign Operations staff within the section as needed.

Closing Down:

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies:

- Vest or position identifier, if available;
Search and Rescue equipment –two-way radio,
Job description clipboard-paper, pens
Forms: Search and Rescue maps, large campus map

Section: Operations Site Facility Check/Security

- Personnel:** Staff as assigned. Work in pairs.
- Responsibilities:** Take no action that will endanger you.
- Start-Up Actions:**
- Wear hard hat and orange identification vest if available.
 - Take appropriate tools, job description clipboard and radio.
 - Put batteries in flashlight if necessary
- Operational Duties:**
- As you do the following, observe the campus and report any damage by radio to the Command Post.* (Mrs. Shadley or Mr. Kitchen)
 - Lock gates and major external doors.
 - Locate/control/extinguish small fires as necessary.
 - Check gas meter and, *if gas is leaking*, shut down gas supply.
 - Shut down electricity only if building has clear structural damage or advised to do so by Command Post (Mrs. Shadley or Mr. Kitchen)
 - Post yellow caution tape around damaged or hazardous areas.
 - Verify that campus is “locked down” and report same to Command Post.
 - Advise Command Post of all actions taken for information and proper logging.
 - Be sure that the entire campus has been check for safety hazards and damage.
 - No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life safety.
 - Route fire, rescue, police, etc. as appropriate.
 - Direct all requests for information to the Public Information Office. (Mrs. Geyer)
- Closing Down:**
- Return equipment and reusable supplies to Logistics
 - When authorized by Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- Equipment/Supplies:**
- Wear vest, hard hat, work gloves, and whistle.
Carry campus two-way radio, master keys and clipboard with job description.
Carry duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shutoff tools for gas and water (crescent wrench).

* Remember: If you are not acknowledged you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

GRAND ISLAND ELEMENTARY SCHOOL

DISASTER AND EMERGENCY PLAN

GRAND ISLAND ELEMENTARY SCHOOL
PLAN FOR DISASTER AND EMERGENCY SITUATIONS

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Procedures of Possible Intruder/Abduction

- € Lock-down if necessary.
- € Call Sheriff's Dept.
- € Use lock-down drill call list to notify appropriate parties.
- € Explain situation to staff & students.
- € Send note to parents via students.
- € Do auto dialer message to homes.
- € Take attendance on Raptor App Immediately

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

INTRUDER AND/OR HOSTAGE SITUATION:

Overview: This may be the most difficult emergency anyone ever faces. Because it may take many different forms, providing specific directions or guidelines is extremely difficult.

“Lockdown”: This will be our code term for alerting staff that there is or may be one or more armed and dangerous individuals on campus.

Reporting a Situation to the Office: Should a staff member need to report an occurrence, let the main office know in any way possible (e.g. a written note, verbally through a student, etc.) that Intruder is present. How you phrase the statement can provide valuable information to us. “Intruder is in my class with two friends,” would be a way of telling the office that the intruder has two individuals with her. “I think intruder is in a white pickup out by the kindergarten room,” would alert us that you have observed someone in a pickup by the Kindergarten room.

Alerting Staff to a Dangerous Situation: The main office will use the phrase, “Just wanted to let you know that we need to secure our campus,” and you are to be in lockdown or words to that effect to notify staff of a dangerous situation. An alert through Raptor will be sent out to email and text messages.

Procedures to Follow: When you receive such a message, all staff is to lock their doors, close their blinds and have students sit in the most secure location in the room.

Students are to remain in the class even if the bells ring. This may require you to sit tight for several hours or more. Working with the students to communicate why they must remain without causing panic will require extreme skill. Protect your students as your situation allows. In the multi-room, this could mean taking the class onto the stage. In regular classrooms, this would mean absolutely not allowing students near the door or windows.

Being Held Hostage: Try to remain calm and deal with the individual(s) in as normal a manner as possible. Do not become agitated or angry. Treat them with respect and dignity. Do not try anything rash such as attempting to overwhelm and disarm them. You are going to be the center of attention and your students will key in on your demeanor and behavior. How you react will in part determine how they react.

Drills: Intruder drills will be held at least 2 times per year. Teachers will be given an intercom message and an alert through Raptor that will indicate they need to go into lockdown. A follow-up call to each classroom to ensure they are in lockdown will be made as indicated by the Lock Down Drill Call List.

Lock Down Drill Call List

Lisa Kitchen

Summer Shadley ext. 13301
Blake Kitchen ext. 13333
District Office 476-3643
Sheriff's Dept. 458-0200

Jane Hardy

Cindy Tellez ext. 13401
Lisa Kitchen ext. 13403
Jennifer Kessinger ext. 13404
George Griffin ext. 13405
Jasmin Duarte ext. 13406
Staff Room ext. 13402
Kitchen ext. 13407
Manuel Moore 530-723-3640

Script: Are you on lockdown? Please login to Raptor and take attendance!

GRAND ISLAND ELEMENTARY SCHOOL

Student Care: Teacher Responsibilities

Personnel: All teachers and substitute teachers

Responsibilities:

- Assess situation and remain calm.
- If ground is shaking, lead **Duck, Cover, and Hold**.
- Calm, direct, and give aid to students. Assist seriously injured students if possible.

Lockdown:

- If gunfire or explosions are heard, get everyone to lie flat on the floor away from windows, doors locked, lights off and blinds pulled. Put green card in the window if everyone is ok. Put red card if there is a problem.
- Lockdown- message given by phone or messenger, get everyone to lie flat on the floor away from windows, door locked, lights off, blinds pulled. Attendance taken in Raptor app.

Evacuation:

- Check with buddy teacher and assist as necessary.
- Take classroom emergency bag, emergency cards and red emergency binder and device to take attendance with Raptor.
- Evacuate to emergency assembly area on football field unless told to assemble elsewhere:
 - Check with buddy teacher and assist as necessary or evacuate both classes together.
 - Use safest route, alert for hazards; quickly and quietly.
 - Door closed and locked.

Assembly Area:

- Instruct students to sit on grass or blacktop.
- Take attendance with the Raptor app and check with buddy teacher to ensure they are able to account for students/staff in Raptor. (If internet is down) Take attendance if **all accounted** for hold up **GREEN** card. If **student is missing** hold up the **RED** card. Take attendance for aides and volunteers.
- Search and Rescue will check for attendance and record names of those unaccounted for.
- Supervise and reassure students.
- Administer first aid as necessary.
- Be alert for latent signs of injury/shock in *all* students.

Student Release:

- Raptor Reunification process will be implemented immediately.
- If parent demands child, breaking release procedure, make appropriate notation, describing incident, on emergency card/roll. Avoid confrontations.
- Be sure to check for the responsible persons given permission to pick up students on the emergency lists. Get driver's license number, etc

INCIDENT COMMAND SYSTEM FUNCTIONS

MANAGEMENT (overall policy direction)

- **School Principal/Administrator (Mrs. Shadley or Mr. Kitchen)** The critical incident and/or disaster determine who will be in Incident Command Officer. Until the arrival of the Incident Command Officer, the site administrator is in charge. The site administrator is most often the principal unless circumstances dictate differently.
- **Public Information Officer (Mrs. Geyer and Mrs. Shadley):**
NO ONE ELSE TALKS TO THE MEDIA
The administrator may authorize and designate a trusted well-trained individual to coordinate information being released to the press and make public announcements.
- **Safety Officer (Mrs. Shadley):** This person serves as a liaison officer. He/she is the point of contact for assisting and cooperating with agency representatives (fire, law enforcement, Red Cross).

PLANNING/INTELLIGENCE (gather and assess information)

- **Instructional Staff:** Teachers, and teachers' aides can perform this function. These individuals must be able to use communication equipment, gather information in a timely manner and weigh it for significance.

OPERATIONS (implement priorities established by the Incident Command Officer)

- **First Aid Coordinator (School nurse or Jane Hardy):**
Knows where all supplies are located, oversees first aid prior to paramedics' arrival, coordinates with paramedic. This person is usually the head school nurse.
- **Search and Accountability Coordinator (Mrs. Shadley and Mr. Kitchen):**
Accounts for everyone on site as quickly as possible. This person must have access to attendance records, visitor sign-in sheets, emergency data cards of students and any other information that will assist in accounting for the school population. This person works closely with the Student Assembly, Shelter and Release Coordinator.
- **Student Assembly, Shelter and Release Coordinator (Mrs. Shadley or Mr. Kitchen):**
Oversees location where students assemble, attends to their needs when providing shelter, and oversees how parents receive students and the process for releasing students. This person works closely with the Search and Release Coordinator.

- **Grounds and Maintenance Coordinator (Mr. Parker or Maintenance Tech):**
Knows layout of building and grounds, location of shut-off valves and utility lines and is familiar with blueprints. Once job is completed go to Incident Command Center (Mrs. Geyer).
- **Incident Log Scribe (Secretary Jane Hardy)**
Write down all information, records times, directives, and summaries of incoming and outgoing communications. Stays with the Incident Command Officer (Mrs. Geyer).

LOGISTICS (Mr. Kitchen/Maintenance Tech)

Logistics is responsible for “getting” or obtaining anything that the Incident Management Team needs.

- **Food, Water and Supplies Coordinator:**
Oversee distribution of food, water and essential supplies throughout critical incident.
- **Bi-lingual Translator:**
Assists in communication in schools which have a significant number of students and parents who speak English as a second language.
- **Traffic Safety Coordinator:**
Oversee transportation system.

AFTERMATH

- Return to “normal”
- It is okay to talk about it. Remember what is developmentally appropriate
- Parent/community meetings. Parallel law enforcement, administration, parent, etc.
- Don’t forget staff
- Anniversaries
- Anticipate future problems

GRAND ISLAND ELEMENTARY SCHOOL

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

FIRE:

Each teacher must post and read the fire drill instructions to each of his/her classes and make certain that every class understands where it is to go when the fire alarm sounds. You will be given copies of the rules and directions for posting:

The following items are mandatory procedures for fire drills:

1. All schools personnel and visitors must leave the building regardless of their activities.
2. There shall be no talking during the drill.
3. There shall be no running or pushing during the drill.
4. All students shall stop working immediately and prepare to leave the room at the order of the teacher, leaving behind their personal possessions.
5. The teachers should supervise the exit of the group, making certain that it is done in an orderly manner and in line.
6. The teacher is required to pick up their class lists, then proceed with the group to the designated area.
7. The teacher should be sure that all students present that day have left the building.
8. Students shall remain silent and in line at their area until all-clear bell rings.
9. If the students are in another class, they shall follow the procedure for the class. **Students in Learning or Library will be taken to their classroom teacher once outside the building.**
10. If the class is outside, they shall proceed to the area in which they normally line up and stay there until the teacher arrives.
11. All staff will account for themselves and their students in Raptor.
12. Designated staff will make sure by way of a check-off sheet that all rooms have evacuated.

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

BOMB THREAT

Fire drill alarm will be sounded. Students will evacuate and procedures from fire drill will be followed

The person who receives the phone call should try to obtain the following information:

1. Exact location of the bomb.
2. Time set for denotation.
3. Description of the explosive or container.
4. Reason for the call, i.e. bomb threat.

The person who receives the phone call should make note of the following details:

1. Date and time of the call.
2. Exact language used.
3. Gender of the caller
4. Estimated age of the caller.
5. Any identifiable background noise, such as jukebox music, trucks cars, etc.

EARTHQUAKE:

Civil defense skills will be held at least twice a year. Each teacher will review the procedures below with their students during the first week of school and at the beginning of each attendance quarter. Teachers will be required to turn in certificate indicating that they have practiced the drill.

1. **DON'T PANIC.** The motion is frightening, but unless it shakes something down on top of you, it is harmless. Keep calm and ride it out.
2. If an earthquake catches you indoors, stay indoors. **Drop, Duck and Cover!** Take cover under a desk, table, bench, or in doorways, halls, and against inside walls. Stay away from glass (i.e. window, mirrors or chandelier).

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

EARTHQUAKE (CONTINUED):

3. Don't use candles, matches, or other open flames either during or after the tremor. Douse all fires.
4. Render first aid if necessary.
5. Take roll.
6. If the earthquake catches you outside, move away from buildings and utility wires. The safest place to be is in the open. Once in the open remain there until the shaking stops. **DO NOT RUN AROUND.**
7. Don't run through or near buildings. The greatest danger from falling debris is just outside doorways and close to the outer walls.
8. Request assistance as needed, through the Principal or the County Sheriff's Department.
9. The Principal will determine the advisability of closing the school. She/he will try to procure the advice of competent authority, District Office, and/or Colusa County Officials, about the safety of the building.
10. Instruct children concerning safety precautions during an earthquake in the event an adult is not present:
 - A. The safest place to be is in the open; stay there.
 - B. Move away from buildings, trees and exposed wires. **DON'T RUN!**
 - C. After the earthquake, if you are on your way to school, continue to school.
 - D. After the earthquake, if you are on your way home, continue to home.

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

EARTHQUAKE PROCEDURES CHECK LIST

WHAT

When an earthquake occurs, person in authority instructs students to drop.

Once buildings are evacuated, guards are posted a safe distance from the buildings to prevent re-entry.

After evacuating from the school building, roll is taken.

Assistance is requested as needed through the Custodians, Principal's office.

Check building and grounds for water, gas leaks, and downed wires.

WHO

Teachers and/or paraprofessionals.

Custodians, Principal, Secretary.

Teachers and/or Paraprofessionals.

Teachers, Paraprofessionals.

Custodians.

Utility companies are notified by the Principal or Secretary of any or suspected break in lines that may present by additional hazard.

CAMPUS DISTURBANCES:

1. Disturbing the Peace:

It is a misdemeanor to intentionally cause or attempt to cause a riot by engaging in conduct which urges a riot or urges others to act forcefully or violently, or to burn or destroy property under circumstances which produce a clear, present, and immediate danger of such acts occurring. (Penal 404.6)

Anyone who, in a public place, fights, challenges another to fight, or uses offensive words likely to provoke a fight is guilty of a misdemeanor. (Penal 415)

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

CAMPUS DISTURBANCES (CONTINUED):

2. Disruption of School Operations:

Students shall be subject to disciplinary action for any exercise of free expression that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, such as may occur when students:

A. Organize or participate in unauthorized assemblies on school premises.

B. Participate in sit-ins or stand-ins, which deny students or employees normal access to school premises.

3. Refusal to Disperse:

Persons who assemble for the purpose of disturbing the public peace or committing any unlawful act are severely guilty of a misdemeanor if they do not disperse when desired or commanded to do so by a public officer. (Penal Code 416)

4. Boycotts:

Students participating in any protest that involves non-attendance at school or at a school activity where attendance is required shall be identified as truant.

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

GENERAL INSTRUCTIONS:

1. The Principal or designee shall determine when and if the emergency plan should be initiated.
2. A signal to alert all staff is the same as described in previous sections.
3. The following agencies shall be alerted:
 - A. Superintendent's Office (Governing Board members will be notified by the Superintendent's Office).
 - B. Sheriff's Department.
 - C. Neighboring schools (if appropriate).
 - D. Fire Department.
4. Only the Principal or designee shall communicate with law enforcement, news media, or the District Office.
5. All teachers shall lock their classroom doors, pull drapes, and keep students inside the rooms until further instructions.
6. All buildings should be secured.
7. All restrooms and refuse containers should be locked.
8. Definite emergency procedures for all personnel shall be established.
9. All parents should be encouraged, with the utmost caution, from contacting and/or coming to the school during an emergency situation.

It is important that emotions be controlled as much as possible in dealing with emergency situations. The primary objective is to offer the optimum protection to students and teachers. Apprehension and arrests of individuals, when necessary, must be done at the proper time and with tact and dispatch.

PLAN AND DISASTER AND EMERGENCY SITUATIONS

CHEMICAL ACCIDENT:

Warning of a chemical accident is usually received from the Fire Department or Sheriff's Office, or from Emergency Services officials when such an accident occurs near a school and may be a threat to the safety of the school.

Chemical accidents, which might necessitate evacuation, will most likely involve the release of toxic fumes or the threat of an explosion from a tank truck or rail car accident occurring in the vicinity of a school.

PROCEDURES:

1. Determine the need to implement acting LEAVE BUILDING.

ACTION: LEAVE BUILDING

This directive means to effect the orderly movement of students and staff inside the school building to an outside area of safety and will be implemented when anything occurs which might make the school uninhabitable.

2. Determine whether the students and staff should leave the school grounds.
3. If appropriate, take action to evacuate the buildings, and if necessary, the area.

ACTION: DIRECTED TRANSPORTATION

This directive means loading students and staff into school buses, private cars, and other means of transportation and taking them from an area of danger to an area of safety. This action should be taken under the direction of competent civil defense authorities. Instructions from authorities, directing such evacuation, could come to the school via any means of communication.

4. Move crosswind never up or downwind to avoid fumes.
5. With the school staff, maintain control of the students at a safe distance.
6. Render first aid as necessary.

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

CHEMICAL ACCIDENT (CONTINUED):

7. Teachers will take roll. If any students are missing, report this information to the principal and responding emergency officials immediately.
8. Notify the District Office and maintain communication coordination.
9. The Principal or designee will direct other action as required.
10. Follow the directions of the on scene commander.
11. Students and staff should not return to the school until Emergency Services officials declare the area safe.

STORMS, FLOODS AND WINDS:

When a major storm threatens, the radio or television should be turned on to hear weather reports and forecasts, as well as other information and advice that may be broadcast by the local government.

HURRICANE OR TORNADO WINDS:

In the event of a storm generating hurricane-force or tornado-force winds, the following procedures should be observed:

SIGNAL: The signal for imminent danger due shall be the **sounding of repeated whistle when outside**, verbal or written announcement.

The internal signal for classroom notification when inside will be by intercom or individual classroom calls.

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

HURRICANE OR TORNADO WINDS (CONTINUED):

On Campus Procedures:

- All students should be in the buildings.
- Duck and cover under desks, tables or anything sturdy with backs toward windows.
- Radios should be tuned for updated information and advice.
- Students shall be directed to stay away from doors and windows.

Off Campus Procedures:

- If in open country students and staff should drive away at right angles from a tornado's path, if known at the time.
- If unknown or insufficient time is available, cover should be taken and people should lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine away from power lines and trees.

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

BOMB THREAT INFORMATION SHEET

This form is to be completed by the person receiving the bomb threat.

DATE OF CALL: _____ TIME OF CALL: _____ A.M. OR P.M.

EXACT LOCATION OF BOMB: _____

TIME SET FOR DENOTATION: _____

DESCRIPTION OF EXPLOSIVE OR CONTAINER: _____

REASON FOR THE BOMB: _____

EXACT LANGUAGE USED: _____

THE INFORMATION WAS GIVEN FREELY BY THE CALLER: _____

THE INFORMATION WAS COAXED FROM THE CALLER: _____

SEX OF CALLER: _____ ESTIMATED AGE: _____

IDENTIFIABLE ACCENT: _____

IDENTIFIABLE BACKGROUND NOISES: _____

NAME OF PERSON RECEIVING THE CALL:

NAME	ADDRESS	PHONE NUMBER
------	---------	--------------

UPON RECEIPT OF BOMB THREAT, DIAL THE FOLLOWING NUMBER IMMEDIATELY AND REPORT THE CALL:

EMERGENCY 911

COLUSA COUNTY SHERIFF'S OFFICE 458-2115
CONTACT ADMINISTRATOR IN CHARGE
CONTACT DISTRICT OFFICE 476-2892

DO NOT DISCUSS THIS CALL WITH ANYONE

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

**GRAND ISLAND ELEMENTARY SCHOOL
STUDENT RELEASE FORM**

DATE: _____ TIME: _____

I, _____, HAVE RECEIVED
PERMISSION FROM _____ TO PICK UP THEIR
CHILDREN THUS RELEASING THEM FROM THE LEGAL CUSTODY OF PIERCE JOINT
UNIFIED SCHOOL DISTRICT.

STUDENTS PICKED UP: _____

INDIVIDUAL'S SIGNATURE

DATE

INDIVIDUAL'S NAME (PRINT): _____

DRIVER'S LICENSE NUMBER (OR OTHER PICTURE ID): _____

HOME ADDRESS: _____

HOME PHONE #: _____

WORK PHONE #: _____

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

GRAND ISLAND ELEMENTARY SCHOOL EMERGENCY PHONE NUMBERS

Grimes Water District:		437-2231
Sacramento River Fire District	(Non-Emergency Calls):	437-2502
	(Emergency Calls):	458-0200
Colusa Fire Department:		458-0239
Colusa Community Hospital:		458-5821
199 East Webster Street		
Colusa, CA		
Colusa County Sheriff Department:		458-0200
Enloe Hospital:		891-7300
W. Fifth Ave. and Esplanade, Chico		
Fremont Hospital:		671-2220
970 Plumas, Yuba City		
Rideout Hospital:		749-4300
726 4 th Street, Marysville		
Woodland Memorial Hospital:		662-3961
1325 Cottonwood Street, Woodland		
Pierce Joint Unified School District		476-2892
Arbuckle Elementary School:		476-2522
Lloyd Johnson Jr. High School:		476-3261
Pacific Gas and Electric Company:		1-800-743-5000
Paramedics:		911
Pierce High School:		476-2277
Sacramento Poison Center:		734-3692
		1-800-222-1222

Please have the following information ready when you call:

- ♦ What was taken (have container available if possible) and how much
- ♦ The age, weight, sex of victim
- ♦ Your name, phone number, relationship to victim
- ♦ The County you are calling from

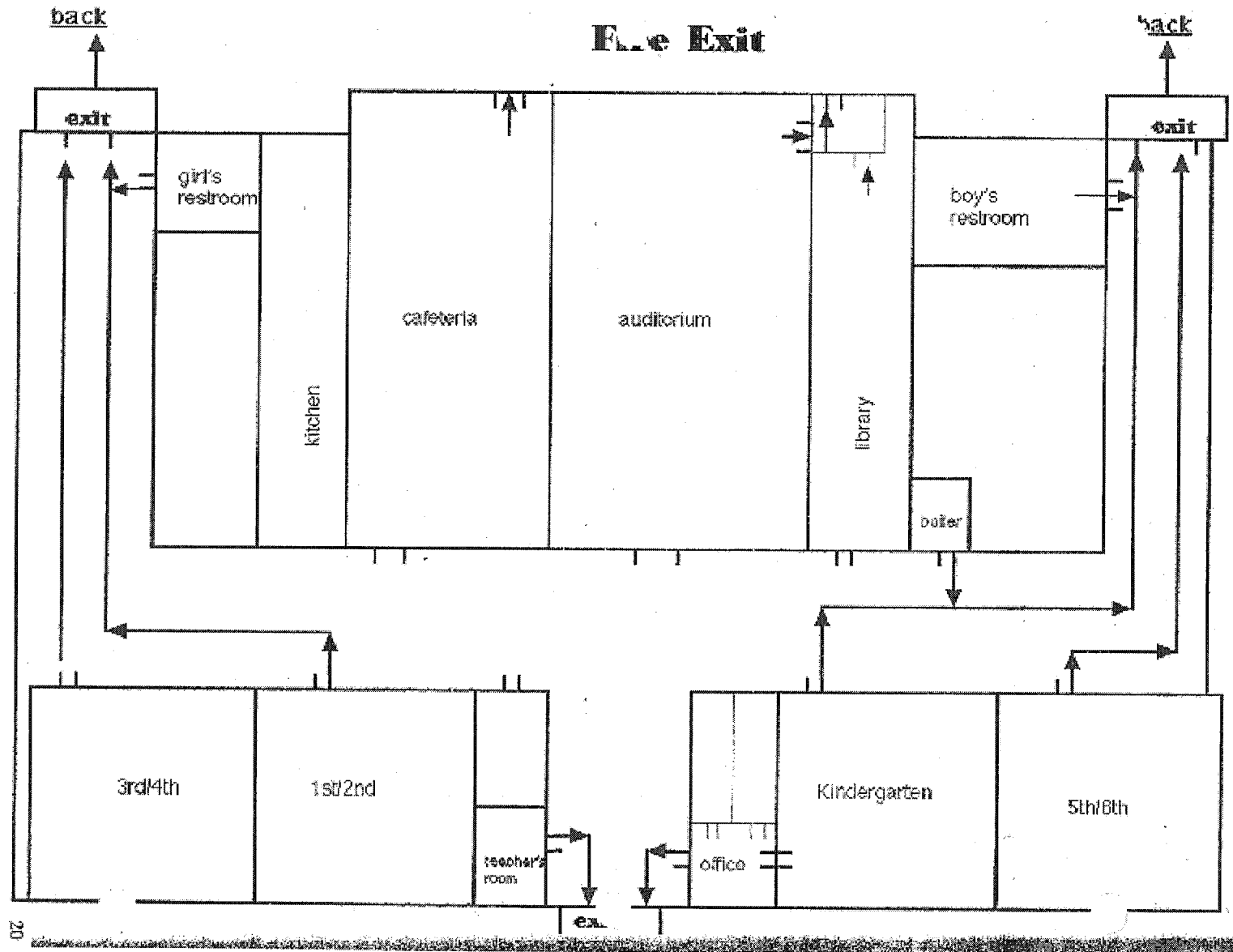
PLAN FOR DISASTER AND EMERGENCY SITUATIONS

KITCHEN EMERGENCY PLAN:

In case of any natural disaster please activate the following emergency kitchen shut down routine:

1. Remain calm.
2. Disengage all ovens and burners.
3. Unplug all electrical appliances
4. Make a quick assessment of condition of kitchen.
5. Follow the fire drill escape route.*
6. Take a quick head count to assure everyone is out.
7. Report condition of kitchen to custodial or office personnel.
8. Follow any further instructions given by Principal or staff.

***This is important to assure staff is all present.**



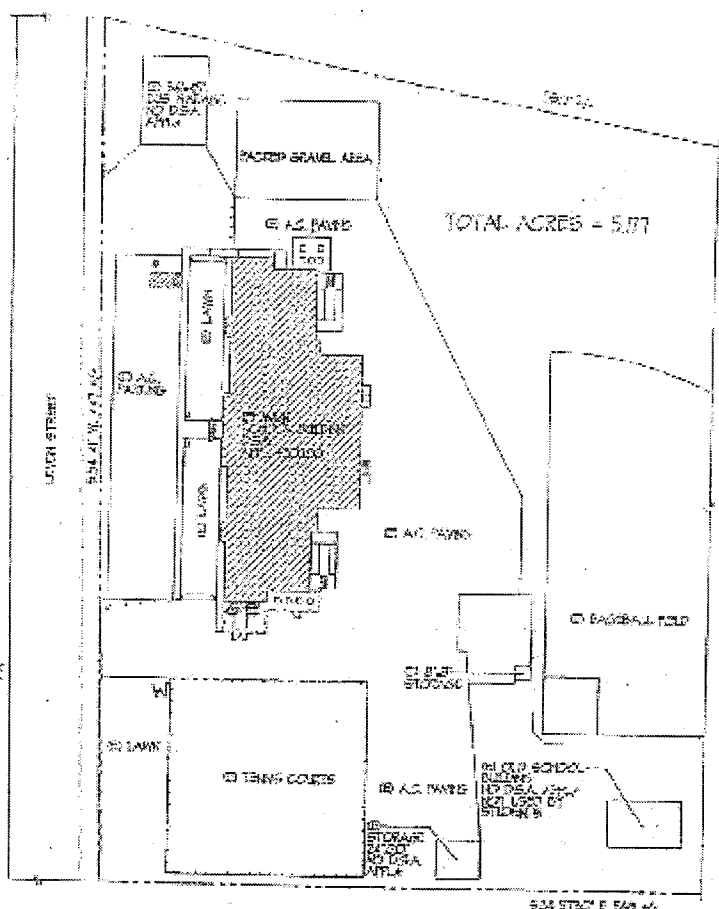
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PERCE JONES UNITED SCHOOL DISTRICT
 ARBUCKLE, COLUSA COUNTY, CALIFORNIA

UNPAVED LOTS
 BUILDING AREA

- BASIC PLANS (2-A)
- FINAL PLANS (3-A)

- MODERNIZATION / RECONSTRUCTION
- NEW CONSTRUCTION
- RELOCATABLE BUILDINGS



TOTAL ACRES = 5.77

PARTIAL SITE PLAN
 N.T.S.

- LEGEND
- TO BE MODERNIZED
 - BUILDINGS
 - PROPERTY LINE
 - POLE

12-03-DEC-78 PERCE JONES UNITED SCHOOL DISTRICT

REVISION BY: J.S. DATE REVISION: 03-DEC-78

THOMSON & HENDRICKS, ARCHITECTS & PLANNERS, INC.

THE ABOVE IS MEASURED IN ACCORDANCE WITH LAWS AND REGULATIONS GOVERNING THE STATE SCHOOL BUILDING LEASE-PURCHASE PROGRAM.

DATE: 12-7-58 SHEET 1 OF 3
 ARCHITECT: *[Signature]*

**Pierce Joint Unified School District
Emergency Plan- Staging Areas**

Arbuckle Elementary:

Parent Staging Area- Arbuckle Elementary Library
Secondary Parent Staging Area- Pierce High School South Gymnasium
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- District Office

Grand Island Elementary:

Parent Staging Area- Grimes County Library
Secondary Parent Staging Area- Grimes Scout Cabin
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- Grimes Fire House/Scout Cabin
(In case of flooding, students will be taken on bus to either Colusa Fairgrounds or to Arbuckle.)

Johnson Junior High:

Parent Staging Area- Daycare Center
Secondary Parent Staging Area- Alternative High School Office
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- District Office

Pierce High School:

Parent Staging Area- Daycare Center
Secondary Parent Staging Area- Alternative High School Office
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- District Office

EMERGENCY PHONE SCRIPT

This is _____ calling for Grand Island Elementary School to inform you that due to _____ school is being dismissed early. Buses will leave at _____. Students may be picked up from their classrooms after you sign them out in the classrooms.

For further information call the district office at 476-2892 regarding school closures or watch TV channels 3, 12, 13 and Spanish channel 19. Radio stations 107.5 FM, 1530 AM, KUBA 1600 AM and Spanish station 99.9 will also carry information.

I need to record with whom I am speaking.

Thank you.

PROCEDURE TO FOLLOW IN DISMISSING STUDENTS IN THE EVENT OF AN EMERGENCY

1. Make class lists with home phone and emergency numbers.
2. Name of person calling what class or page number.
3. Teachers sharing phone lines. Just one phone to be used.
4. Teachers sign out to make sure their students' parents/guardians have been contacted.
5. Teachers have class list and have person sign out student.
6. Lists are to be returned to the office.
7. Dismiss bus students first (about 15 minutes sooner than town).

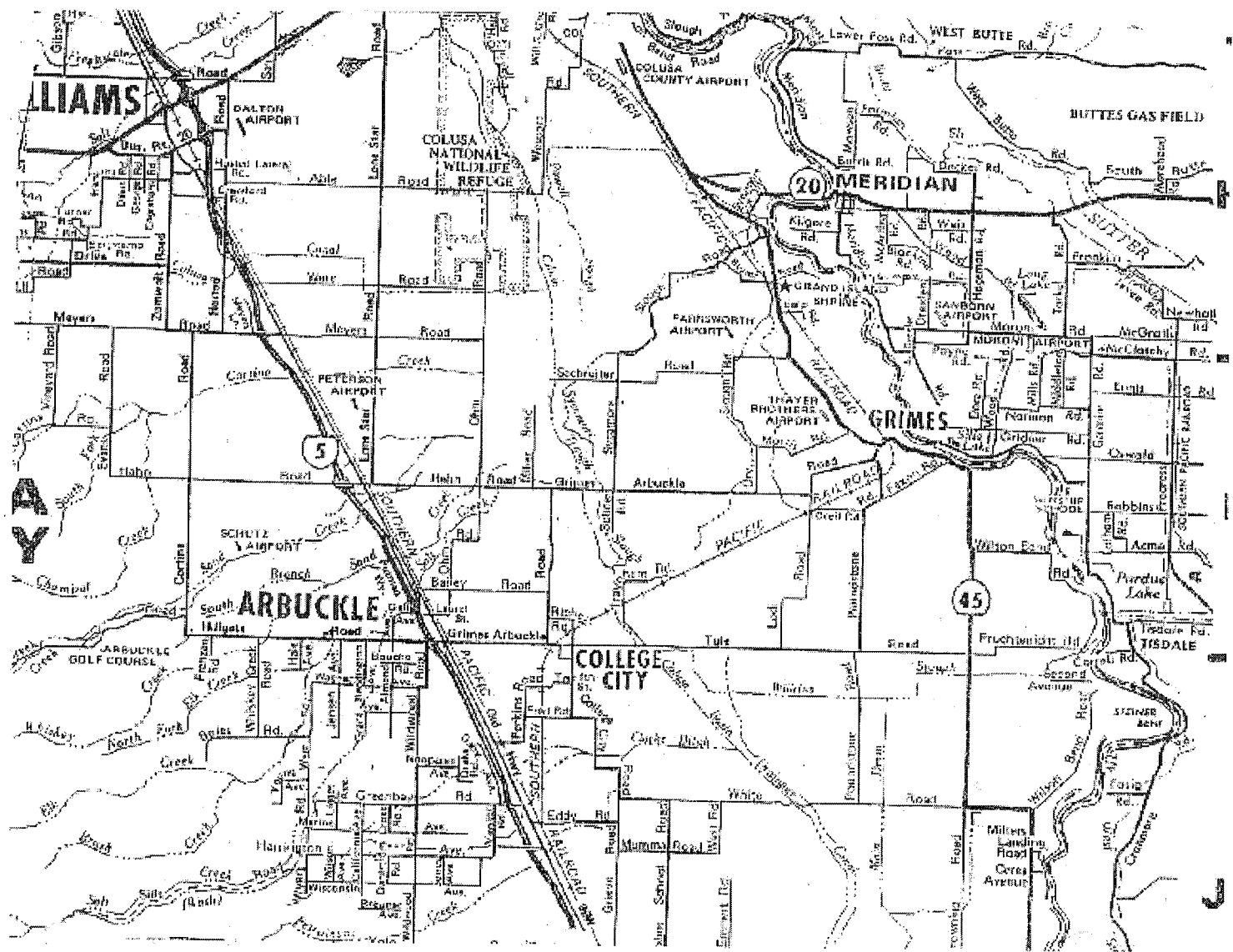
SUGGESTIONS:

1. Utilize auto dialer system through district office to get message to parents quickly in Spanish and English.
2. Jane free of telephone so that she can get numbers from the computer.
3. Location of all phones:
 1. All classrooms.
4. Need to use all bilingual staff and teachers:
 1. Ana Garcia
 2. Sujey Torres
 3. Jasmine Duarte
 4. Juanita Topete
 5. George Griffin
 6. Jennifer Kessinger
 7. Cundi Fernandez
 8. Veronica Dorantes
5. Answering machine messages in regards to school closure in English and Spanish.
6. Post notice of school closure on doors.

Section: Operations Site Facility Check/Security

- Personnel:** Staff as assigned. Work in pairs.
- Responsibilities:** Take no action that will endanger you.
- Start-Up Actions:**
- Wear hard hat and orange identification vest if available.
 - Take appropriate tools, job description clipboard and radio.
 - Put batteries in flashlight if necessary
- Operational Duties:**
- As you do the following, observe the campus and report any damage by radio to the Command Post.* (Mrs. Shadley)
 - Lock gates and major external doors.
 - Locate/control/extinguish small fires as necessary.
 - Check gas meter and, *if gas is leaking*, shut down gas supply.
 - Shut down electricity only if building has clear structural damage or advised to do so by Command Post (Mrs. Shadley)
 - Post yellow caution tape around damaged or hazardous areas.
 - Verify that campus is "locked down" and report same to Command Post.
 - Advise Command Post of all actions taken for information and proper logging.
 - Be sure that the entire campus has been checked for safety hazards and damage.
 - No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life safety.
 - Route fire, rescue, police, etc. as appropriate.
 - Direct all requests for information to the Public Information Office. (Mrs. Geyer)
- Closing Down:**
- Return equipment and reusable supplies to Logistics
 - When authorized by Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- Equipment/Supplies:**
- Wear vest, hard hat, work gloves, and whistle.
Carry campus two-way radio, master keys and clipboard with job description.
Carry duffle bag with goggles, flashlight, dust masks, yellow caution tape, and shutoff tools for gas and water (crescent wrench).

* Remember: If you are not acknowledged you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.



Grand Island Elementary
2018-2019
Phone Tree
Crisis Information Communication

Notification

Summer Shadley



Branch 1 Summer Shadley 530-518-2533	Branch 2 Blake Kitchen 530-966-7030	Branch 3 Jane Hardy 437-2293/300-7683
Jennifer Kessinger 530-681-1010	Lisa Kitchen 530-966-5370	Ana Garcia 530-437-2402 530-788-5723
Cindy Tellez 530-458-5748 530-277-4182		George Griffin 530-304-5988
Erin Kalfsbeek 530-682-3477	Ron Rector 530-635-1312	Sujey Torres 530-812-2960
Jasmine Duarte 530-908-2736 Jasmine Call Juanita Topete 530-332-6383	Summer Shadley 530-518-2533	Summer Shadley 530-518-2533

KMYC		742-555
KPPL		458-8851
KFBK		916-924-3901
Channel 3		916-444-7321
Channel 10		916-321-3300
Channel 12		343-1212
Channel 19	Cable	916-927-1900
Spanish Station		
OES – Colusa		458-0218

AES: 476-2522	Carol Geyer: 476-3510, Cell 908-9966
Summer: 518-2533	Duffy Bailey: 476-3542, Cell 681-0232
GI: 437-2416	Daena Meras: 301-6507
JJH: 476-3261	Melanie Brackett: 574-8183
Blake: 898-8276	Tammy Minten: 476-2621
966-7030 cell	Marla Pagliai: 383-0982
PHS: 476-2277	Jeff Stuivenberg: 361-6642, 681-0002
Nicole: 966-7748	Francisco Mendoza: 682-0678
Don: 473-2029	Angela Dorantes: 209-9409
682-1401	
681-0562	
AAHS: 476-2173	

Board Members

Amy Charter
Home – 476-3291
Cellular – 701-3708

John Friel
Home – 476-2059
Cellular – 682-9491

Debbie Charter
Home – 476-3190
Cellular - 518-5955

Nadine High
Home – 476-3159
Cellular – 682-1736

Abel Gomez
Home – 476-3443
Pager – 906-3443

Grand Island Elementary Extension List

Kitchen, Lisa	13403	Grades 3 & 4
Shadley, Summer	13301	Principal
Hardy, Jane	13400	Secretary
Kessinger, Jennifer	13404	Grades 5 & 6
Kitchen, Blake	13333	Vice Principal
Tellez, Cindy	13401	Grades 1 & 2
Kitchen	13407	
Library	13406	
Staff Room	13402	

Recess/Lunch Schedules Grand Island Elementary

8:25-9:45	First Period
9:45-10:00	Recess
10:00-12:00	Second Period
12:00-12:45	Lunch/Recess
12:45-1:45	Third Period
1:45-1:55	Recess
1:55-3:00	Fourth Period

Lunch Schedule

11:55	Kindergarten/ 1 st Grade Lunch
12:00	2 nd & 3 rd Grade Lunch
12:05	4 th & 5 th Grade Lunch

Lloyd G. Johnson
Junior High School

Disaster and
Emergency Plan

LLOYD G. JOHNSON JUNIOR HIGH SCHOOL
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INCIDENT COMMAND SYSTEM FUNCTIONS

MANAGEMENT (OVERALL POLICY DIRECTION)

- **School Principal/Administrator (Mrs. Geierman):** The critical incident and/or disaster determine who will be in Incident Command Officer. Until the arrival of the **Incident Command Officer**, the site administrator is in charge. The site administrator is most often the principal unless circumstances dictate differently.
- **Public Information Officer (Mrs. Geyer)**
NO ONE ELSE TALKS TO THE MEDIA
The administrator may authorize and designate a trusted well-trained individual to coordinate information being released to the press and make public announcements.
- **Safety Officer (Mrs. Geierman):** this person serves as a liaison officer. She/he is the point of contact for assisting and cooperating with agency representatives (fire, law enforcement, Red Cross).

PLANNING/INTELLIGENCE (gather and assess information)

- **Instructional Staff:** Teachers, librarians, para educators can perform this function. These individuals must be able to use communication equipment, gather information in a timely manner and weigh it for significance.

OPERATIONS (implement priorities established by the Incident Command Officer)

- **First Aid coordinator (school nurse or Maryann Diaz):** Knows where all supplies are located, oversees first aid prior to paramedic's arrival, coordinates with paramedics. The person is usually the head school nurse.
- **Search and Accountability Coordinator (Mrs. Geierman):** Accounts for everyone on site as quickly as possible. This person must have access to attendance records, visitor sign-in sheets, emergency data cards of students and any other information that will assist in accounting for the school population. This person works closely with the Student Assembly, Shelter and Release Coordinator.
- **Student Assembly, Shelter and Release Coordinator (Mrs. Hannon-Korynta):** Oversees location where students assemble, attends to their needs when providing shelter, and oversees how parents receive students and the process for releasing students. This person works closely with the Search and Accountability Coordinator.
- **Grounds and Maintenance Coordinator (custodial person):** Knows layout of building and grounds, location of shut-off valves and utility lines and is familiar with blueprints. Once job is completed go to Incident Command Center **(Mrs. Geierman)**.
- **Incident Log Scribe (Site-secretary, Maryann Diaz):** Write down all information, records times, directives, and summaries of incoming and outgoing communications. Stays with the Incident Command Officer **(Mrs. Geierman)**.

LOGISTICS (Site Custodian)

Logistics is responsible for "getting" or obtaining anything that the Incident Management Team needs.

- **Food, Water and Supplies Coordinator:** Oversee distribution of food, water and essential supplies throughout critical incident.
- **Bi-lingual translator:** Assists in communication with schools which have a significant number of students and parents who speak English as a second language.
- **Traffic Safety Coordinator:** Oversee transportation system.

LLOYD G. JOHNSON JUNIOR HIGH SCHOOL

PLAN FOR DISASTER AND EMERGENCY SITUATIONS

GENERAL INSTRUCTIONS:

- The principal or designee shall determine when and if the emergency plan should be initiated.
- A signal to alert all staff is the same as described in following sections.
- The following agencies shall be alerted:
 - Superintendent's Office (Governing Board members will be notified by the Superintendent's Office).
 - Sheriff's Department
 - Neighboring Schools (If appropriate).
 - Fire Department
- Only the Principal or designee shall communicate with law enforcement, news media or the District Office.
- All teachers shall lock their classroom doors, cover windows, and keep students inside the rooms until further instructions.
- All buildings should be secured.
- All restrooms and refuse containers should be locked.
- Definite emergency procedures for all personnel shall be established.
- All parents should be encouraged, with the utmost caution, from contacting and/or coming to the school during an emergency situation.

It is important that emotions be controlled as much as possible in dealing with emergency situations. The primary objective is to offer the optimum protection to students and teachers. Apprehension and arrests of individuals, when necessary, must be done at the proper time and with tact and dispatch.

Student Care: Teacher Responsibilities

Personnel: All teachers and substitute teachers

Responsibilities:

- Assess situation and remain calm.
- If ground is shaking, lead Duck, Cover, and Hold.
- Calm, direct, and give aid to students. Assist seriously injured students if possible.

Lockdown:

- If gunfire or explosions are heard, get everyone to lie flat on the floor away from windows, doors locked, lights off and blinds pulled. Put green card in the window if everyone is ok. Put red card if there is a problem.
- Lockdown- message given by phone or messenger, get everyone to lie flat on the floor away from windows, door locked, lights off, blinds pulled. Attendance taken in Raptor app.

Evacuation:

- Check with buddy teacher and assist as necessary.
- Take classroom emergency bag, emergency cards and red emergency binder and device to take attendance with Raptor.
- Evacuate to emergency assembly area on football field unless told to assemble elsewhere.

- Check with buddy teacher and assist as necessary or evacuate both classes together.
- Use safest route, alert for hazards; quickly and quietly.
- Door closed and locked.

Assembly Area:

- Instruct students to sit on grass.
- Take attendance with the Raptor app and check with buddy teacher to ensure they are able to account for students/staff in Raptor. (If internet is down) Take attendance if all accounted for hold up GREEN card. If student is missing hold up the RED card. Take attendance for aides and volunteers.
- Search and Rescue will check for attendance and record names of those unaccounted for.
- Supervise and reassure students.
- Administer first aid as necessary.
- Be alert for latent signs of injury/shock in *all* students.

Student Release:

- Raptor Reunification process will be implemented immediately.
- If parent demands child, breaking release procedure, make appropriate notation, describing incident, on emergency card/roll. Avoid confrontations.
- Be sure to check for the responsible persons given permission to pick up students on the emergency lists. Get driver's license number, etc

LOCKDOWN/INTRUDER

LOCKDOWN/INTRUDER CHECK LIST

- The front office will make an all call using the bell system, the all call will be **"Lockdown Drill"**. (If practice drill, all call will be **"Lockdown Drill Practice"**)
- The instructions for all call are located on secretary's desk "Emergency Map".
- Front office will contact Room 901, 902, and 903.
- Front office will turn all lights out in office.
- Front office will lock and secure three doors that enter into the front office.
- Sheriff's office will be called 911 (if practice drill, call 458-0200).
- Front office will call the day care 476-2115, located across parking lot to make them aware of the situation.
- Front office will call PHS 476-2277 or dial secretary's direct extension Mary Ornbaun #13100 or Maria Gonzalez #13136.
- All classrooms are to remain in lockdown mode until an all call has been sounded and released. The release code will be **"ALL CLEAR"**.
- Each classroom must leave lights off, lock door, and cover any windows so that no one may be able to see inside the classroom

- Each classroom is to display green/red cards in a visible window. Green card = all students are here and safe/Red card = some students are missing
- If lockdown continues over the hours of regular business day, the auto dialer will be used to notify parents(if front office is able to do this in a safe manner)
- When the lockdown intruder situation has ended, the front office will make an all call that they may return to normal. The code will be **"ALL CLEAR"**
- Front office will notify Room 901, 902, and 903.
- Take attendance on Raptor App Immediately

Being Held Hostage: Try to remain calm and deal with the individual(s) in as normal a manner as possible. Do not become agitated or angry. Treat them with respect and dignity. Do not try anything rash such as attempting to overwhelm and disarm them. You are going to be the center of attention and your emergency situations will key in on your demeanor and behavior. How you react will in part determine how they react.

FIRE:

Each teacher must post and read the fire drill instructions to each of his/her classes and make certain that every class understand where it is to go when the fire alarm sounds. You will be given copies of the rules and directions for posting.

Signal

Fire Bell, verbal or written announcement.

Custodian Procedure

The custodian(s) on duty shall assist in the evacuation of the buildings and in the securing the safety of all students and personnel as their first priority.

The custodian in charge is responsible for accounting for all of his personnel and notifying an administrator of anyone missing.

The custodian shall, if possible without personally endangering himself, shut off the gas main valve.

Office Procedure

At the moment that the office receives notice of a fire the office personnel shall:

- Sound the fire alarm
- Notify the administrator in charge
- Call 911
- Call the District Office
- Evacuate the office in that order.
- The office emergency folder and portable first aid kit shall be carried out by an administrator or by the last person to leave the office if an administrator is not present. Administrator will take a mobile cell phone with them.

In Class Procedure

- When the fire alarm sounds, students are to line up quickly and quietly.
- The teacher takes the Emergency Binder/Emergency Bag as the class leaves the room. The Emergency book must contain a current class roster, a copy of the evacuation plan and the disaster plan

- Each class is to follow the fire escape route designated for the classroom they are in at the time and should move to their assigned area without delay closing the door behind them.
- It is the teacher's responsibility to review the fire escape routes for the classroom they occupy and know the route for other rooms their class may use from time to time.
- After the classes have reached their assigned area, teachers are to take roll and immediately report any missing students to the Principal/designee.
- Take attendance on Raptor App Immediately
- Classes are to stay at their assigned area until the "all clear" signal is sounded or until the Principal verbally gives an "all clear" announcement.
- Should the assigned route or holding are judged unsafe by the teacher due to the fire, the teacher shall choose an alternative route or area.

Yard/Lunch Procedure

- Teachers shall immediately report to the grass area (soccer field) to rejoin their homeroom classes or assist in supervision there.
- Students on the yard at recess or in the lunchroom shall respond to the fire alarm by following instructions of teachers or supervisors.
- Yard supervisors are to direct all students to back grass area (soccer field) and maintain order until the regular classroom teachers can arrive.
- An administrator shall distribute homeroom roll sheets from the office emergency binder so teachers can take roll.
- Teachers shall notify an administrator immediately if any students are missing. Red/Green cards

Cafeteria

- Students who are in the cafeteria shall quickly and quietly line up by table and be led by the adult supervisor to the yard to wait for their teacher.

BOMB THREAT

A bomb threat may be received by a school at any time either by phone or by mail. Most bomb threats are brief, with the caller stating the threat in a few words, then hanging up. Every effort should be made to obtain as much detailed information from the caller as possible.

The person taking the call should immediately take out the bomb threat information sheet and ask the following questions:

- When will the bomb go off?
- Where is the bomb located?
- What kind of bomb is it?
- Who placed the bomb?
- How do you know about the bomb?
- What is your address?

The person taking the call should also note the following details:

- Date and exact time of the call
- Exact language used
- Sex of caller
- Estimated age of the caller
- Any identifiable accent
- Any identifiable background noise, such as music, trucks, cars, etc..

- Whether the caller volunteered any specific information regarding the location, type, detonation time, or reason that the information was coaxed from the caller.

The principal or designee is to be notified.

THE CALL IS DISCUSSED WITH NO ONE.

The principal may choose to evacuate the building according to the regular fire evacuation routes or using alternative routes if there is a suspected location.

Notify city emergency officials, immediately call 911.

No one should be using walkie-talkies.

Direct all media inquiries to the District Office.

Within 24 hours the principal or designee shall send a complete report of the incident to the Superintendent or designee. The report shall identify the person who received the threat and the grounds for believing the danger was real.

Busing student's home before scheduled time.

If there is a situation where students need to leave campuses early, every attempt will be made to notify parents by site personnel. However, for safe-reasoning busses may need to leave before everyone has been notified. Staff will remain on campus until all students are off campus. Parents may call the District Office for information, as all phones at the site will be busy. This is most common when the flooding of roads will prevent busses from getting students to their residence.

Teachers and staff will remain with students until released by administration. All staff needs to discuss with their families what actions to take if the staff member cannot get home or will be leaving late due to any emergency.

EARTHQUAKE

Signal: No signal shall be given to duck and cover, there shall be a signal to evacuate the building and the signal shall be the same as for the fire evacuation, bell tones, and written or verbal announcement.

Office Procedure:

- Duck cover.
- After the initial shock, sound the fire alarm, phone emergency service to request help if needed, take the emergency binder and emergency bag and evacuate the building.
- Move away from all buildings and into an open area.
- An Administrator or the last person to leave the office shall take the emergency folder and first aid kit which is located in the office. The Administrator will also take a mobile phone.

Custodian Procedure:

- Duck Cover.
- After the initial shock, turn off the gas main valve and then assist in the evacuation of the building. The gas should automatically turn off during an emergency.
- The custodian shall account for his own personnel and notify an administrator if anyone can't be located.
- Open all gates and assist the emergency crews as they arrive.

In Class Procedure:

- Duck Cover.
 - All students and adults shall get under a desk or table or next to an inside wall or under an inside doorway away from glass.
 - Drop to knees with back to windows and knees together. Clasp both hand firmly behind the head, covering the neck. Bury face in arms, protecting the head. Close eyes tightly.
 - After the initial shock ends, all students shall be directed to line up and evacuate according to the assigned route. Students should be directed away from the building, over head wires, etc..
 - The teacher shall take the Emergency Binder and Emergency Bag as the class leaves the building.
 - Teachers shall lead their class to a safe, open area.
 - Remind students to walk and stay away from debris or downed wires.
- ☐ Staff shall take roll and report any missing students to the principal/designee. Take attendance on Raptor App Immediately
- Teachers shall render first aid if necessary.

Outdoor Procedure:

- The teachers or supervisors shall instruct the students to walk away from buildings, tress, poles or exposed wires.
- Once away from potential hazards, the teachers shall implement the (DROP) action. Teachers and students shall cover as much skin as possible, close eyes, and cover ears.
- Students and teachers shall stay in the open area until the earthquake is over, or until further directions are given.
- Take attendance on Raptor App Immediately
- Teachers shall take roll and report any missing students to the administrator/designee.

Subsequent Earthquake Procedure:

- Teachers shall see that students avoid touching wires that may have fallen.
 - Teachers or students shall not light fires after the earthquake until the area is declared safe.
 - Teachers shall render first aid if necessary.
 - The principal shall post guards at a safe distance from all building entrances to see that no one reenters for any reasons until the buildings are declared safe. Guards maybe custodians, teachers or other adults.
 - The principal shall notify utility companies of a break or suspected break in the lines which may present an additional hazard.
 - The principal shall contact the District Office for further instructions.
 - The principal shall determine the advisability of closing the school, with the advice of the County Building Inspector is possible.
 - Following the quake, the custodian and principal shall inspect the building for safety, looking for:
 - Large cracks in buildings
 - Earth slippage-affecting buildings
 - Water leaks
 - Gas leaks
 - Electrical breakage
- If the building is safe for use, the principal/designee shall clear debris in order to resume educational activities as soon as possible.

Earthquake While On the Bus

When students are on the bus and an earthquake occurs, the following actions shall be taken:

- The bus driver shall pull to the side of the road away from buildings and poles, wires, overhead structures and bridges, if possible, and issue the DROP order.
- The driver shall set the brakes and turn off ignition.
- The driver shall wait until the earthquake is over before proceeding on his route.
- The bus driver shall contact the director of transportation for instruction from nearest available location.

CAMPUS DISTURBANCES

Mass confusion can be one of the greatest dangers to the students when conditions of uncertainty prevail, and such conditions can rapidly generate into a state of panic. Staff members should be alert to the fact that in times of uncertainty or stress, students will look for leadership to those who are normally in an authoritative position. A prepared plan for prompt positive action, based on possible leadership through normal channels, will minimize confusion and disorder resulting from uncertainty, rumors, and fear. The purpose of any plan is to maintain normal or near normal routines and conditions during times of student disorder or unrest through increased precautions, supervision, and readiness to meet emergency conditions. All school staff shall respond to campus disturbance in accordance with the school's response plan.

Signal:

Repeated bell tones, sounded from the bell system bell. "Lockdown" will be used to notify teachers there is a problem and students need to remain in class.

Teacher Procedure:

- The teacher shall keep their students inside the classroom until notified the emergency has been resolved.
- If a class is on the yard, the teacher shall escort the class to their room.
- In the event that the disturbance would not permit the class returning to their own room, the teachers shall escort them to the nearest available classroom. The office shall be notified by the teacher of their alternative location.
- The teacher shall lock their door and cover all windows. Placing a red/green card in a visible window.

Custodian Procedure:

- Custodian with the help of the Principal shall secure all buildings including restrooms, if able to do so safely.

Office Procedure:

- The office shall sound the signal or make a verbal announcement "Lockdown" of the need to lock down the campus.
- The office shall verify the location and security of all classes.
- The office shall notify the appropriate authorities of the emergency.
- The office shall discourage parents, with utmost caution, from contacting and/or coming to the school during an emergency situation. The place for parents to go is established by District Office.

ROLLING BLACK-OUTS

The result of a "Rolling Black-Out" will be that the children will remain in school and follow their normal routine and activities. Obviously, lessons that require electricity will be postponed until the power is turned back on, approximately an hour to an hour and one half later. All schools in the district are equipped with back-up systems for the water. However, the telephones are not. In the event of a power outage, the schools are only capable of receiving one call at a time. Should many parents call for information at the same time, the telephone system, as is all current systems, will not be able to respond. This of course will only add to your and our frustration with the "Rolling Black-Outs". The more calls we receive concerning school dismissal, the more rapidly the batteries will be diminished.

Please be advised that your child will be safe, remain at school, and the Blackout will end in a relatively short period of time.

CHEMICAL ACCIDENT

Warning of a chemical accident is usually received from the fire or police departments, Sheriff's office, or from the Office of Emergency services when such an accident occurs near a school and may be a threat to the safety of the school.

Chemical accidents, which might necessitate evacuation, will most likely involve the release of toxic fumes or the threat of an explosion from a tank truck or rail car accident occurring in the vicinity of a school.

School Procedure:

- The principal or designee will direct other action as required.
- Follow the direction of the on-scene commander.
- Students and staff shall not return to the site until Emergency Services officials declare the area safe.

Office Procedure:

- Notify the District Office and maintain communication.
- Determine the need to leave the building.
- Determine whether the students should leave the school grounds.
- If appropriate, take action to evacuate the building, and if necessary, the area.
- With the school staff, maintain control of the students at a safe distance from the hazard.
- Provide for injuries/damages assessments to the District Office.

Teachers:

- Take attendance on Raptor App Immediately
- If any student/s are missing, report this information to the principal and responding emergency personnel immediately.
- Move crosswind, never upwind or downwind, to avoid fumes.
- Render first aid as necessary.

Custodians:

- Assist the principal/designee to ensure the safety the safety of the students.

STORMS, FLOODS, WINDS

When a major storm threatens, the radio or television should be turned on to hear weather reports and forecasts, as well as other information and advice that may be broadcast by the local government.

Hurricane or Tornado Winds:

In the event of a storm generating hurricane-force winds, the following procedures should be observed:

Signal:

- The signal for imminent danger shall be sounded of repeated bell tones, verbal or written announcement.

On Campus Procedure:

- All students should be in the building.
- Duck and Cover under desks, tables, or anything sturdy with backs toward windows.
- Students shall be directed to stay away from doors and windows.
- Radios should be turned for updated information and advice.

Off Campus Procedures:

- If enough lead-time is available, a bona fide civil defense shelter should be found.
- If in open country, students and staff should drive away at right angles from a tornado's path, if known at the time.
- If unknown or insufficient time is available cover should be taken and people should lie flat in the nearest depression, such as a ditch, culvert or ravine away from power lines and trees.

Flood:

- In the event of a flood, the civil defense coordinator and the District administration will cooperate and coordinate the evacuation of the area.
- If the evacuation of the area is not possible, staff and students will climb to roof level of buildings.

KITCHEN EMERGENCY PLAN

In case of any natural disaster please activate the following emergency kitchen shut down routine:

- Remain calm.
- Disengage all ovens and burners.
- Unplug all electrical appliances.
- Make a quick assessment of condition of kitchen.
- Follow the fire drill escape route.
- Take a quick head count to assure everyone is out.
- Report condition of kitchen to custodial or office personnel.
- Follow any further instructions given by Principal or staff.

EMERGENCY PHONE SCRIPT

This is _____ calling for Johnson Jr. High School to inform you that due to _____ school is being dismissed early. Buses will leave at _____. Students may be picked up from their classrooms after you sign them out in the classrooms.

For further information call the district office at 476-2892 regarding school closures or watch TV channels 3, 10, 13 and Spanish Channel 19. Radio stations will also carry information.

I need to record with whom I am speaking:

Thank you.

PROCEDURE TO FOLLOW IN DISMISSING STUDENTS IN THE EVENT OF AN EMERGENCY

- Make class lists with home phone and emergency numbers.(Located in Emergency binder)
- Information located on Raptor App
- Name of person calling what class or page number
- Just one phone to be used
- Teachers sign out to make sure their students' parents/guardians have been contacted
- Teachers have class list and have person sign out student
- Lists are to be returned to the office
- Dismiss bus students first (about 15 minutes sooner than town)

SUGGESTIONS:

- Utilize auto dialer system through district office to get message to parents quickly in Spanish and English.
- Maryann Diaz free of telephone so that she can get numbers from the computers.
- Location of all phones:

- All classrooms
- Need to use all bilingual staff and teachers:
 - Jessica Geierman
 - Maryann Diaz
 - Tina Barba
 - Genia Colsa-Friel
 - Alexandra Rudorff
- Answering machine messages in regards to school closure in English and Spanish.
- Post notice of school closure on outside marquees.

Johnson Jr. High Emergency Phone Tree 2018-2019

Geierman, Jessica 530-591-7071	Geierman, Jessica 530-591-7071
Lopez, Cathy 530-713-2588/755-1836	Bonino, Lauren 530-682-4362
Dyer, Christine (Dusty) 530-746-1493	Diaz, Maryann 530-908-6376
Taylor, Emily 916-208-5746	Dillard, Julie 530-277-6637
Fullerton, Shelly 559-960-5081	Hannon-Korynta, Amy 707-365-7033
Rudorff, Alexandra 408-840-9791	Grimmer, Mary 530-908-4061
Kate Kellogg 530-701-0394	Burnum, Lisa 530-476-2384/ 530-518-9803
Marler, Randy 345-1694/520-6453	McInnis, Jonah 530-526-5998
Colsa-Friel, Genia 530-635-0284	Reilly, Mary 620-205-8580
Stephens, Delora 530-383-5352	Teramoto, Kyle 530-514-0476
Rodriguez, Adriana 530-737-8550	Haro, Yolanda 530-501-3076
Nena Rodriguez 530-870-1533	Mendiola, Maria 530-933-1467
Peterson, Matthew 530-559-4806	Cortez, Tim 530-908-1895
Vandrey, Valerie 530-228-0404	Gutierrez, Josefa 530-476-2851
Murhi, Lailia 818-921-0238	Avina, Guisella 530-845-8677
Schmidt, Swade 949-689-3738	Geierman, Jessica 530-591-7071
Geierman, Jessica 530-591-7071	

STAFF – Please call the next person on the list. If you get no answer, skip, and go to the next person and then continue calling the skipped person until you can either reach them or leave a message for them.

Lloyd G. Johnson Jr. High Extensions
2018-2019

OFFICE:		
Geierman, Jessica (Principal)	Office	13201
Diaz, Maryann (Secretary)	Office	13200
Psychologist /Migrant Ed	Office	13202
Cafeteria/Kitchen	Kitchen	13208
Library/Grimmer, Mary	Library	13207
Staff Room JJH	Office/Staff Room	13206
Nurse Office	Office	13205
Counselor/ Lopez, Cathy	Office	13203
PASES/ Kellogg, Kate	Library	13209
CERTICATED STAFF:		
	Room #	Ext.#
1 - 6 period empty/7 Schmidt	301	13215
Bonino, Lauren	406	13222
Burnum, Lisa	GYM	13210
Colsa-Friel, Genia	501	13223
Dillard, Julie	602	13225
Dyer, Christine	401	13211
Fullerton, Shelly	603	13226
Hannon-Korynta, Amy	800	13219
Marler, Randy	204	13216
McInnis, Jonah	601	13227
Mendiola, Maria	903	13230
Peterson, Matthew	405	13221
Rector, Ron	902	13224
Reilly, Mary	402	13220
Richins, Michael	PHS P4	13131
Rudorff, Alexandra	604	13213
Schmidt, Swade	GYM	13228
Stephens, Delora	203	13217
Taylor, Emily	201	13212
Teramoto, Kyle	202	13214
Vandrey, Valerie	901	13229

CLASSIFIED STAFF:	
Avina, Guisela	Yard Duty
Cortez, Tim	Janitorial/Grounds
Garcia, Josefina	Custodian/Cook
Guitierrez, Josefa	Custodian
Haro, Yolanda	Cook
Rodriguez, Adriana	Yard Duty
Rodriguez, Maria Elena	Cook
Silva, Maria	Office Helper - lunch

District Office:	
Main Number	476-2892
Brackett, Melanie	13000
Dorantes, Angela	13006
Geyer, Carol	13001
Meras, Daena	13005
Minten, Tammy	13004
Parker, George	13003
Stuivenberg, Jeff	13002
Velazquez, Stacie	13008

PHS OFFICE:	
Main Number	476-2277
Friel, Don	13102
Gonzalez, Maria	13136
Ornbaun, Mary	13100
Vujovich, Dave	13101

AES OFFICE:	
Main Number	476-2522
Dorantes, Veronica	13303
Fernandez, Cundi	13300
Kitchen, Blake	13333
Nurse	13307
Shadley, Summer	13301

GIE OFFICE:	
Main Number	437-2416
Hardy, Jane	13400

2018-2019 Bell Schedule

The schedule shows the start and stop times for school each day. Students should **not** arrive at school before 7:50 AM as there is no supervision prior to this time.

*8th grade released for lunch at 11:50 for 1st semester.

*7th grade released for lunch at 11:50 for 2nd semester.

7th and 8th Grade

Regular Day Schedule

Breakfast	8:00	8:15
1 st Period	8:19	9:08
Passing	9:08	9:12
2 nd Period	9:12	10:01
Passing	10:01	10:05
3 rd Period	10:05	10:54
Passing	10:54	10:58
4 th Period/ Homeroom	10:58	11:47
LUNCH	11:47	12:32
Passing	12:32	12:36
5 th Period	12:36	1:25
Passing	12:25	12:29
6 th Period	1:29	2:18
Passing	2:18	2:22
7 th Period	2:22	3:09

Minimum Day Schedule

Breakfast	8:00	8:15
1 st Period	8:19	8:57
Passing	8:57	9:01
2 nd Period	9:01	9:39
Passing	9:39	9:43
3 rd Period	9:43	10:21
Passing	10:21	10:25
4 th Period/ Homeroom	10:25	11:03
LUNCH	11:03	11:34
Passing	11:34	11:38
5 th Period	11:38	12:16
Passing	12:16	12:20
6 th Period	12:20	12:58
Passing	12:58	1:02
7 th Period	1:02	1:40

Wednesday Schedule

Breakfast	8:00	8:15
1 st Period	8:19	8:59
Passing	8:59	9:03
2 nd Period	9:03	9:43
Passing	9:43	9:47
3 rd Period	9:47	10:27
Passing	10:27	10:31
4 th Period/ Homeroom	10:31	11:11
LUNCH	11:11	11:53
Passing	11:53	11:57
5 th Period	11:57	12:37
Passing	12:37	12:41
6 th Period	12:41	1:21
Passing	1:21	1:25
7 th Period	1:25	2:05

6th Grade

Regular Day Schedule

Breakfast	8:00	8:15
Class	8:19	10:29
BREAK	10:29	10:42
Class	10:42	12:02
LUNCH	12:02	12:47
Passing	12:47	12:51
PE/Intervention	12:51	1:31
Passing	1:31	1:35
Intervention/PE	1:35	2:15
Passing	2:15	2:19
Class	2:19	3:09

Wednesday Schedule

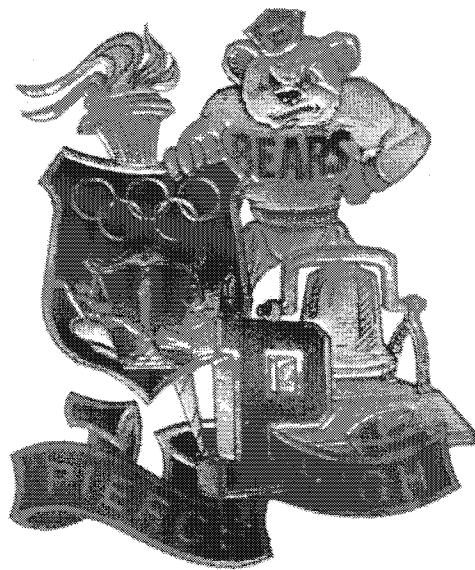
Breakfast	8:00	8:15
Class	8:19	10:11
BREAK	10:11	10:26
Class	10:26	11:17
LUNCH	11:17	11:59
Passing	11:59	12:02
PE/Intervention	12:02	12:35
Passing	12:35	12:38
Intervention/PE	12:38	1:11
Passing	1:11	1:14
Class	1:14	2:05

Minimum Day Schedule

Breakfast	8:00	8:15
Class	8:19	10:05
BREAK	10:05	10:20
Class	10:20	11:08
LUNCH	11:08	11:40
Passing	11:40	11:43
PE/Intervention	11:43	12:15
Passing	12:15	12:18
Intervention/PE	12:18	12:50
Passing	12:50	12:53
Class	12:53	1:40

Updated 10/04/2018

**PIERCE HIGH SCHOOL/
ARBUCKLE
ALTERNATIVE HIGH
SCHOOL**



EMERGENCY PLAN

2018/2019

**PIERCE HIGH SCHOOL 2018/19
EMERGENCY PLAN**

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Alphabetical Listing of Staff Assignments

<u>Name</u>	<u>Assignment</u>
Allen, John	Rescue Team
Arias, Nicole	Student Supervision
Barber, Michael	Rescue Team Co-Lead
Bendorf, Patricia	Student Supervision
Breithaupt, Matthias	Student Supervision
Burnum, Lisa	First Aid Team
Burnum, Scott	Student Supervision Lead
Castro, Kimberly	Student Supervision
Coorough, David	Student Supervision
Cross, Elizabeth	Student Supervision
Duarte, Perla	Administrative Table-Co Lead/Disaster Coordinator
Franklin, Charles	First Aid Team-Lead
Friel, Don	Rescue Team Co-Lead
Gallagher, Sean	Rescue Team
Garcia, Estela	Cafeteria Team
Garcia, Felicia	Administrative Team
Garcia, Josefina	Cafeteria Team
Gonzalez, Maria	First Aid Team
Gonzalez, Patty	Administrative Table
Green, Nick	Student Supervision
Hofhenke, Merry	Student Supervision
Howard, Lynn	Student Supervision
Keiser, Carol	Student Supervision
Lederer, Gary	First Aid Team
Mendoza, Francisco	Emergency Shutoff (Co-Lead)
Ornbaun, Mary	Administrative Table Co-Lead
Richins, Mike	Student Supervision
Riley, Heather	Student Supervision
Rodriguez, Vicki	First Aid Team
Rohde, Cindy	First Aid Team
Schaap, Jeanine	Alt. student supervision
Struble, Max	Rescue Team
Sweet, Erin	Student Supervision, Emergency Shutoff (Co-Lead)
Taylor, Bill	Transportation
Van Laningham, Luke	Rescue Team
Velazquez, Stacie	Cafeteria Team-Lead
Vujovich, David	Disaster Coordinator
Wilderman, Jennifer	Student Supervision

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Listing of All Teams

- Administrative Table:** Perla Duarte (Co-Lead), Mary Ornbaun (Co-Lead), Felicia Garcia.
- Cafeteria Team:** Stacie Velazquez, Josefina Garcia, Estela Garcia.
- Disaster Coordinator:** David Vujovich, Don Friel if Mr. Vujovich is not available. Once the coordinator is assigned, they will remain in this position until the emergency has been ended.
- First Aid Team:** Chaz Franklin (Lead), Cindy Rohde, Gary Lederer, Maria Gonzalez, Vicki Rodriguez.
- Rescue Team:** Michael Barber (Co-Lead), Don Friel (Co-Lead), John Allen, Luke Van Laningham, Max Struble, Sean Gallagher.
- Transportation:** Bill Taylor
- Emergency Shutoff:** Bill Taylor (Co-Lead), Francisco Mendoza (Co-Lead).
- Student Supervision:** Scott Burnum (Lead), Merry Hofhenke, Lynn Howard, Jennifer Wilderman, Erin Sweet, Nick Green, David Coorough, Matthias Breithaupt, Lisa Burnum, Nicole Arias, Carol Keiser, Patricia Bendorf, Elizabeth Cross, Heather Riley, Kimberly Castro, Mike Richins.
- Public Information Officer:** Carol Geyer, no one else talks to the media.

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Utility Emergency Shut-Off Locations

GAS SHUT OFF: Located on the back (east) side of the main building behind the Migrant Ed. Office.

WRENCH: Located at the Main Supply Shut Off

WATER SHUT OFF: The water shutoff valve is located in the front of the school.

WRENCH: Bus Shed

ELECTRICITY: Gray Vault by sidewalk to South Gym.

Utility Company Phone #'s

Arbuckle Fire Department (non-emergency: 476-2231):	476-2424
Arbuckle Public Utility District (water):	476-2054
Colusa County Sheriff Department	458-0200
Emergency :	911
P.G.& E. (gas & electricity)	1-800-743-5000

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Phone Numbers

Arbuckle Elementary:	476-2522
Arbuckle Fire Dept.	476-2424 (Non Emergency) Call 476-2231
Arbuckle Public Utility Water Dist.	476-2054
Colusa County Sheriff:	458-0200
Enloe Hospital-Chico:	1-800-822-8102
Fremont Hospital-Yuba City:	751-4000
Grand Island Elementary:	473-2461
Johnson Jr. High:	476-3261
National Poison Control*	1-800-222-1222
Pacific Gas & Electricity (PG&E)	1-800-743-5000
Paramedics	911
Pierce District Office:	476-3643
Rideout Memorial Hospital:	749-4300
Toxic Chemicals and Oil Spills:	800-424-8802
Woodland Memorial Hospital:	662-3961

The following information should be ready when you call: What was taken (have container available if possible) and how much? The age/weight/sex of victim and the county you are calling from. Your name, the name of your location, phone # and relationship to the victim.

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I. Overview/General Guidelines

- A. **Background:** A disaster plan should be detailed yet flexible. While certain things can be counted on (e.g. the need to provide first aid in the event of a major earthquake); other things are difficult to determine (e.g. how long will we be on our own in the event of a major disaster). A disaster can come in many forms. Some we are aware of (e.g., a major earthquake), while others are less obvious (e.g. a toxic chemical spill).
- B. **Purpose:** While this guide is designed to deal with particular threats, it is hoped that the procedures outlined here could be quickly adapted to meet any disaster situation.
- C. **Staff Responsibilities:** The safety and welfare of our students during and following a major disaster is the responsibility of the school's total staff. Under current law, the site principal has the authority to do what is necessary to protect the safety of students and staff. This includes the right to assign certificated and classified staff to perform duties in support of this mandate. This extends to emergencies which may go beyond the normal school day; Staff members who have families or who are responsible for other individuals should have contingency plans for the care of these individuals should they be called on to remain at school for an extended period. PJUSD beginning this year will be using an App called Raptor reunification, which will be downloaded on to their cell phones. With this App administrators can push out incidents and staff can input their attendance in real time, with this we can see who has been accounted for and who hasn't.
- D. **Procedure for Individual Offices:** While this guide is written from the point of view of the teacher, it also applies to all offices and other workspaces on campus. This would include the Main Office, Counseling and Attendance Office as well as the cafeteria. Individuals working in these offices should review the various procedures and decide how they would modify them to fit their particular circumstances. For example, each office should review the posted evacuation routes and discuss what alternative routes are available should the primary route be blocked. Those offices with student aides need to establish who will be responsible for ensuring their assigned students are safely evacuated and, once evacuated, that an accurate roll is submitted to the administrative table. Students in offices who run errands on campus must clearly understand that in the event of an evacuation, they must proceed to the assembly area (practice football field) and immediately locate the adult from the office they work in who is responsible for taking roll. **Please take a few minutes each period on the day of a drill to review these emergency procedures with your students.**

II. Fire

- A. Teachers are to evacuate their classrooms using the route posted in their room if:
1. The school fire alarm sounds
 2. The alarm is issued through an alternate means (e.g., bullhorn, runner); or
 3. You observe smoke or fire. In this situation, be sure to activate the school alarm, notify adjacent classrooms, and send a runner to the main office to give the location of the fire.

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- B. Teachers should consider what alternative routes are available to them should their normal evacuation route be blocked.
- C. Teachers must bring their attendance and emergency cards with them. Staff will also open their Raptor reunification app on their phones and take attendance as well. If available, also consider the following items: car keys, portable radio, first-aid kit, and any other items that may be useful.
- D. For fires occurring when students are out of class, have them proceed to the assembly area and report to their Advisement teachers.

III. Earthquake Emergency Procedures

- A. **Overview:** An earthquake may occur without warning and teachers should be prepared to give the DROP signal at the first sign of a quake. Also, the posted evacuation routes may be blocked, forcing you to use an alternate route.
- B. **Staff Responsibilities:** Our plan is based on the premise that the safest place for students in the event of an earthquake is the school. As previously indicated, the principal or site administrator in charge has the necessary authority to provide for the safety of students and staff.
- C. **Emergency Procedures for a Quake Occurring During Class:**
 - 1. At the first indication of ground movement
 - a) Teachers are to give the DROP command. Do not wait for a signal!
 - b) Students are to get under a desk or table or against an inside wall. If the shelter moves, hold on and stay under the desk or table.
 - c) Have student's turn away from any windows, shelves that may fall, and/or any outside doors. Staff will open up the Raptor reunification app on their phones to check if there has been an incident pushed out to them and take roll accordingly.
 - 2. **Upon cessation of ground movement:**
 - a) If the order to evacuate is not received within 45 seconds of the cessation of ground movement, initiate evacuation on your own and proceed to the assembly area. When leaving the building, do not run.
 - b) **Maintain control:** Continue talking to students to help them remain calm.
 - c) **Assess conditions:** Does anyone need emergency first aid? What is the safest evacuation route? Decide upon a plan and proceed.
 - d) **Dealing with injuries:** If possible, remove all injured persons from the room. Remember, however, your first priority is to get the class to the assembly area to prevent further injury and/or loss of life. If an injured student cannot be moved, your partner teacher will exit with the two classes while one teacher will stay with the injured until a rescue team can come to their aide.
 - e) **Immobilized Injured:** If there is a life threatening situation and you must leave injured in the room, make a large "I" on the door along with the number injured and time. For example, if you had to leave three students behind, you would mark "3 I 10:30" on the door. Communicate their names and the room number to the rescue team as soon as possible. Once you have reached the assembly area, immediately submit the same information in writing to the disaster coordinator or administrative table along with your roll.

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- f) **What to Bring:** Teachers must bring their attendance, this emergency plan and their first aid kits (if you have one) with them. Also consider the following items: clipboard, pens/pencils, car keys, portable radio, and any other items that may be useful.
- D. **If a Quake Occurs When Students Are Out of Class:**
 - 1. Stay in an open area, away from buildings, wires, and trees
 - 2. Give DROP command to students around you. Do not wait for signal
 - 3. Take cover under lunch tables, benches, or in doorways. If in an open area, sit down
 - 4. Remain in DROP position until ground movement ends
 - 5. Take control of the students in your class immediately and evacuate to the assembly area
 - 6. Students are to report to their Advisement teachers. Teachers with other duties will give their attendance to a Pre-Arranged teacher that has Student Supervision.

IV. Bomb Threat Procedures

- A. **Overview:** Bomb threats present a difficult situation for any school. Often they are prank calls intended to disrupt school; however, it is the policy of the District to treat every call as a threat and evacuate the school.
- B. **Taking a Bomb Threat Call:** When taking a bomb threat, elicit as much information as possible from the caller. Ask the exact whereabouts of the bomb and what time it is set to go off. Ask for a detailed description including the size, type of explosive material, nature of timing device, type of container, color, etc. As you are listening to the individual, note anything about the individual's speech that may help identify him/her. Is he/she speaking with an accent? What is the estimated age of the caller? Is the caller using any unique speech pattern? Is there anything in the background that might help identify the origin of the call? Note the exact time of the call.
- C. **Procedures:**
 - 1. If the call was not taken in the main office, report the call immediately to the main office.
 - 2. Initiate a fire drill
 - 3. Keep all phone lines open
 - 4. Call the District Office. Give the exact time of the call and the line it came in on. Ask them to report the threat to the Sheriff's Office and to notify the other campuses.
- D. **Reporting Threats Not Received By Phone:** Any threat received by a staff member should be reported immediately to the main office.
- E. **Suspicious Items:** Staff members, who note anything suspicious in their area, should evacuate the building and immediately send a runner to the main office to report that an unknown hazard exists in their room.
- F. **Surveying Room During Evacuation:** While evacuating under these conditions is stressful, please take the time to note any suspicious packages or other items in your room, which should be investigated. Also, note anything else out of the ordinary (e.g., an access panel removed or ceiling tile out of place). Immediately report your observations to the main office or the principal.

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- G. **Explosion with NO WARNING:** The procedures will be the same as that for an earthquake. The teacher should give the DROP command and follow the earthquake procedures.

V. Intrude and/or Hostage Situation

- A. **Overview:** This may be the most difficult emergency anyone ever faces. Because it may take many different forms, providing specific directions or guidelines is extremely difficult.
- B. ***A stranger or a gunman:*** We will use these terms for alerting staff that one or more armed and dangerous individuals are on campus.
- C. **Reporting a Situation to the Office:** Should a staff member need to report an occurrence, let the main office know in any way possible (e.g., a written note, verbally through a student, etc.) that a stranger is present. How you phrase the statement can provide valuable information to us. ***“I have a stranger in my class with two friends,”*** would be a way of telling the office that the intruder is female and has two individuals with her. ***“I think that there is a stranger that has weapons in a white pickup out by the weight room.”*** would alert us that you have observed someone with weapons in a pickup by the weight room.
- D. **Alerting Staff to a Dangerous Situation:** The main office will use the phrase, ***“Just wanted to let you know that we have situation or a stranger is on campus,”*** or words to that affect to notify staff of a dangerous situation. Administration may also push out an incident thru the districts Raptor system that staff will have downloaded onto their phones. Staff can use the Raptor app to take attendance and alert the administrators of who is an attendance and who is absent from their room.
- E. **Procedures to Follow:** When you receive such a message, all staff must lock their doors and hold their classes until notified to do otherwise. Students are to remain in class even if the bells ring. This may require you to sit tight for several hours or more. Working with the students to communicate why they must remain without causing panic will require extreme skill. Protect your students as your situation allows. If evacuation is possible, use the windows to exit. In the Quad C, this might mean taking them into the counselor’s room. In the auditorium, it could mean taking the class into the basement. In regular classrooms, this would mean absolutely not allowing students near the door or windows.
- F. **Being Held Hostage:** Try to remain calm and deal with the individuals in a calm manner. Do not become agitated or angry. Treat them with respect and dignity. Do not try anything rash such as attempting to overwhelm and disarm them. You are going to be the center of attention and your students will key on your demeanor and behavior. How you react will in part determine how they react.

VI. Air Disaster

- A. **Overview:** While the chances of this occurring at Pierce are remote, it is still a possibility.

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- B. **DROP command:** Should a classroom be hit, there will probably be little warning. The teacher should give the DROP command and follow the earthquake procedures. The teacher may be called on to decide whether it is safer to remain in the building or evacuate.

VII. Toxic Spill

- A. **Overview:** The problem with toxic spills is that it may be difficult to escape the fumes. If at all possible, move cross wing to the fumes to reduce exposure.
- B. **Evacuation:** It will need to be determined whether it is safer to evacuate or remain inside. If told to evacuate, follow the fire drill evacuation procedures.
- C. **Severity:** Depending on the severity of the spill, disaster teams (e.g. first aid) may be formed to help those overcome by fumes.

VIII. High Winds and/or Thunderstorms

- A. **Overview:** If time and conditions permit, the school will send students home prior to the onset of a severe storm.
- B. **Sudden Onset of High Winds:**
 - 1. **During Class:** Keep students inside and away from windows. Close windows and doors. Close drapes if available.
 - 2. **When students are not in class:** Before school, during break, lunch or after school, students should report to first period. Teachers should open rooms immediately.
 - 3. Do not release students until instructed to do so.
 - 4. Report any injuries or unsafe conditions to the main office as soon as possible.
- C. **Thunder and Lightning Occurring in Close Proximity to School**
 - 1. Follow the same procedures as those for high winds.
 - 2. Be attentive to the possibility of electrical shock. Avoid making contact with anything that may conduct lightning.

IX. Flooding

- A. **Advanced Warning:** Directions will be given for evacuating the school.
- B. **No Warning:** The chance of sudden flooding of the school is extremely remote. In the event this occurs, teachers will have to decide whether their students are safer remaining in the class or evacuating the building. The main building will probably be safer than the other buildings on campus. Every effort will be made to provide guidance.

X. Student Unrest

- A. **Overview:** In the event of a problem, the staff must work together to minimize disruption to the school. This can be a very exciting event to students who may want to blow any confrontation out of proportion. Every effort must be made to counter statements or rumors feeding the unrest.

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- B. **Continue Teaching:** Upon being notified that a problem exists, teachers are to lock their doors and continue with their lesson. If the situation warrants, it may be necessary to extend class. While every effort should be made to keep students in class DO NOT attempt to forcibly retain any student who tries to leave.
- C. **Teachers on Conference Period:** Report to the main office for assignment
- D. **Report Disruptive Behavior:** Note and report any disruptive or destructive acts. Staff members who witness such acts should report them to the principal. Whenever possible, include the names of the individuals involved.
- E. **Other notification:** The principal will be responsible for notifying the superintendent's office and, if necessary, requesting assistance from outside agencies.

XI. Evacuation and Disaster Response Procedures

- A. **Overview:** In the event of a severe earthquake or other major disaster, the school may be forced to react without external assistance. The procedures outlined here are based on that possibility.
- B. **Student Supervision:**
 1. Each room and office should have an evacuation route posted. Teachers should be familiar with this route as well as possible alternatives.
 2. Teachers should assign a reliable student in each class to take charge of evacuation in the event he/she is out or is injured during the disaster.
 3. Unless otherwise instructed, evacuation will always be to the assembly area, which is the practice football field located directly behind the school (East Side by freeway).
 4. The alternate evacuation site will be the gym at Lloyd Johnson Jr. High.
 5. You may have another assignment or duties. You are responsible for the supervision of your class until your students are released to another teacher.
 6. Normally, the fire alarm will be used to initiate an evacuation. If this system fails, the order to evacuate may be communicated by bullhorn or runner. In extreme instances, teachers are to initiate evacuation if they feel the situation warrants it.
 7. Rooms are to be left UNLOCKED in the event of an emergency. This is to allow the rescue team to check each room.
 8. Teachers must bring their attendance, emergency plan and first aid kit (if available) with them. If available, also consider the following items: clipboard, pens/pencils, car keys, portable radio, and any other items that may be useful.
 9. Teachers on conference and other staff members with no assigned duties will help clear campus and then report to the administrative table in the assembly area to assist as needed.
 10. Students who are separated from their teacher or office at the time of evacuation need to be evacuated with the class or office in which they were in when incident started. Staff will take roll using both the Raptor

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app, as well as using the red & green cards to indicate that they have everyone they are supposed to or not.

C. Disaster Coordinator:

1. The disaster coordinator will normally be the Principal. In their absence, the Vice-Principal or Counselor will act as the disaster coordinator. Should all of these individuals be gone, the teachers should immediately select someone to act as disaster coordinator upon reaching the Assembly Area. Once the Disaster Coordinator has been established, that person will continue in that position throughout the emergency.
2. **Responsibilities:**
 - a) Overall responsibility for all staff and students during the emergency.
 - b) Sets priorities for emergency teams
 - c) Requests emergency services as needed
 - d) Account for the presence of all students and staff
 - e) Control and coordinate all internal and external communication. All requests by the news media will be referred to the Superintendent
 - f) Maintain communication with the Superintendent's office to report status of staff, students, and facilities

D. Administrative Table:

1. A table/facility will need to be set up to coordinate the miscellaneous administrative functions required. This will be especially true should the evacuation last over an extended period of time.
2. Tables and Chairs. One of the first priorities of the classified staff will be to bring several tables and chairs to the assembly area.
3. Manning. The Principal's Secretary plus other personnel as assigned by the Disaster Coordinator will man table.
4. Materials. The following materials should be at the table: pencils, pens, paper, student emergency cards, and such other office supplies as are available.
5. **Responsibilities.**
 - a) **Roll:** The Emergency Attendance Reports will all come to the administrative table, along with the staff using the Raptor app to communicate who is accounted for and who is not. One of the first tasks will be to determine who is and who is not accounted for.
 - b) **Recorder:** Determine from the first aid team who has been assigned as the recorder. This individual will be responsible for keeping a detailed list of all injured individuals.
 - c) **Communication:** All communication will be routed through the administrative table. The disaster coordinator and other team leaders should keep the administrative table apprised of their current location and status. Should a cellular phone or walkie-talkie become available, it will be kept at the administrative table.
 - d) **Injured:** The administrative table will maintain a list of injured students. This will be supplied/updated by the Recorder.
 - e) **Sign In/Out:** Anyone leaving or entering the campus will sign in and out at the administrative table. Having an accurate list of who is on

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campus is very important in coordinating rescue efforts. Individuals who refuse to sign in or out will also be recorded.

- f) **Releasing Students:** In the event of a prolonged evacuation, we can expect parents to come to school to pick up their children. Technically, we can only release a student to his/her parent or legal guardian. In a small community like Arbuckle, we can expect individuals will send friends and other family members. We will have to make special provision for this. All students (and other individuals) leaving campus will be signed out at the administrative table. If a student leaves without permission or refuses to sign out, he/she is not to be restrained. The time and date he/she left should be noted.

E. Student Supervisor-Lead:

- 1. **Assignment:** One of the first tasks after evacuation will be to select an individual to coordinate the teachers and their classes in the assembly area.

2. **Responsibilities**

- a) **Roll:** The most important first step is to collect the Emergency Attendance Reports and get them to the administrative table so it can be determined who is missing and needs to be looked for. This year will be also using the Raptor reunification app to provide real time attendance to the administrators on who is here and who is not.
- b) **Injured Students:** The names and locations of students trapped on campus should be communicated both to the administrative table and to the first aid team. Students who are in the assembly area and need treatment should be taken to the first aid station. If the first aid team is overloaded, some thought should be given to handling minor cases.
- c) **Crowd Control:** Over an extended period of time, this is going to be the central focus of the student supervisor. Be prepared to work with teachers to reassure students and provide emotional comfort to students showing signs of stress. If we are forced to remain outside, students are going to become restless. Some advance thought should be given to what group activities would help engage those present. These could involve organizing games and/or putting together groups to perform assigned tasks. The longer we have to stay, the more it will become like a bivouac. Be thinking how you would build a latrine, feed everyone, and/or set up to stay overnight.
- d) **Releasing Team Members:** Even if teachers are on the rescue team or the first aid team, they are to remain with their class until someone else is assigned to supervise their students. The Lead Student Supervisor will get roll sheets from these teachers first and make necessary assignments to supervise their classes.
- e) **Substitute Teachers:** Buddy-up any substitutes with a veteran.

F. Rescue Team

- 1. **Location.** Assemble at Administrative Table

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2. **Responsibilities:**

- a) Organize into pairs and establish a search pattern ensuring that all parts of camps are covered.
- b) Physically check ALL rooms. This includes not only a visual check but also exploring rubble and calling out for possible victims. In the event of a sever earthquake, the auditorium and its basement will be on of the most critical areas.
- c) After a room has been cleared a large "C" should be marked on the door along with the time. If a room cannot initially be cleared, a large question mark "?" along with the time should be marked on the door.
- d) Secure rooms after search
- e) Report all fires or other unsafe conditions immediately to the administrative table.
- f) Assess damage to structures to determine what facilities/supplies may be usable.
- g) When the initial sweep of the campus is completed, report back to the administrative table.

G. **First Aid Team**

1. **Responsibilities:**

- a) Select a location for a First Aid Station. The location should be a safe, sheltered area.
- b) **Equipment/Supplies.** Obtain necessary supplies including first-aid report forms.
- c) **Provide First Aid.** Work with the rescue team to provide first aid to individuals found on campus. Whenever possible, these individuals will be moved to the first-aid station.
- d) **Recorder.** One of the first priorities of the first aid team will be to assign a single individual as the Recorder and report his/her name to the administrative table. This individual will be responsible for keeping a detailed list of all injured persons, the treatment they received (d) and their location. To avoid the confusion and miscommunication inherent in a disaster situation, the Recorder must be the single source of information concerning all injured individuals. When time permits the Recorder will provide the administrative table with a list of the injured individuals including the extent of their injuries.
- e) **Immobilized Injured.** The recorder, along with the administrative table, should have the names and location of individuals who are too severely injured to be moved.
- f) **Vital Statistics Card.** An attempt should be made to attach a card to each injured person which contains the following information: full name, date of birth, parent's name and address, extent of injuries, and any special medical information.

PIERCE HIGH SCHOOL 2018/19 EMERGENCY PLAN

- g) **Record Keeping.** If any of the injured are picked up or transported from the campus, the Recorder will complete the bottom portion of the First Aid Report and turn it over to the Administrative Table.
- h) **Morgue.** If necessary, a temporary morgue will be set up. The individual in charge will be responsible for notifying the recorder of the names of any fatalities. The recorder will also give a general description of any unidentified bodies. A first aid report should be completed for each fatality.
- 3. **Location of First Aid Kits.** Members of the first aid team should know the location of the first aid kits on campus.

H. Cafeteria Team

- 1. Location. Kitchen. If the kitchen has been damaged, report to the administrative table.
- 2. Responsibilities.
 - a) **During Jr. High Lunch.** Help evacuate cafeteria and see that students get back to junior high if no one is available to escort them.
 - b) **High School Lunch.** Help evacuate cafeteria.
 - c) Secure the gas lines as necessary.
 - d) Inventory supplies and prepare report for disaster coordinator. The report should address the cafeteria's ability to feed students and staff if necessary.
 - e) Coordinate with the first aid station to provide food and/or drinks for injured.
 - f) If requested, organize to feed students and staff
- 3. The supervisor for the kitchen should discuss each of the above with those who work in the cafeteria so each individual has a clear sense of their responsibilities in the event of an emergency.

I. Emergency Shutoff Team

- 1. Location. Assemble at Administrative Table.
- 2. Close emergency shutoff gas valve(s) as necessary.
- 3. Secure or repair any water leaks. Advise Administrative Table if it is believed that the water supply is contaminated.
- 4. Shutoff electricity if necessary. Mark any electrical hazards or downed wires.
- 5. Close the emergency shutoff for the chlorine in the pool. Immediately notify the Administrative Table and the Disaster Coordinator if there is a chlorine leak.
- 6. Attempt to fight any fires should outside help not be available.

When no other tasks remain, report to Administrative Table to be assigned as needed.

**PIERCE HIGH SCHOOL 2018/19
EMERGENCY PLAN**

Staging Areas

Arbuckle Elementary:

Parent Staging Area- Arbuckle Elementary Library
Secondary Parent Staging Area- Pierce High School South Gym
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- District Office

Grand Island Elementary:

Parent Staging Area- Grimes County Library
Secondary Parent Staging Area- Grimes Scout Cabin
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- Grimes Fire House/Scout Cabin
(In case of flooding, students will be taken on bus to either Colusa Fairgrounds or to Arbuckle)

Johnson Junior High:

Parent Staging Area- Daycare center
Secondary Parent Staging Area- Alternative High School Office
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- District Office

Pierce High School:

Parent Staging Area- Daycare Center
Secondary Parent Staging Area- Alternative High School Office
Law Enforcement Staging Area- Mobile Command Center
Media Staging Area- District Office

**PIERCE HIGH SCHOOL 2018/19
EMERGENCY PLAN**

Vital Statistics Card

Send this completed form with anyone released for
Medical reasons.

Date: _____

Student's Name: _____

Age: _____ Birth Date: _____

Parent's Name: _____

Home Phone: _____ Work Phone: _____

Comments:

**PIERCE HIGH SCHOOL 2018/19
EMERGENCY PLAN**

First Aid Report

This completed form should be sent to Administrative Table when a student is released to a parent, medical personnel, or leaves campus.

Date: _____ Time: _____

Name: _____ Birth Date: _____
 Last First MI

+++++
Conditions of Injured Person: (start entry date & time)

First Aide Administered: (start entry with date & time)

Name of Person Contacted: _____

Phone: _____ Date Contacted: _____

Time Contacted: _____

Comments:

Released to: _____ on _____ at _____

**PIERCE HIGH SCHOOL 2018/2019
EMERGENCY PLAN**

Emergency Attendance Report

Complete and return this to the Administrative Table (or principal for a regular fire drill) as soon as possible after exiting the building. The purpose of this roll is to identify students present when you took roll in class but who are now missing. If you had not taken role prior to evacuating, list all students not present.

Date: _____

Time: _____

Teacher: _____

Room: _____

_____: Everyone is accounted for. NO one is missing who was present in class

The following students are unaccounted for:

Please list by last name then first name:



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Change Order

Proposal submitted by: Tony Barber Date of submission: August 2, 2018

Proposal Submitted to: George Parker At: Pierce Joint Unified School District

Job information: Pierce High School

Scope of Work: Additional work

1. The original scope of work proposed was to run a 2" interduct under the main school building to provide a pathway for the new fiber. It was everyone's understanding that there was existing access to run the interduct. However, there were (4) four locations where there was no access and "All Phase" had to core drill holes for the interduct to pass through. This additional work took 32 labor hours of core drilling under the building.

Labor 32 hrs @ \$125/hr = \$4,000 + 10% Markup = \$4,400 + 10% Profit & Overhead = \$4,840.00

Interduct \$147 + 10% Markup = \$161.70 + 10% Profit & Overhead = \$177.87

KS Telecom Additional Fiber \$1,561.26 + 10% Markup = \$1,717.39 + 10% Profit & Overhead = \$1,889.13

2. Could not pull fiber through existing 2 1/2" conduit running from "girls locker room" to "portables" because it was damaged in several areas during construction of the "new building". This scope of work consisted of a day on a tractor digging up several areas and repairing the damages to the conduit.

Labor 16 hrs @ \$125/hr = \$2,000 + 10% Markup = \$2,200 + 10% Profit & Overhead = \$2,420.00

Tractor \$105 x 8hrs = \$840 + 10% Markup = \$924 + 10% Profit & Overhead = \$1,016.40

Misc. Fittings \$60 + 10% Markup = \$66 + 10% Profit & Overhead = \$72.60

Total costs for this scope of work: \$10,416.00 (Ten Thousand Four Hundred Sixteen Dollars and No Cents)



916-652-4735
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Penryn, California 95663-0330
www.KSTelecomInc.com
ivl@KSTelecomInc.com

July 20, 2018
July 28, 2018 Revised

Pierce High School Fiber Optic Cabling Pierce Joint Unified School District

KST Change Order #01

K S Telecom, Inc. (KST) is providing a quote the additional fiber at Pierce High School. No active components for these systems will be provided or installed by KST. Certain portions of this project will be done by KST. Certain portions of this project will be done by All Phase Systems Integration (APSI). Certain portions of this project will be existing or by the district.

KST will provide, NOT install, 600' of 6-strand MM and 600' of 6-strand SM fiber optic cable. All terminations, testing, etc. have already been included in the original base bid.

- 600' MM Fiber \$1.08 per foot: \$648.00
- 600' SM Fiber \$.45 per foot: \$270.00
- FWME2: \$62
- Total \$980.00
- Overhead 10% and Profit 10%: \$196.00
- Subtotal: \$1,176.00
- Tax 7.25%: \$85.26
- Labor @ \$75 per hour x 4: \$300

APSI will provide and installing the inner ducts. APSI will install the KST provided fiber.

The district will provide or have existing in place the MDF LIU, fiber adapters, fiber jumpers, etc.

The total project cost as described above is: \$ 1,561.26

Project is quoted at normal work hours M-F 7:00am to 5:00pm. If project requires work outside of the normal work hours additional charges may apply.

The same exclusions and warranties as the base project apply to this C.O.

Please call or email if you have questions.

Sincerely,

Ian Vander Linden
K S Telecom, Inc.
(916) 996-3818 Cell
(916) 652-4296 Fax
(916) 652-4735 Office ext. 210
ivl@KSTelecomInc.com

Pierce Joint Unified School District
540-A 6th Street Arbuckle, CA 95912
(530) 476-2892 * FAX (530) 476-2289
Thursday, September 13, 2018 6:00 pm
Pierce Joint Unified School District
Technology Building
940A Wildwood Rd, Arbuckle CA 95912
Regular Board Meeting Minutes

Governing Board:

John Friel, President

Nadine High, Vice President

George Green, Board Clerk

Amy Charter, Member

Abel Gomez, Member

1. CALL TO ORDER

President John Friel called the meeting to order at 6:00 p.m.

Members Present: Nadine High, George Green, Amy Charter, and Abel Gomez.

Absent: None

Others Present: Dave Vujovich, Jessica Geierman, Summer Shadley, Daena Meras, Fernando Centeno, Santos Merino, Christian Saavedra, Alejandro Centeno, Blanca Olmedo, Carol Geyer, Barbara Bair, and Melanie Brackett

George Green led the *Pledge of Allegiance*

A. *Pledge of Allegiance*

A motion was made by Ms. Charter and seconded by Mr. Gomez to approve the revised agenda. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

2. APPROVAL OF AGENDA

3. HEARING OF THE PUBLIC

(Speakers will be given three (3) minutes to speak with a twenty (20) minute limit per topic)

A. Regarding Sufficiency of Instructional Materials

No one spoke at this time.

Fernando Centeno, Santos Merino, Christian Saavedra, and Alejandro Centeno each presented on the academy they attended during the summer at Sacramento State University. They each reported that they enjoyed the experience and thanked the Board for making this opportunity available to them and the students of Pierce High School.

4. Sacramento State Summer Academy Student Presentation

Christian Saavedra introduced himself as the ASB Vice-President. He reported that volleyball, football, cross-country, and cheerleading are all playing right now. Football is 3-0, volleyball is 8-3, the cheerleaders have performed 3 awesome performances, and cross-country has had 2 meets so far. This year each student has been given a t-shirt. Seniors got white and all underclassmen

5. Student Body Representative Report

got blue. The cheerleaders will “sling shot” shirts to fans in the crowd at home games. There has been two successful rallies with great student and teacher participation. There are lunchtime games and activities this year with the most popular being Corn hole. Homecoming is right around the corner on October 19th. Letters are being mailed home asking for parent volunteers for homecoming and reminding volunteers that they need to be cleared at the district office before they can volunteer.

6. PRINCIPAL’S REPORTS

- A. Arbuckle Elementary School/Grand Island Elementary School
- B. Lloyd G. Johnson Junior High School
- C. Pierce High School/Arbuckle Alternative High School

Summer Shadley reported that we all took a step back in time this week. The District was without internet and telephones for 4 days. It’s been an interesting week. School Site Council meetings were held at both Arbuckle Elementary and Grand Island Elementary this week along with Parent’s Club meetings at both sites. The staff at both Arbuckle Elementary and Grand Island Elementary attended the first hour and a half training with Matt from the County Office. He is scheduled to come once a month for the rest of the school year. The training was awesome! All staff was super engaged and excited about the training. All staff will receive a certificate that they have been trained in Youth Mental Health First Aid. Grade level teams have been working on report cards. They are also working on a consistent grade level progress report. Interventions started on Tuesday and will run every Tuesday and Thursday. A new intervention model is being introduced this year. There will be math and language arts intervention for every grade level on Tuesdays and Thursdays. Currently the enrollment at AES is 615 and 44 at GI.

Jessica Geierman reported that there are lots of things going on at Johnson Junior High. Intervention clubs and the after school bus have started. The first School Site Council Meeting was held on Monday. The Parent’s Club has been meeting often getting ready for Shady Creek as it is earlier this year. The Pancake Breakfast is quickly coming up. Progress reports were mailed home and there has been a lot of parent communication asking for log on information for the Aeries Parent Portal so they can monitor their student’s grades. The past week was challenging but a great opportunity to see what would need to be done in the future if the District was without internet again. She thanked her staff for being very flexible with the internet outage. JJH held a fire drill with the absence of technology to see the outcome. The teachers went

straight to their binders and had their emergency bags ready. It was a positive experience. It's been a great month at JJH.

David Vujovich reported that it has been an interesting week at Pierce High School and Arbuckle Alternative High School. He reported on the fact that a memo had to be hand delivered to each teacher with the outage of the internet. Also with no internet the staff made a shift from looking at data which would require internet access, to focusing on an issue that is more prevalent at Pierce High School this year which is vaping. Mr. Friel and Mr. Vujovich talked to the staff about the dangers of vaping and what they should be looking for. He has drafted a letter to parents that will go out when the internet has been restored. He reported that Pierce had a Rice Bowl victory. It was a fun game. There was a lot of community support. The combined ELAC meeting between PHS and JJH will be held Monday night at 6:00 p.m. at JJH. They will hold a Fiesta with refreshments to make it a bit more fun. Mr. Vujovich reported on the PLC groups at JJH and PHS regarding math and English Language Arts. Progress reports were supposed to be mailed out on Monday. With the internet down, grades cannot be entered so the progress reports will go out next Tuesday. This gave teachers time to focus on NWEA results and look at past year's scores to show growth over time. The NWEA reports will go out with the progress reports.

Carol Geyer reported that the new bus driver has passed all of her testing. The District is waiting for CHP to let us know fingerprinting has gone through. She will take over the 5.75 hour position. A substitute bus driver has also been hired as a part-time permanent bus driver. The custodian/groundswoker/bus driver at AES has completed his DMV testing and will start training with Bill Taylor. The District is getting a lot closer to being fully staffed in the transportation department. The new radio system has been working great.

Daena Meras outlined the Unaudited Actuals Financial Report. There was a brief discussion regarding facility projects and the budget.

Mrs. Geyer reported that this is an annual report that is required to be submitted to the Board. There were no questions.

David Vujovich outlined the new Parent Teacher Conference Format for Pierce High School. He reported that the staff wanted to move conference week earlier in the year in order to meet with students and parents earlier to let students have a chance to get

7. REPORTS:

A. Transportation Report

B. Unaudited Actuals Financial Report

C. Independent Study Report

D. Parent Teacher Conference Format - PHS

caught up. The staff agreed that conferences will be held over a two week period. Advisement teachers will be getting notes from classroom teachers on how each student is doing and will report that information to parent/guardians. The conferences will take place later in the evening to accommodate more parents. Appointments will be made in the next couple of weeks with parents. Mrs. Charter asked about the turnout of parents at high school parent/teacher conferences. Mrs. Geyer replied that she believes the parent attendance is good at the high school level as well as district-wide. Mr. Green asked when the conferences will be held. Mr. Vujovich responded they will take place September 24 – October 11. There was further discussion regarding the schedule of parent/teacher conferences and the fact that the advisement teacher is sometimes not a regular teacher of a student. Mr. Vujovich reiterated that each advisement teacher will have notes and grades from each of the student's regular teachers. Mrs. Charter asked if a parents could set up individual meetings with teachers if they had a concern. Mr. Vujovich responded absolutely! Mrs. Geyer stated that there should be a tracking system in place so the District can track parent participation. Mr. Vujovich said there is a Google doc that will track the parent participation. Lloyd G. Johnson Junior High will be keeping the same format as last year. Mrs. Geyer outlined the District parent conference schedule and gave some examples of how the conference schedule had followed the trimesters at the elementary level.

E. Grade Notification System Report

Mrs. Geyer asked the principals to give a report on how they are communicating grades to parents.

Summer Shadley reported that currently students get a report card three times a year at the elementary level. The expectation is that teachers will notify parents every two weeks on how their student is doing. This process was not consistent among grade levels and was looked at this year. The teachers are developing consistent grade level progress reports and have set dates every 6 weeks to send out the progress reports. She outlined the entire schedule of progress reports and report cards. Mrs. Shadley outlined the correlation between the NWEA RIT score and the state testing results of students and reported that they are very close. The teachers are using the RIT scores, which are common core aligned and match the report card information, to populate report cards. This saves the teachers from losing valuable instruction time to do additional assessments to populate the report cards.

Jessica Geierman reported that at the junior high level at any time a student has dropped to an F or there are concerns regarding

grades the teacher is to contact the parent. Two weeks before progress reports go home, parents of students with a D or an F will be contacted so there are no surprises when they receive the progress report. This is a new system for the junior high. Teachers are documenting in Aeries when a parent is contacted so Mrs. Geierman can track the progress. She is expecting consistent parent/teacher communication.

David Vujovich reported the expectation at Pierce High School is to have grades in Aeries on a weekly basis. He reported that so far this has gone pretty smooth. He reported that progress reports are going out every 5 to 6 weeks. Teachers are relying on the Aeries Parent Portal to alert parents about their student's grades. He is trying to find a good way to look at RIT scores since the state testing only includes 11th grade.

Carol Geyer showed a PowerPoint with the 2017/18 CAASPP results. She outlined some of the data points in English Language Arts and Mathematics by subgroup. There was discussion regarding the results regarding the 8th grade class. Mrs. High asked if the low scores in English Language Arts was due to the fact that only one English class was offered to those students. Mrs. Geyer responded that was one reason the junior high went to two classes of English Language Arts. There was further discussion regarding cohort data and how the students are being tracked. There was further discussion regarding the timeline of available data from the State. There was also discussion regarding trends and how to improve on them to increase student achievement.

F. CAASPP Results

Mrs. Geyer reported that she is looking at the future of Grand Island Elementary. She would like to convene a committee of parents, teachers, classified staff, and community members to brainstorm and work together to determine what is best for Grand Island Elementary. She attended a School Site Council meeting at Grand Island Elementary today and talked to them about the new committee and that it will be a big commitment. Mrs. Geyer will hold a meeting in the next four to six weeks, invite the entire community, and hopefully get a committee together that will explore the options for Grand Island. She is envisioning the committee to meet throughout the year, maybe once a month, and come back to the board to present their findings and recommendations. There was discussion regarding the different options that would be available at Grand Island Elementary and the success that other districts have had with alternative educational options. There was further discussion regarding board members on the Grand Island Committee.

G. Grand Island Report

The evaluations were submitted to the Board. There were no questions.

Mr. Vujovich reported on the Math Placement Protocol. He reported that after the first 20 days of school all students were looked at to make sure they have been placed in the correct math class according to State testing results. He outlined the math classes that are available to students. He stated that the placement is based on NWEA scores from the past few years, last year's CAASPP scores, and the work that the students are doing right now. He reported that math teachers felt that most students were where they needed to be. He reported that there was one student who needed to move to a higher class. The math teachers are looking at data and having great conversations. The teachers will continue monitoring students on a weekly basis.

No report was given.

No report was given.

A motion was made by Ms. High and seconded by Ms. Charter to approve Resolution #18/19 – 5: Adopting the Gann Limit. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

A motion was made by Ms. Charter and seconded by Ms. High to approve Resolution #18/19 – 6: Resolution Regarding the Sufficiency of Instructional Materials Fiscal Year 2018/19. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

A motion was made by Ms. High and seconded by Mr. Green to approve Resolution #18/19 – 7: Resolution for On-Call Architectural Services for Measure B and Other Construction Projects. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

H. Evaluation of 2017/18 Safe School Plans

I. Math Placement Protocol

8. PJUEA (Pierce Joint Unified Educators Association) Report

9. CSEA (California School Employees Association) Report

10. Consider and approve **Resolution #18/19 – 5: Adopting the Gann Limit**

11. Consider and approve **Resolution #18/19 – 6: Resolution Regarding the Sufficiency of Instructional Materials Fiscal Year 2018/19**

12. Consider and approve **Resolution #18/19 – 7: Resolution for On-Call Architectural Services for Measure B and Other Construction Projects**

A motion was made by Ms. High and seconded by Mr. Green to approve the Unaudited Actuals Financial Report. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

A motion was made by Ms. Charter and seconded by Mr. Gomez to approve the 2018/19 Ag Advisory Committee Members Addition. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

Mrs. Geyer reported that any organization that operates under the school umbrella, Board Policy states that they must be approved by the Board. They are also required to maintain insurance through our District that would cover the liability for that organization through the District's insurance carrier, TCSIG. Daena Meras added that stolen or lost cash and any personal equipment that is used is not covered under the liability insurance. The cost for the insurance is \$50.00. If the organization does not want to pay the \$50.00 for TCSIG insurance they would need to pay for liability insurance on their own. There was discussion regarding liability insurance and the need to communicate with organizations on what the requirements are. Item B. Grand Island Elementary Parent's Club was tabled until the next regular meeting as it requires more information. Daena also stated that this process gives the District an idea of who is using the Pierce name in their organization. A motion was made by Ms. High and seconded by Mr. Green to approve the School-Connected Organizations – Request for Authorization A. Arbuckle Elementary Parent's Club. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

Mrs. Geyer reported that the revisions are based on recommendations from the county office. A motion was made by Mr. Green and seconded by Mr. Gomez to approve the 2018/19 LCAP Revision. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

13. Consider and approve **Unaudited Actuals Financial Report**
14. Consider and approve **2018/19 Ag Advisory Committee Members Addition**
15. Consider and approve **School-Connected Organizations – Request for Authorization** for:
 - A. Arbuckle Elementary Parent's Club
 - B. Grand Island Elementary Parent's Club
16. Consider and approve **2018/19 LCAP Revision**
17. Consider and approve **Food Service Department Surplus Item Request**

There was a brief discussion regarding the disposal of surplus items. A motion was made by Ms. Charter and seconded by Mr. Green to approve the Food Service Department Surplus Item Request. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

A motion was made by Ms. High and seconded by Ms. Charter to approve Change Order No. 002 – Arbuckle Elementary Site Work Package. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

A motion was made by Ms. Charter and seconded by Mr. Green to approve the Notice of Completion for Site Package Project for Classroom Relocations at Arbuckle Elementary. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, and Ms. High. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

A motion was made by Mr. Green and seconded by Ms. Charter to approve the Agreement between Pierce Joint Unified School District and Steve Knowles Construction for Demolition and Rough Framing for the Pierce High School Weight Room. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

A motion was made by Ms. Charter and seconded by Mr. Gomez to approve the Agreement between Pierce Joint Unified School District and Regency Mechanical, Inc. for HVAC Demolition and New Ductwork for the Pierce High School Weight Room. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

18. Consider and approve **Change Order No. 002 – Arbuckle Elementary Site Work Package**

19. Consider and approve **Notice of Completion for Site Work Package Project for Classroom Relocations at Arbuckle Elementary**

20. Consider and approve **Agreement between Pierce Joint Unified School District and Steve Knowles Construction for Demolition and Rough Framing for the Pierce High School Weight Room**

21. Consider and approve **Agreement between Pierce Joint Unified School District and Regency Mechanical, Inc. for HVAC Demolition and New Ductwork for the Pierce High School Weight Room**

22. Consider and approve **Agreement between Pierce Joint Unified School District and Laugenour & Meikle Civil Engineer for**

**Civil Engineering Services for the Pierce
High School Bleacher Replacement Project**

A motion was made by Ms. Charter and seconded by Ms. High to approve the Agreement between Pierce Joint Unified School District and Laugenour & Meikle Civil Engineer for Civil Engineering Services for the Pierce High School Bleacher Replacement Project. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

23. Consider and approve **Consent Agenda:**
 - A. Minutes of August 16, 2018 Regular Board Meeting
 - B. Warrant List for August 2018
 - C. Interdistrict Transfers:
 1. Transferring **IN** for the **2018/19** School Year:
 - a. Seven (7) Students from Williams CA – continuing
 2. Transferring **OUT** for the **2018/19** School Year:
 - a. Two (2) Students to Colusa Co. Office of Education, Colusa CA – new
 - b. One (1) Student to Winters CA – continuing
 - c. Two (2) Students to Woodland CA – continuing
 - d. Two (2) Students to Colusa CA – continuing

A motion was made by Ms. High and seconded by Ms. Charter to approve the Consent Agenda. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

24. BOARD POLICIES:
 - A. FIRST READING:
 1. BP/AR 1330 – Use of School Facilities
 2. BP/AR 3320 – Claims and Actions Against the District
 3. BP 4140/4240/4340 – Bargaining Units
 4. AR 4157.2/4257.2/4357.2 – Ergonomics
 5. E(3) 6163.4 – Student Use of Technology

A motion was made by Ms. High and seconded by Ms. Charter to approve #2 – #5 of the First Reading Board Policies. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

Citizens' Bond Oversight Committee Member Appointment
 Citizens' Bond Oversight Committee Meeting Report
 LCAP Local Indicator Report
 Comprehensive Safe School Plans

Mrs. Geyer thanked everyone that worked through the internet outage. She is going to politicize the outage by reaching out to legislators and senators alerting them to the situation in our rural community. The district has been placed on the system from two years ago that is still in place while we wait for the part needed to arrive. This temporary fix does not allow for student use of the internet. Mrs. Geyer will attend a State and Federal Program meeting tomorrow. PIQE begins tomorrow at Pierce High School for a nine week parent training. Mrs. Geyer has contacted the Colusa County Sheriff's office task force and they are willing to come to the Pierce District to facilitate a parent training on vaping. The District is looking for a date to hold the training. The resource officers and the sheriff's department have both been very supportive. Mrs. Charter asked if the Sheriff's department is going to do a training for students as well. Mrs. Geyer responded that she is looking into a student training as well. There was discussion regarding the importance in training the younger students as well as the older students and knowing what to look for.

No report was given.

25. Items to be adgendized for next regular meeting

26. Superintendent's Report

27. Board President's Report

28. CLOSED SESSION:

A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:

Certification	Position	Status
Certificated	Music Teacher – PHS	Hiring
Classified	Bus Driver	Resignation
Coach	7 th Grade Volleyball Coach – JJH	Hiring
Certificated	Athletic Director – JJH	Hiring

B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code sec. 54957, the Board

will meet in CLOSED SESSION to discuss
 public employee
 discipline/dismissal/release

- C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Superintendent:
 Pursuant to Government Code se. 54957,
 the Board will meet in CLOSED SESSION
 for verbal evaluation of Superintendent

The Board went into CLOSED SESSION at 7:27 p.m.

- 29. OPEN SESSION
 - A. Report Action Taken in CLOSED SESSION

The Board reconvened at 7:31 p.m. and reported action taken on the following:

- A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:
A motion was made by Mr. Green and seconded by Ms. Charter to approve the PUBLIC EMPLOYMENT. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

Certification	Position	Status
Certificated	Music Teacher	Hiring
Classified	Bus Driver	Resignation
Coach	7 th Grade Volleyball Coach – JJH	Hiring
Certificated	Athletic Director	Hiring

- B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss public employee discipline/dismissal;/release
No ACTION was taken.
- C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Superintendent: Pursuant to Government Code se. 54957, the Board will meet in CLOSED SESSION for verbal evaluation of Superintendent
No ACTION was taken.

The Board adjourned at 7:32 p.m.

- 30. ADJOURN

Carol Geyer, Secretary to the Board
 of Trustees

Pierce Joint Unified School District
540-A 6th Street Arbuckle, CA 95912
(530) 476-2892 * FAX (530) 476-2289
Thursday, September 13, 2018
1:00 p.m.
Pierce Technology Building
940A Wildwood Rd, Arbuckle CA 95912
Special Board Meeting Minutes

Governing Board:

John Friel, President

Nadine High, Vice President

George Green, Board Clerk

Amy Charter, Member

Abel Gomez, Member

1. CALL TO ORDER

President John Friel called the meeting to order at 1:00 p.m.

Members Present: Nadine High, George Green, Amy Charter,
and John Friel

Absent: Abel Gomez

Others Present: Carol Geyer, George Parker, Cathy Marsh, Alan
Chambers, Barbara Bair, Michael Doherty, Dave Vujovich,
Summer Shadley, and Daena Meras

Ms. Charter led the *Pledge of Allegiance*

A. *Pledge of Allegiance*

A motion was made by Mr. Green and seconded by Ms. High to
approve the agenda. Voting Aye: Mr. Gomez, Mr. Green, Ms.
Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: Mr.
Gomez

2. APPROVAL OF AGENDA

No one spoke at this time.

George Parker presented a written report and gave a brief overview
of the report.

3. HEARING OF THE PUBLIC

4. Facility Planning Meeting

The Board adjourned at 2:12 p.m.

10. ADJOURN

Carol Geyer, Secretary to the Board
of Trustees

Pierce Joint Unified School District

540-A 6th Street Arbuckle, CA 95912

(530) 476-2892 * FAX (530) 476-2289

Thursday, September 20, 2018

1:00 p.m.

Pierce Technology Building

940A Wildwood Rd, Arbuckle CA 95912

Special Board Meeting Minutes

Governing Board:

John Friel, President

Nadine High, Vice President

George Green, Board Clerk

Amy Charter, Member

Abel Gomez, Member

1. CALL TO ORDER

President John Friel called the meeting to order at 1:00 p.m.

Members Present: Nadine High, George Green, Amy Charter, Abel Gomez, and John Friel

Absent: None

Others Present: Carol Geyer, George Parker, Barbara Bair, and Melanie Brackett

A. *Pledge of Allegiance*

Ms. High led the *Pledge of Allegiance*

2. APPROVAL OF AGENDA

A motion was made by Mr. Green and seconded by Ms. High to approve the agenda. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

3. HEARING OF THE PUBLIC

No one spoke at this time.

4. Reports:

A. On-Call Architectural Services Report

George Parker outlined the On-Call Architectural scoring system that was used to choose the architects for the pool. There was discussion regarding the qualifications of the different firms that submitted proposals. The Board stated that they have complete confidence in Mr. Parker's ability to choose the architect from the pool that is the best fit for the project that is being proposed.

5. Consider and approve **Lease-Leaseback Agreement between Pierce Joint Unified School District and McCuen Construction, Inc. for Classroom Replacement Project, Increment No. 2 with the following attachments:**

A. Site Lease Agreement

B. Sublease Agreement

C. General Conditions

D. Performance Bond

E. Payment Bond

F. Drug-Free Workplace Certification

G. Iran Contracting Act of 2010

Certification

- H. Workers' Compensation Certificate
- I. Fingerprinting Notice and Acknowledgement
- J. Education Code section 45125.1 Attachment
- K. Independent Contractor Student Contact Form
- L. Proposal

A motion was made by Mr. Gomez and seconded by Ms. High to approve the Lease-Leaseback Agreement between Pierce Joint Unified School District and McCuen Construction, Inc. for Classroom Replacement Project, Increment No. 2 and Attachments A-L. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

- 6. Consider and approve **Resolution #18/19 – 7: Acknowledging Five Certifications Required to Submit Modernization and New Construction Funding Applications to the Office of Public School Construction**

A motion was made by Ms. High and seconded by Ms. Charter to approve Resolution #18/19 – 7: Acknowledging Five Certifications Required to Submit Modernization and New Construction Funding Applications to the Office of Public School Construction. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

- 7. Consider and approve **Resolution #18/19 – 8: Pierce Joint Unified School District Designation of Representative**

A motion was made by Ms. High and seconded by Mr. Gomez to approve Resolution #18/19 – 8: Pierce Joint Unified School District Designation of Representative. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

- 8. Consider and approve **Proposal/Purchase Order 211 from Sturdisteel for Bleacher Engineering Services at Pierce High School**

A motion was made by Mr. Gomez and seconded by Mr. Green to approve the Proposal/Purchase Order 211 from Sturdisteel for Bleacher Engineering Services at Pierce High School. Voting Aye: Mr. Gomez, Mr. Green, Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent: None.

- 9. Consider and approve **Agreement between Pierce Joint Unified School District and Charlie's Electric for Electrical Work for the Weight Room at Pierce High School**

A motion was made by Mr. Gomez and seconded by Ms. High to approve the Agreement between Pierce Joint Unified School District and Charlie's Electric for Electrical Work for the Weight

Minutes –September 20, 2018 - Special Board Meeting
Pierce Joint Unified School District

Room at Pierce High School. Voting Aye: Mr. Gomez, Mr. Green,
Ms. Charter, Ms. High, and Mr. Friel. Voting No: None. Absent:
None.

The Board adjourned at 1:34 p.m.

10. ADJOURN

Carol Geyer, Secretary to the Board
of Trustees

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

BATCH 10

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 09/07/2018

09/06/18 PAGE 9

FUND : 01 GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
4300	MATERIALS AND SUPPLIES	2,602.57
4400	NONCAPITALIZED EQUIPMENT	4,037.29
5200	TRAVEL AND CONFERENCE	297.57
5500	OPERATIONS & HOUSEKEEPING SERV	3,398.87
5600	RENTALS, LEASES AND REPAIRS	10,848.17
5800	CONSULTING SERV/OPERATING EXP	431.20
	TOTAL FUND :	21,615.67

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 09/07/2018

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 13

CAFETERIA FUND

OBJECT	DESCRIPTION	AMOUNT
4300	MATERIALS AND SUPPLIES	1,467.25
4700	FOOD	9,716.32
5200	TRAVEL AND CONFERENCE	54.50
	TOTAL FUND :	11,238.07

COLUSA COUNTY OFFICE OF EDUCATION
 ACCOUNTS PAYABLE SUMMARY BY OBJECT
 FOR WARRANTS DATED 09/07/2018

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 21

BUILDING FUND

OBJECT	DESCRIPTION	AMOUNT
5800	CONSULTING SERV/OPERATING EXP	5,859.90
6100	LAND	19,850.00
6200	NEW & IMPROVEMENT OF BUILDINGS	2,860.00
6400	EQUIPMENT	65,644.81
9510	ACCOUNTS PAYABLE	6,057.56
	TOTAL FUND :	100,272.27
	TOTAL DISTRICT:	133,126.01

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0010 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
001120	A-Z BUS SALES INC PV-000195 PV-000196	FLD NOT USED FLD NOT USED	398957	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	31.45 541.13 \$572.58 *
004919	CARVALHO'S HEATING & PV-000197	FLD NOT USED	398958	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	421.20 \$421.20 *
000071	CLOSE LUMBER INC PO-000135 PO-000164 PV-000187	PIERCE HIGH SCHOOL ARBUCKLE ELEMENTARY SCHOOL GRAND ISLAND ELEMENTARY SCHOOL FLD NOT USED	398959	CAREER TECHNICAL EDUCATION REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12 UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	76.04 80.53 26.52 26.93 \$210.02 *
001763	COLUSA DAIRY PV-000202	FLD NOT USED	398960	UNDISTRIBUTED WARRANT TOTAL	FOOD	269.76 \$269.76 *
003017	MARIA G. CORONA PV-000206	ARBUCKLE ELEMENTARY SCHOOL	398961	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	172.67 \$172.67 *
000736	CRESKO FRESNO PV-000201	FLD NOT USED	398962	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	393.76 \$393.76 *
005418	CROWN AWARDS PO-000159	ARBUCKLE ELEMENTARY SCHOOL	398963	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	6.18 \$6.18 *
005727	CROWN WORDWIDE MOVING CL-000152 PV-000204	FLD NOT USED FLD NOT USED	398964	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP CONSULTING SERV/OPERATING EXP	6,057.56 5,859.90 \$11,917.46 *
000428	THE DANIELSEN CO. PV-000186	FLD NOT USED FLD NOT USED FLD NOT USED	398965	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES FOOD	862.47 96.46 3,770.03 \$4,728.96 *
005264	DE LAGE LANDEN PUBLIC FINANCE PV-000189	FLD NOT USED ARBUCKLE ELEMENTARY SCHOOL JOHNSON JR HIGH SCHOOL	398966	UNDISTRIBUTED REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12	COPY MACHINE MAINTENANCE COPY MACHINE MAINTENANCE COPY MACHINE MAINTENANCE	1,429.08 2,200.08 1,641.51

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0010 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
				WARRANT TOTAL		\$5,270.67 *
001651	GOLD STAR FOODS PV-000203	FLD NOT USED FLD NOT USED	398967	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES FOOD	114.56 5,676.53 \$5,791.09 *
004902	GEORGE GRIFFIN PV-000205	GRAND ISLAND ELEMENTARY SCHOOL	398968	REGULAR EDUCATION, K-12 WARRANT TOTAL	TRAVEL AND CONFERENCE	283.40 \$283.40 *
005119	HD SUPPLY FACILITIES MAINT PV-000198	FLD NOT USED	398969	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	631.84 \$631.84 *
000475	JEFF SAVAGE PLUMBING PV-000199	FLD NOT USED	398970	UNDISTRIBUTED WARRANT TOTAL	RENTALS, LEASES AND REPAIRS	290.00 \$290.00 *
000483	BLAKE KITCHEN PV-000182	ARBUCKLE ELEMENTARY SCHOOL	398971	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	47.77 \$47.77 *
005621	MCF CONSTRUCTION SERVICES PV-000185	FLD NOT USED	398972	UNDISTRIBUTED WARRANT TOTAL	LAND	12,000.00 \$12,000.00 *
005742	OFFICE DEPOT PO-000007	FLD NOT USED	398973	UNDISTRIBUTED WARRANT TOTAL	EQUIPMENT	65,644.81 \$65,644.81 *
000233	PJUSD REVOLVING ACCOUNT RC-000003	FLD NOT USED	398974	UNDISTRIBUTED WARRANT TOTAL	RENTALS, LEASES AND REPAIRS	5,287.50 \$5,287.50 *
000682	PLATT ELECTRIC SUPPLY PV-000200	FLD NOT USED	398975	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	27.08 \$27.08 *
004899	PLEASANT AIR COMPANY PV-000191	FLD NOT USED	398976	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	513.49 \$513.49 *
001096	PRINTER'S INK PV-000190	FLD NOT USED	398977	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	58.06 \$58.06 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0010 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
005187	QUALITEES PO-000152 PO-000172	FLD NOT USED FLD NOT USED	398978	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	103.68 259.20 \$362.88 *
004206	RECOLOGY BUTTE COLUSA COUNTIES PV-000192	FLD NOT USED	398979	UNDISTRIBUTED WARRANT TOTAL	GARBAGE	3,398.87 \$3,398.87 *
005619	EARL JAMES RUSSELL PV-000181	FLD NOT USED	398980	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	14.17 \$14.17 *
005783	NATASHA STEGALL PV-000183	FLD NOT USED	398981	UNDISTRIBUTED WARRANT TOTAL	FINGERPRINTING	10.00 \$10.00 *
005365	TERRACON CONSULTANTS INC PV-000193	FLD NOT USED	398982	UNDISTRIBUTED WARRANT TOTAL	LAND	7,850.00 \$7,850.00 *
005261	USA SHADE & FABRIC STRUCTURES PV-000194	FLD NOT USED	398983	COMMUNITY SERVICES WARRANT TOTAL	NONCAPITALIZED EQUIPMENT	4,037.29 \$4,037.29 *
005739	STACIE VELAZQUEZ PV-000184	FLD NOT USED	398984	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	54.50 \$54.50 *
004968	WALBERG INC PV-000188	FLD NOT USED	398985	UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS	2,860.00 \$2,860.00 *
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS: 29		TOTAL AMOUNT OF WARRANTS:	\$133,126.01*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS: 29		TOTAL AMOUNT OF WARRANTS:	\$133,126.01**

POATCH 11

APY280 L.00.03

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 09/14/2018

09/13/18 PAGE 10

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 01

GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
4100	TEXTBOOKS	71,268.10
4200	BOOKS OTHER THAN TEXTBOOKS	3,249.58
4300	MATERIALS AND SUPPLIES	2,718.91
4400	NONCAPITALIZED EQUIPMENT	2,890.22
5200	TRAVEL AND CONFERENCE	1,201.16
5300	DUES AND MEMBERSHIPS	40.00
5500	OPERATIONS & HOUSEKEEPING SERV	301.26
5600	RENTALS, LEASES AND REPAIRS	219.06
5800	CONSULTING SERV/OPERATING EXP	2,096.51
5900	COMMUNICATIONS	489.95
9510	ACCOUNTS PAYABLE	23,656.05
	TOTAL FUND :	108,130.80

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 09/14/2018

09/13/18 PAGE 11

FUND : 13

CAFETERIA FUND

OBJECT	DESCRIPTION	AMOUNT
4700	FOOD	3,753.22
	TOTAL FUND :	3,753.22

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 09/14/2018

09/13/18 PAGE 12
FUND : 21 BUILDING FUND

OBJECT	DESCRIPTION	AMOUNT
6100	LAND	91,471.58
6200	NEW & IMPROVEMENT OF BUILDINGS	5,902.50
	TOTAL FUND :	97,374.08

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 09/14/2018

09/13/18 PAGE 13
FUND : 25 CAPITAL FACILITIES FUND

OBJECT	DESCRIPTION	AMOUNT
5800	CONSULTING SERV/OPERATING EXP	1,051.25
	TOTAL FUND :	1,051.25
	TOTAL DISTRICT:	210,309.35

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0011 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
002380	ALHAMBRA PV-000228	FLD NOT USED FLD NOT USED FLD NOT USED	399109	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	108.39 50.29 92.05 \$250.73 *
000128	ALSCO-GEYER IRRIGATION INC PV-000238	FLD NOT USED	399110	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	240.14 \$240.14 *
000516	APPEAL DEMOCRAT PV-000233	FLD NOT USED	399111	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	67.79 \$67.79 *
000141	ARBUCKLE PUBLIC UTILITIES PV-000230	FLD NOT USED	399112	UNDISTRIBUTED WARRANT TOTAL	WATER	44.00 \$44.00 *
004101	NICOLE ARIAS PV-000215	PIERCE HIGH SCHOOL	399113	REGULAR EDUCATION, K-12 WARRANT TOTAL	TRAVEL AND CONFERENCE	441.49 \$441.49 *
005769	PATRICIA BENDORF PV-000214	PIERCE HIGH SCHOOL	399114	REGULAR EDUCATION, K-12 WARRANT TOTAL	TRAVEL AND CONFERENCE	56.68 \$56.68 *
000295	COLUSA CO WATER WORKS DIST #1 PV-000226	FLD NOT USED	399115	UNDISTRIBUTED WARRANT TOTAL	WATER	120.00 \$120.00 *
000043	COLUSA COUNTY OFFICE OF ED CL-000153	FLD NOT USED	399116	SPECIAL EDUCATION-UNSPECIFIED WARRANT TOTAL	OTHER TUITION, ETC. TO COUNTY	23,656.05 \$23,656.05 *
005740	DAVID COOROUGH PV-000213	PIERCE HIGH SCHOOL PIERCE HIGH SCHOOL	399117	REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES TRAVEL AND CONFERENCE	11.16 178.76 \$189.92 *
000429	CRYSTAL CREAMERY PV-000224	FLD NOT USED	399118	UNDISTRIBUTED WARRANT TOTAL	FOOD	3,753.22 \$3,753.22 *
001130	CSY ADMINISTRATORS' ASSOC PV-000229	FLD NOT USED	399119	UNDISTRIBUTED WARRANT TOTAL	DUES AND MEMBERSHIPS	40.00 \$40.00 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0011 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
000588	DEMCO INC PO-000160	JOHNSON JR HIGH SCHOOL	399120	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	345.07 \$345.07 *
005520	EAGLE ARCHITECTS PV-000239	FLD NOT USED	399121	UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS	5,467.50 \$5,467.50 *
005335	ANNE FELIX PV-000207	ARBUCKLE ELEMENTARY SCHOOL	399122	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	132.37 \$132.37 *
004387	CLARA GESSFORD PV-000208	ARBUCKLE ELEMENTARY SCHOOL	399123	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	121.86 \$121.86 *
005653	DARCY GODINEZ PV-000210	FLD NOT USED	399124	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	57.00 \$57.00 *
005119	HD SUPPLY FACILITIES MAINT PV-000235 PV-000236	FLD NOT USED FLD NOT USED	399125	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	132.27 188.62 \$320.89 *
001787	INLAND BUSINESS SYSTEMS PV-000231	FLD NOT USED	399126	REGULAR EDUCATION, K-12 WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	1,388.67 \$1,388.67 *
005222	J.M. KING CONSULTING INC. PV-000223	FLD NOT USED FLD NOT USED	399127	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS CONSULTING SERV/OPERATING EXP	435.00 1,051.25 \$1,486.25 *
005786	JERRY'S AG SERVICE PV-000241	FLD NOT USED	399128	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	317.13 \$317.13 *
005281	CAROL KEISER PV-000212	PIERCE HIGH SCHOOL	399129	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	38.58 \$38.58 *
000483	BLAKE KITCHEN PV-000217	GRAND ISLAND ELEMENTARY SCHOOL	399130	REGULAR EDUCATION, K-12 WARRANT TOTAL	TRAVEL AND CONFERENCE	35.43 \$35.43 *
005192	CATHERINE LOPEZ PV-000209	FLD NOT USED	399131	REGULAR EDUCATION, K-12	TRAVEL AND CONFERENCE	67.58

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0011 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount
			WARRANT TOTAL		\$67.58 *
005728	MCCUEN CONSTRUCTION INC PV-000222 FLD NOT USED	399132	UNDISTRIBUTED WARRANT TOTAL	LAND	90,176.66 \$90,176.66 *
003216	MCGRAW-HILL SCHOOL EDUCATION PO-000071 PIERCE HIGH SCHOOL	399133	REGULAR EDUCATION, K-12 WARRANT TOTAL	TEXTBOOKS	71,268.10 \$71,268.10 *
003446	TAMMY MINTEN PV-000211 FLD NOT USED	399134	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	41.42 \$41.42 *
002580	ORIENTAL TRADING CO PO-000161 ARBUCKLE ELEMENTARY SCHOOL	399135	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	143.95 \$143.95 *
000094	PACIFIC GAS & ELECTRIC CO PV-000232 FLD NOT USED	399136	UNDISTRIBUTED WARRANT TOTAL	GAS AND ELECTRICITY	137.26 \$137.26 *
005606	PDF BAND MUSIC PO-000162 JOHNSON JR HIGH SCHOOL	399137	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	144.00 \$144.00 *
004825	PEARSON CURRICULUM PO-000140 JOHNSON JR HIGH SCHOOL	399138	REGULAR EDUCATION, K-12 WARRANT TOTAL	BOOKS OTHER THAN TEXTBOOKS	100.71 \$100.71 *
005459	PLANK ROAD PUBLISHING PO-000139 ARBUCKLE ELEMENTARY SCHOOL	399139	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	207.40 \$207.40 *
003949	SCHOLASTIC INC PV-000225 PIERCE HIGH SCHOOL PV-000227 ARBUCKLE ELEMENTARY SCHOOL	399140	REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12 WARRANT TOTAL	BOOKS OTHER THAN TEXTBOOKS BOOKS OTHER THAN TEXTBOOKS	263.67 665.50 \$929.17 *
002262	SCHOOL MATE PO-000069 GRAND ISLAND ELEMENTARY SCHOOL	399141	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	90.00 \$90.00 *
005310	SCOUT PO-000166 PIERCE HIGH SCHOOL	399142	REGULAR EDUCATION, K-12 WARRANT TOTAL	BOOKS OTHER THAN TEXTBOOKS	1,596.00 \$1,596.00 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0011 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount
000437	SSDA ANNUAL CONFERENCE PO-000144 FLD NOT USED	399143	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	150.00 \$150.00 *
005430	STANFORD UNIVERSITY PO-000158 ARBUCKLE ELEMENTARY SCHOOL	399144	REGULAR EDUCATION, K-12 WARRANT TOTAL	TRAVEL AND CONFERENCE	99.00 \$99.00 *
005397	STEVENSON PEST CONTROL PV-000240 FLD NOT USED	399145	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	370.00 \$370.00 *
003577	SUTTER BUTTES COMMUNICATIONS PO-000087 FLD NOT USED PV-000218 FLD NOT USED PV-000220 FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED	399146	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED REGULAR EDUCATION, K-12 UNDISTRIBUTED WARRANT TOTAL	NONCAPITALIZED EQUIPMENT COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS	2,890.22 35.85 23.90 143.40 71.70 215.10 \$3,380.17 *
004986	ERIN SWEET PV-000216 PIERCE HIGH SCHOOL	399147	REGULAR EDUCATION, K-12 WARRANT TOTAL	TRAVEL AND CONFERENCE	130.80 \$130.80 *
005761	TIAA BANK PV-000219 GRAND ISLAND ELEMENTARY SCHOOL	399148	REGULAR EDUCATION, K-12 WARRANT TOTAL	COPY MACHINE MAINTENANCE	219.06 \$219.06 *
002923	TIME FOR KIDS PO-000080 JOHNSON JR HIGH SCHOOL	399149	REGULAR EDUCATION, K-12 WARRANT TOTAL	BOOKS OTHER THAN TEXTBOOKS	623.70 \$623.70 *
005785	UNITED SITE SERVICES PV-000221 FLD NOT USED	399150	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	280.84 \$280.84 *
000111	WALLACE SAFE & LOCK CO INC PV-000234 FLD NOT USED PV-000237 FLD NOT USED	399151	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	LAND MATERIALS AND SUPPLIES	1,294.92 287.84 \$1,582.76 *
***	BATCH TOTALS ***	TOTAL NUMBER OF WARRANTS:	43	TOTAL AMOUNT OF WARRANTS:	\$210,309.35*
***	DISTRICT TOTALS ***	TOTAL NUMBER OF WARRANTS:	43	TOTAL AMOUNT OF WARRANTS:	\$210,309.35**

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 09/21/2018

BATCH 12

09/20/18 PAGE 7

FUND : 01 GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
3400	HEALTH & WELFARE	13,453.00
4200	BOOKS OTHER THAN TEXTBOOKS	4,040.64
4300	MATERIALS AND SUPPLIES	10,279.17
4400	NONCAPITALIZED EQUIPMENT	44,117.38
5200	TRAVEL AND CONFERENCE	213.84
5600	RENTALS, LEASES AND REPAIRS	81.40
5800	CONSULTING SERV/OPERATING EXP	7,368.93
5900	COMMUNICATIONS	478.68
6400	EQUIPMENT	21,533.79
9514	HEALTH/WELFARE LIAB	15,979.00
	TOTAL FUND :	117,545.83

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 13

CAFETERIA FUND

OBJECT	DESCRIPTION	AMOUNT
4700	FOOD	1,731.82
5800	CONSULTING SERV/OPERATING EXP	319.70
	TOTAL FUND :	2,051.52

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 21

BUILDING FUND

OBJECT	DESCRIPTION	AMOUNT
6200	NEW & IMPROVEMENT OF BUILDINGS	12,050.00
	TOTAL FUND :	12,050.00
	TOTAL DISTRICT:	131,647.35

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0012 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount
001120	A-Z BUS SALES INC PV-000253 FLD NOT USED	399294	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	370.46 \$370.46 *
001350	ACADEMIC INNOVATION PO-000193 PIERCE HIGH SCHOOL	399295	REGULAR EDUCATION, K-12 WARRANT TOTAL	BOOKS OTHER THAN TEXTBOOKS	69.99 \$69.99 *
000139	ARBUCKLE FOOD CENTER PV-000259 PIERCE HIGH SCHOOL	399296	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	189.91 \$189.91 *
005076	CA FBLA-SLC PV-000269 PIERCE HIGH SCHOOL	399297	REGULAR EDUCATION, K-12 WARRANT TOTAL	TRAVEL AND CONFERENCE	110.00 \$110.00 *
000676	CAPITOL CLUTCH & BRAKE INC. PV-000254 FLD NOT USED	399298	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	145.77 \$145.77 *
005400	CINTAS PV-000265 FLD NOT USED FLD NOT USED	399299	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP CONSULTING SERV/OPERATING EXP	188.33 234.70 \$423.03 *
004739	DEPARTMENT OF GENERAL SERVICES PV-000271 FLD NOT USED	399300	UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS	12,050.00 \$12,050.00 *
000028	DEPT OF JUSTICE PV-000252 FLD NOT USED	399301	UNDISTRIBUTED WARRANT TOTAL	FINGERPRINTING	239.00 \$239.00 *
005339	DIGNITY HEALTH MED FDTN PV-000246 FLD NOT USED	399302	UNDISTRIBUTED WARRANT TOTAL	PHYSICAL EXAMS	50.00 \$50.00 *
005339	DIGNITY HEALTH MED FDTN PV-000245 FLD NOT USED	399303	UNDISTRIBUTED WARRANT TOTAL	PHYSICAL EXAMS	92.20 \$92.20 *
005534	FLYERS ENERGY LLC PV-000251 FLD NOT USED FLD NOT USED	399304	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	FUEL FUEL	536.33 2,853.31 \$3,389.64 *
000127	FRONTIER PV-000267 FLD NOT USED	399305	UNDISTRIBUTED	MATERIALS AND SUPPLIES	310.38

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0012 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
	PV-000268	JOHNSON JR HIGH SCHOOL FLD NOT USED		REGULAR EDUCATION, K-12 UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	150.00 1,476.53 \$1,936.91 *
005163	GAYNOR TELESYSTEMS INCORP PO-000098 PV-000262	FLD NOT USED FLD NOT USED	399306	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	EQUIPMENT CONSULTING SERV/OPERATING EXP	6,283.79 768.00 \$7,051.79 *
005634	GENERAL PRODUCE COMPANY PV-000261	FLD NOT USED	399307	UNDISTRIBUTED WARRANT TOTAL	FOOD	1,675.00 \$1,675.00 *
000574	CAROL GEYER PV-000242	FLD NOT USED	399308	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	82.58 \$82.58 *
004976	HARRIS COMPUTER SYSTEMS PV-000250	FLD NOT USED	399309	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	85.00 \$85.00 *
005792	CHASE HARRIS PV-000263	FLD NOT USED	399310	UNDISTRIBUTED WARRANT TOTAL	EQUIPMENT	15,250.00 \$15,250.00 *
004996	HOUGHTON MIFFLIN HARCOURT PUB. PO-000187	JOHNSON JR HIGH SCHOOL	399311	REGULAR EDUCATION, K-12 WARRANT TOTAL	BOOKS OTHER THAN TEXTBOOKS	134.49 \$134.49 *
005687	HUST BROTHERS INC. PV-000255	FLD NOT USED	399312	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	319.67 \$319.67 *
001787	INLAND BUSINESS SYSTEMS PV-000248 PV-000256	ARBUCKLE ELEMENTARY SCHOOL GRAND ISLAND ELEMENTARY SCHOOL	399313	REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES COPY MACHINE MAINTENANCE	235.11 81.40 \$316.51 *
004917	LIBERTY PAPER PO-000148	JOHNSON JR HIGH SCHOOL	399314	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	1,535.82 \$1,535.82 *
004825	PEARSON CURRICULUM PO-000169 PO-000185	PIERCE HIGH SCHOOL JOHNSON JR HIGH SCHOOL	399315	REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12 WARRANT TOTAL	BOOKS OTHER THAN TEXTBOOKS BOOKS OTHER THAN TEXTBOOKS	168.44 254.50 \$422.94 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0012 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
005603	PIONEER REVIEW PV-000249	FLD NOT USED	399316	UNDISTRIBUTED WARRANT TOTAL	NEWSPAPER ADVERTISEMENTS	130.00 \$130.00 *
001861	RON RECTOR PV-000244	GRAND ISLAND ELEMENTARY SCHOOL	399317	REGULAR EDUCATION, K-12 WARRANT TOTAL	TRAVEL AND CONFERENCE	21.26 \$21.26 *
005760	JONATHAN REYES ALVARADO PV-000264	FLD NOT USED	399318	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	152.00 \$152.00 *
004400	ROSETTA STONE LTD PO-000176	ARBUCKLE ELEMENTARY SCHOOL	399319	REGULAR EDUCATION, K-12 WARRANT TOTAL	BOOKS OTHER THAN TEXTBOOKS	129.08 \$129.08 *
003187	SCHOOL SAFETY SOLUTIONS.LLC PV-000258	FLD NOT USED	399320	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	959.75 \$959.75 *
000310	SCHOOL SPECIALTY INC PO-000103	JOHNSON JR HIGH SCHOOL	399321	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	101.10 \$101.10 *
000620	DEBRA L. SCOTT PV-000243	ARBUCKLE ELEMENTARY SCHOOL	399322	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	116.73 \$116.73 *
005386	STRICTLY TECHNOLOGY LLC PO-000020 PO-000075 PO-000128 PO-000129 PO-000130 PO-000153 PO-000154 PO-000165	PIERCE HIGH SCHOOL FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED FLD NOT USED	399323	NONAGENCY-EDUCATIONAL REGULAR EDUCATION, K-12 UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12 UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP NONCAPITALIZED EQUIPMENT MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES NONCAPITALIZED EQUIPMENT NONCAPITALIZED EQUIPMENT NONCAPITALIZED EQUIPMENT	2,850.00 30,501.87 160.84 317.98 680.77 2,049.73 9,979.91 1,585.87 \$48,126.97 *
001454	TEACHERS' CURRICULUM INST PO-000186	JOHNSON JR HIGH SCHOOL	399324	REGULAR EDUCATION, K-12 WARRANT TOTAL	BOOKS OTHER THAN TEXTBOOKS	3,284.14 \$3,284.14 *
003982	THE TREMONT GROUP PV-000260	PIERCE HIGH SCHOOL	399325	CAREER TECHNICAL EDUCATION WARRANT TOTAL	MATERIALS AND SUPPLIES	50.68 \$50.68 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0012 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
005115	TOP TIER DATACOM INC. PV-000270	FLD NOT USED	399326	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	1,499.65 \$1,499.65 *
000841	TRI-COUNTY SCHOOLS PV-000247	FLD NOT USED	399327	UNDISTRIBUTED	HEALTH & WELFARE-CLASSIFIED	6,481.00
		FLD NOT USED		UNDISTRIBUTED	HEALTH & WELFARE-CLASSIFIED	6,972.00
		FLD NOT USED		UNDISTRIBUTED	HEALTH/WELFARE LIAB	15,979.00
	PV-000266	FLD NOT USED		UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	50.00
				WARRANT TOTAL		\$29,482.00 *
005545	U.S. BANK CORP PAYMENT SYSTEM RC-000004	FLD NOT USED	399328	UNDISTRIBUTED	MATERIALS AND SUPPLIES	179.19
		FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	49.41
		FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	53.30
		FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	313.96
		FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	131.92
		FLD NOT USED		UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	390.00
		FLD NOT USED		UNDISTRIBUTED	FOOD	43.53
		FLD NOT USED		UNDISTRIBUTED	FOOD	7.00
		FLD NOT USED		UNDISTRIBUTED	FOOD	6.29
				WARRANT TOTAL		\$1,174.60 *
000610	VERIZON WIRELESS PV-000257	FLD NOT USED	399329	UNDISTRIBUTED WARRANT TOTAL	COMMUNICATIONS	478.68 \$478.68 *
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS:	36	TOTAL AMOUNT OF WARRANTS:	\$131,647.35*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS:	36	TOTAL AMOUNT OF WARRANTS:	\$131,647.35**

BATCH 13

APY280 L.00.03

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 09/28/2018

09/27/18 PAGE 8

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 01

GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
4200	BOOKS OTHER THAN TEXTBOOKS	442.04
4300	MATERIALS AND SUPPLIES	11,972.32
5200	TRAVEL AND CONFERENCE	138.29
5300	DUES AND MEMBERSHIPS	420.00
5500	OPERATIONS & HOUSEKEEPING SERV	27,513.33
5600	RENTALS, LEASES AND REPAIRS	550.00
5800	CONSULTING SERV/OPERATING EXP	4,109.74
	TOTAL FUND :	45,145.72

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 09/28/2018

09/27/18 PAGE 9

FUND : 13

CAFETERIA FUND

OBJECT	DESCRIPTION	AMOUNT
4300	MATERIALS AND SUPPLIES	273.06
	TOTAL FUND :	273.06

OBJECT	DESCRIPTION	AMOUNT
6200	NEW & IMPROVEMENT OF BUILDINGS	115,270.00
	TOTAL FUND :	115,270.00
	TOTAL DISTRICT:	160,688.78

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0013 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
004503	ALSCO-GEYER/ACE	HARDWARE	399479			
	PO-000138	PIERCE HIGH SCHOOL		CAREER TECHNICAL EDUCATION	MATERIALS AND SUPPLIES	26.84
	PO-000196	PIERCE HIGH SCHOOL		CAREER TECHNICAL EDUCATION	MATERIALS AND SUPPLIES	69.68
	PV-000292	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	1,649.17
				WARRANT TOTAL		\$1,745.69 *
004474	JENNIFER BARHAM		399480			
	PV-000272	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	175.38
				WARRANT TOTAL		\$175.38 *
001720	BAUDVILLE		399481			
	PO-000201	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	456.70
				WARRANT TOTAL		\$456.70 *
003990	CALIFORNIA AGRICULTURAL		399482			
	PV-000291	PIERCE HIGH SCHOOL		CAREER TECHNICAL EDUCATION	DUES AND MEMBERSHIPS	420.00
				WARRANT TOTAL		\$420.00 *
001378	CARSON-DELLOSA PUBL		399483			
	PO-000067	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	49.53
				WARRANT TOTAL		\$49.53 *
004919	CARVALHO'S HEATING &		399484			
	PV-000287	FLD NOT USED		UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	227.50
				WARRANT TOTAL		\$227.50 *
003959	CSUS COLLEGE OF CONTINUING		399485			
	PO-000015	FLD NOT USED		UNDISTRIBUTED	TRAVEL AND CONFERENCE	50.00
				WARRANT TOTAL		\$50.00 *
004721	ENVIRONMENTAL SYSTEMS INC		399486			
	PV-000288	FLD NOT USED		UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	110.00
				WARRANT TOTAL		\$110.00 *
000127	FRONTIER		399487			
	PV-000293	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	609.85
		PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	2,155.94
				WARRANT TOTAL		\$2,765.79 *
000574	CAROL GEYER		399488			
	PV-000273	FLD NOT USED		UNDISTRIBUTED	TRAVEL AND CONFERENCE	67.58
				WARRANT TOTAL		\$67.58 *
005577	GRAY STEP SOFTWARE INC		399489			
	PV-000295	FLD NOT USED		UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	1,295.00
	PV-000296	PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	277.53
				WARRANT TOTAL		\$1,572.53 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0013 AP

Vendor#	Vendor name (remit)	Warrant	GOAL	OBJECT	Amount
Reference	SCHOOL				
005119	HD SUPPLY FACILITIES MAINT PV-000276	399490	UNDISTRIBUTED	MATERIALS AND SUPPLIES	460.91
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	82.52
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	3.47-
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	3.77-
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	110.23
			WARRANT TOTAL		\$646.42 *
000078	HOBLIT MOTORS PV-000282	399491	UNDISTRIBUTED	MATERIALS AND SUPPLIES	112.82
	FLD NOT USED		WARRANT TOTAL		\$112.82 *
005192	CATHERINE LOPEZ PV-000274	399492	REGULAR EDUCATION, K-12	TRAVEL AND CONFERENCE	20.71
	FLD NOT USED		WARRANT TOTAL		\$20.71 *
005728	MCCUEN CONSTRUCTION INC PO-000237	399493	UNDISTRIBUTED	NEW & IMPROVEMENT OF BUILDINGS	106,000.00
	FLD NOT USED		WARRANT TOTAL		\$106,000.00 *
000094	PACIFIC GAS & ELECTRIC CO PV-000284	399494	UNDISTRIBUTED	GAS AND ELECTRICITY	5,706.82
	DO-AES		UNDISTRIBUTED	GAS AND ELECTRICITY	1,662.78
	DO-GIES		UNDISTRIBUTED	GAS AND ELECTRICITY	14,443.26
	DO-PHS		UNDISTRIBUTED	GAS AND ELECTRICITY	4,774.14
	DO-JJH		UNDISTRIBUTED	GAS AND ELECTRICITY	176.84
	DO-AAHS		COMMUNITY SERVICES	GAS AND ELECTRICITY	216.39
	FLD NOT USED		WARRANT TOTAL		\$26,980.23 *
005603	PIONEER REVIEW PV-000278	399495	UNDISTRIBUTED	NEWSPAPER ADVERTISEMENTS	80.00
	FLD NOT USED		WARRANT TOTAL		\$80.00 *
000639	QUILL CORPORATION PV-000285	399496	UNDISTRIBUTED	MATERIALS AND SUPPLIES	119.91
	FLD NOT USED		WARRANT TOTAL		\$119.91 *
004206	RECOLOGY BUTTE COLUSA COUNTIES PV-000289	399497	UNDISTRIBUTED	GARBAGE	533.10
	FLD NOT USED		WARRANT TOTAL		\$533.10 *
003466	SAC-VAL PV-000277	399498	UNDISTRIBUTED	MATERIALS AND SUPPLIES	1,338.49
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	209.61
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	7.94
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	541.01-
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	39.35

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0013 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
		FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	65.60
		FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	72.63
				WARRANT TOTAL		\$1,192.61 *
003187	SCHOOL SAFETY SOLUTIONS.LLC PV-000279	FLD NOT USED	399499	UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	510.01
				WARRANT TOTAL		\$510.01 *
005780	STEVE KNOWLES CONSTRUCTION PO-000155	FLD NOT USED	399500	UNDISTRIBUTED	NEW & IMPROVEMENT OF BUILDINGS	9,270.00
				WARRANT TOTAL		\$9,270.00 *
003621	SYNCE/AMAZON		399501			
	PO-000133	JOHNSON JR HIGH SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	156.74
	PO-000134	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	92.42
		ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	219.99
	PO-000142	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	1,226.17
	PO-000147	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	124.16
	PO-000149	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	74.67
		ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	24.48
	PO-000150	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	168.15
	PO-000179	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	179.86
	PO-000182	PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	1,606.78
		PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	14.64
	PO-000188	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	101.39
		ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	31.92
	PO-000189	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	104.91
	PO-000192	PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	BOOKS OTHER THAN TEXTBOOKS	442.04
	PV-000294	PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	98.22
				WARRANT TOTAL		\$4,666.54 *
001199	UMPQUA BANK PV-000283	FLD NOT USED	399502	UNDISTRIBUTED	RENTALS, LEASES AND REPAIRS	550.00
				WARRANT TOTAL		\$550.00 *
005793	UNITED RENTALS INC PV-000290	FLD NOT USED	399503	UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	944.01
				WARRANT TOTAL		\$944.01 *
004592	VOLTAGE SPECIALISTS		399504			
	PV-000280	FLD NOT USED		UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	390.00
	PV-000281	FLD NOT USED		UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	390.00
				WARRANT TOTAL		\$780.00 *
000111	WALLACE SAFE & LOCK CO INC PV-000286	FLD NOT USED	399505	UNDISTRIBUTED	MATERIALS AND SUPPLIES	576.72
				WARRANT TOTAL		\$576.72 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0013 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount
005767	YUBA SUTTER CHIROPRACTIC PV-000275 FLD NOT USED	399506	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	65.00 \$65.00 *
***	BATCH TOTALS ***	TOTAL NUMBER OF WARRANTS:	28	TOTAL AMOUNT OF WARRANTS:	\$160,688.78*
***	DISTRICT TOTALS ***	TOTAL NUMBER OF WARRANTS:	28	TOTAL AMOUNT OF WARRANTS:	\$160,688.78**

Pierce Joint Unified School District
Overnight Field Trip Request

Date Submitted: 9/19/2018

Site Approval: 

Date: 9/27/2018

As outlined in the district's administrative regulations, requests for overnight field trips must be submitted thirty days prior to the date of the next regularly scheduled Board meeting. The Board will approve or disapprove the request and notify the teacher at the next regularly scheduled Board meeting after receipt of the request.

Event/Group Title: Lassen College FFA Field Day

Teacher(s) Submitting Request (*Field Trip Supervisor*): Rohde, Sweet, Van
Garcia

The teacher(s) submitting the request will be designated the *Field Trip Supervisor* and assumes responsibility at all times for supervising student activities and shall assume responsibility for the proper conduct of all participants.

Number of students participating: 15 +/- *Number of adult volunteers: _____

List adult volunteers/chaperones: _____

Date transportation request submitted: _____

Funding source: FFA

*For other than athletic events, there must be one adult for every five students participating.

Departure Date/Time/Location: Friday, Nov. 9, 2018/ 3:30pm/Ag Shop

Scheduled Return (include time): Sat., Nov 10, 2018 approx. 8:00 pm

Destination (address required): Lassen College, Susanville, CA 96103

Contact Phone Number at Destination (required): 530-300-1700

(OVER)



James Marta & Company LLP
Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

October 1, 2018

Daena Meras
Chief Business Official
Pierce Joint Unified School District
540-A 6th Street
Arbuckle, California 95912

We are pleased to confirm our understanding of the arrangements for our audit of the financial statements of Pierce Joint Unified School District for the years ending June 30, 2019, 2020 and 2021.

This letter confirms the services you have asked our firm to perform and the terms under which we have agreed to do that work. Please read this letter carefully because it is important to both our firm and you that you understand what you can and cannot expect from our work. In other words, we want you to know the limitations of the services you have asked us to perform. If you are confused at all by this letter or believe we have misunderstood what you need, please call to discuss this letter before you sign it.

Scope of Work

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Pierce Joint Unified School District, as of June 30, 2019, and for the years then ended and the related notes to the financial statements, which collectively comprise Pierce Joint Unified School District's basic financial statements and provide assistance with the preparation of the financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, the Schedule(s) of Revenues, Expenditures and Changes in Fund Balance-Budget (Non-GAAP) and Actual – General Fund, Schedule of Proportionate Share of Net Pension Liability and Schedule of Pension Contributions, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards, who considers it to be an essential part of the financial reporting for placing the basic financial statement in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI.

Supplementary information other than RSI will accompany Pierce Joint Unified School District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

Combining Balance Sheet – All Non-Major Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances – All Non-Major Funds

Combining Statement of Changes in Assets and Liabilities – All Agency Funds Organization

Schedule of Average Daily Attendance

Schedule of Instructional Time

Schedule of Expenditure of Federal Awards

Reconciliation of Unaudited Actual Financial Report with Audited Financial Statements

Schedule of Financial Trends and Analysis

Schedule of Charter Schools

Notes to Supplementary Information

The Objective of an Audit

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards (GAAS) and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

General Audit Procedures

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), Government Auditing Standards, promulgated by the United States Comptroller General; the Office of Management and Budget's Compliance Supplement for Single Audits; and 2 CFR Section 200, Audits of States, Local Government, and Nonprofit Organizations. This audit shall include audit procedures recommended by the Education Audit Appeals Panel of the State of California as detailed in the latest edition of the Standards and Procedures for Audits of California K-12 Local Education Agencies. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of

America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Pierce Joint Unified School District and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether due to fraud or error.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Internal Control Audit Procedures

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS, Government Auditing Standards, promulgated by the United States Comptroller General; the Office of Management and Budget's Compliance Supplement for Single Audits; and 2 CFR Section 200, Audits of States, Local Government, and Nonprofit Organizations. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of your entity's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your entity's internal control. We will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Pierce Joint Unified School District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the

objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

As part of our engagement, we may advise you about appropriate accounting principles and their application; however, management acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. As such, management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that you are responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. This responsibility includes having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the company that involves management, employees who have significant roles in internal control, and others where fraud could have a material impact on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the company received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the company complies with applicable laws and regulations. You agree that management will confirm its understanding of its responsibilities as defined in this letter to us in a management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

Management's responsibilities also include designating qualified individuals with the skill, knowledge, and experience to be responsible and accountable for overseeing financial statement preparation, tax services, and any other nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

Reporting

We expect to issue a written report upon completion of our audit of Pierce Joint Unified School District's basic financial statements. Our report will be addressed to the board of directors of Pierce Joint Unified School District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph, and decline to express an opinion, or withdraw from the engagement.

We also will issue a written report on Internal Control over Financial Reporting and Compliance with Laws, Regulations and Provisions of Grants and Contracts, Compliance with State Laws and Regulations and Internal Control and Compliance for each Major Federal Program upon completion of our audit.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit in April 2019 and to complete and issue our report no later than December 15, 2019.

James Marta, CPA is the engagement partner for the audit services specified in this letter. His responsibilities include supervising James Marta & Company LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our liability as auditors shall be limited to the period covered by our audit and shall not extend to later periods for which we are not engaged as auditors.

Record Retention

It is our policy to keep records related to this engagement for 7 years. However, James Marta & Company LLP does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 7 year period James Marta & Company LLP shall be free to destroy our records related to this engagement.

Fees

Our fee for the audit will be \$16,900, \$17,400 and \$18,000 for 2019, 2020 and 2021. We will bill you on a monthly basis for our services and invoices are payable upon presentation. Unpaid fee balances 30 days overdue will bear interest at 18 percent per annum. This fee is based upon the assumption that the closing journal entries will be made and accounting will be finalized and closed before the year end audit fieldwork. Additional time and billing charges will incur if accounting service is provided for closing or reconciling accounting records.

Whenever possible, we will attempt to use your personnel to assist in the preparation of schedules and analyses of accounts. We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

Our initial fee estimate assumes we will receive the aforementioned assistance from your personnel and unexpected circumstances will not be encountered. In the event that the GASB, FASB, AICPA, GAO, OMB, or the State of California issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work. Our fee for addressing the additional requirements will be at our standard hourly rates for each person involved in the additional work.

In the event we are required to respond to discovery requests, subpoenas, and outside inquiries, we will first obtain your permission unless otherwise required to comply under the law. Our time and expense to comply with such requests will be charged at our standard hour rates in addition to the stated contract.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the governing board the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of James Marta & Company LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available pursuant to authority given to any regulator by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of James Marta & Company LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to any regulator. They may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Mediation Provision

Disputes arising under this agreement (including scope, nature, and quality of services to be performed by us, our fees and other terms of the engagement) shall be submitted to mediation. A competent and impartial third party, acceptable to both parties shall be appointed to mediate, and each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. If the dispute requires litigation, the court shall be authorized to impose all defense costs against any non-prevailing party found not to have participated in the mediation process in good faith.

Several technical accounting and auditing words and phrases have been used herein. We presume you to understand their meaning or that you will notify us otherwise so that we can furnish appropriate explanations.

We have attached a copy of our latest external peer review report of our firm for your consideration and files.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. This letter will continue in effect until canceled by either party.

Respectfully,

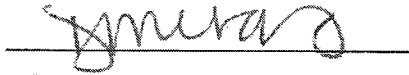
James Marta & Company LLP

James Marta & Company LLP
Certified Public Accountants
Sacramento, California

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Pierce Joint Unified School District

Authorized Signature: 
Name: Daena Meras
Title: Chief Business Official
Date: 10/1/18

Eagle Architects
349 Silver Lake Drive
Chico, CA 95973
(530)898-0123

October 6, 2018

Carol Geyer
Superintendent
Pierce Joint Unified School District
540A Sixth Street
Arbuckle, CA. 95912

Subject: Additional Service Agreement
PN PHS-11
Replacement of Existing Switchboard
Bleachers & Press Box Replacement
Pierce High School
960 Wildwood Road
Arbuckle, CA. 95912

Dear Carol,

I am glad to have the opportunity to continue a working relationship with Pierce Joint Unified School District. Please review, sign and return one (1) original of the attached Additional Service Agreement for Consulting Services with Eagle Architects for the Replacement & Relocation of the existing Main Switch board located at Pierce High School Stadium in Arbuckle.

The additional scope of work shall include the replacement and relocation of the existing 800 amp main switch board located at the Pierce High School stadium. Work shall also include the relocation and code upgrade for the existing PG&E transformer along with coordination and assistance with PG&E for the upgrade of the new service. The duration of this contract shall be from October 8, 2018 through an approximate completion of June 30, 2018. The compensation for this project shall be on a fixed fee basis. See attached fixed fee schedule below:

Task	Fee
All New Construction Documents for the new main switch board to be included with Stadium Bleachers & Press box replacement project PN PHS-11 Include the following documents: 1. One Line Diagram 2. Copper Feeder Schedule 3. MSB Panel Schedule 4. MSB CEC Load Calculation 5. Main Switchboard Mounting & Anchorage Details 6. Modification & Relocation of existing lighting controls for existing stadium lighting 7. Main Switchboard Specifications	\$5900

8. Coordination with PJUSD staff for new PG&E application	
9. Submit to DSA for review & approval with Project PN PHS-11	
Total Fee This fee proposal is good for 30 days. After 30 days fee subject to change.	\$5900
Reimburseables- Printing costs to be billed at cost plus 10%- Estimated Budget	\$300

All additional Services for architect shall be billed at an hourly rate of \$125.00. All additional Services for electrical engineer shall be billed at an hourly rate of \$155.00. Department of the State Architect (DSA) Fees to be paid by others.

All invoices will be billed based upon the percentage complete for each item in each task. All invoices are due and payable no more than 14 days after the invoice date. Interest of 12% annually will accrue on invoices 60 days past due. All documents produced by Eagle Architects are copyrighted under US copyright laws. Eagle Architects holds copyrights to all instruments of service until transferred or grants licenses for those rights

I hope this meets with your approval and I look forward to continue my relationship with Pierce Joint Unified School District.

Sincerely,
Eagle Architects

Alan S. Chambers
Principal Architect
C-18899

ACCEPTED

IN WITNESS WHEREOF, Pierce Joint Unified School District and Eagle Architects have executed this Agreement.

CLIENT
Pierce Joint Unified School District

CONSULTANT
Eagle Architects



By: Carol Geyer, Superintendent
Date: 10/10/18



By: Alan S. Chambers, CFO
Date: 10/10/18

Eagle Architects
 349 Silver Lake Drive
 Chico, CA 95973
 (530)898-0123

October 10, 2018

Carol Geyer
 Superintendent
 Pierce Joint Unified School District
 540A Sixth Street
 Arbuckle, CA. 95912

Subject: Agreement for Consulting Services
 Bus Charging Stations
 PJUSD Maintenance Yard
 960 Wildwood Road
 Arbuckle, CA. 95912

Dear Ms. Geyer,

I am glad to have the opportunity to continue a working relationship with Pierce Joint Unified School District. Please review, sign and return one (1) original of the attached Agreement for Consulting Services with Eagle Architects for the Bus Charging Station Project located at PJUSD Maintenance Yard in Arbuckle.

The scope of work shall include the design of two bus charging pedestal and two future bus charging pedestals to be located at the PJUSD Maintenance Yard. The source of power will be from the existing 2000-amp switch board located at the east end of Bldg. 200 at Lloyd Johnson Junior High School. We will design a 225-amp panel located adjacent to the new bus charging pedestals. Gates and fire access review of the existing site and acceptance by local fire authority will not be required by DSA and not part of this work. The duration of this contract shall be from October 11, 2018 through an approximate completion of December 31, 2018. The compensation for this project shall be on a fixed fee basis. See attached fixed fee schedule below:

Task	Fee
Site visit & field verify existing conditions Electrical Engineer only	\$1080
Construction Documents Include the following documents: 1. Design for freestanding 225 amp panel located at existing bus yard area 2. Bus Charging Station Power Site Plan 3. One-line diagram 4. Copper feeder schedule 5. Electrical distribution system calculation 6. Panel schedule 7. Panel Board anchorage details	\$2360

8. Bus charging pedestal anchorage details provided by school district 9. The existing 2000 amp main electrical service located at Lloyd Johnson JHS can accommodate the new loads 10. Electrical Engineer unable to obtain demand load from PG&E due to existing solar system 11. Construction documents will not be submitted to DSA for review / approval per IR A-10 exception 1.1	
Bidding- Prepare & issue documents for Bidding Prepare Addendums Attend Bid Walk Through with district & bidders-	Hourly
Construction Administration- Attend Pre-construction meeting with contractor & DSA inspector Review submittals from contractor Review and answer RFIs Final Observation/Punch list walk through- Architect & Electrical Engineer	Hourly
Total Fee This fee proposal is good for 30 days. After 30 days fee subject to change.	\$3440
Reimbursables- Printing costs to be billed at cost plus 10%- Estimated Budget	\$500

All additional Services for architect shall be billed at an hourly rate of \$125.00.
 All additional Services for electrical engineer shall be billed at an hourly rate of \$155.00.

All invoices will be billed based upon the percentage complete for each item in each task. All invoices are due and payable no more than 14 days after the invoice date. Interest of 12% annually will accrue on invoices 60 days past due. All documents produced by Eagle Architects are copyrighted under US copyright laws. Eagle Architects holds copyrights to all instruments of service until transferred or grants licenses for those rights

I hope this meets with your approval and I look forward to continue my relationship with Pierce Joint Unified School District.

Sincerely,
 Eagle Architects

Alan S. Chambers
 Principal

ACCEPTED
 IN WITNESS WHEREOF, Pierce Joint Unified School District and Eagle Architects have executed this Agreement.

CLIENT
Pierce Joint Unified School District

CONSULTANT
Eagle Architects

By: Carol Geyer, Superintendent
Date:

By: Alan S. Chambers, President
Date:

MCF Construction Services

Construction Consulting and DSA Inspections

916.716.2402 Phone

May 3, 2018

Pierce Joint Unified School District
George Parker, Capital Projects Manager
540-A 6th Street
Arbuckle, California 95912

Re: Inspection Proposal for Arbuckle Elementary School Classroom Building Project

Dear George,

I propose to provide the required DSA Project Inspector duties and inspections for the new Classroom Building Project (DSA App #02-116802) at Arbuckle Elementary School. This Proposal is based upon the terms below:

- Compensation to be \$12,000.00 per month.
- Project start date on or around June 2018.
- Project end date on or around August 2019.
- No additional fees will be charged for overtime, weekend, or holiday work.
- General Liability Insurance is included in monthly rate.
- No additional fees will be charged for cell phone, travel, or other project related expenses.
- MCF Construction Services DIR Number is #1000017677.

Upon acceptance of this Proposal, a DSA Form 5 will need to be submitted for approval and is subject to approval by DSA for each specific project. Thank you.

Sincerely,



Matthew C. Fabian
4991 Keane Drive
Carmichael, California 95608



Acct Manager: Gabe Hightman
 Cell: (408) 688-4774
 Fax: (951) 781-9806
 Email: ghightman@a-zbus.com

Vehicle Quotation

18093

3418 52nd Ave. Sacramento CA 95823
 (800) 458-6363
 www.A-ZBus.com

October 5, 2018

Company: Pierce Joint Unified School District
Mailing Address: 540-A 6th Street
 P.O. Box 239
 Arbuckle, CA 95912

Attn: George Parker
Phone: (530) 788-3533 **Fax:**
Email:

Model: Blue Bird T3RE 3904
Quantity: 2
GVWR: 36,200
Eng: ELECTRIC
Fuel Type: Electric
Capacity: 78 Amb 0 WC 0 CRS 0 VAR WC

Model Year: 2019
Wheel Base: 259"
Trans:
Susp: Spring/Air
Brakes: Air Disc
AC: No
Uph: Blue

Body, Accessories

- 1 AIR HORN, MOUNTED UNDER FLOOR
- 1 CONSOLE MOUNT, ARM REST
- 1 HOLDER, CUP
- 1 HORN, BACKING SAFETY, 112 DB

RESET

- 1 CIRCUITS, SPARE, BODY HARN, TWO, 14 GA
- 1 POWER, BAT CONTROL, CLER/CSTR/ID LGTS
- 1 POWER, BAT CONTROL, DOME LIGHTS
- 1 POWER, BAT CONTROL, ENTRANCE DOOR
- 1 POWER, BAT CONTROL, WARNING LIGHTS
- 1 WIRING, VIDEO MONITORING SYSTEM

Body, Air Conditioning

Body, Compartments

- 1 BATTERY COMPARTMENT, ROLLER TRAY, CHAS MTD
- 1 COMPARTMENT, STORAGE, OVERHEAD, LOCKNG
- 1 LATCH, LOCKING, DOOR BATTERY CMPT

Body, Fans

- 1 FAN, AUXILIARY, UPPER CENTER, 6"
- 1 FAN, AUXILIARY, UPPER LEFT, 6"

Body, Construction

- 1 BODY CONSTRUCTION FM/CMVSS 221
- 1 STEPWELL PROTECTION
- 1 STEPWELL, GALVANIZED

Body, Floor

- 1 COVERING, FLOOR, RUBBER, BLACK
- 1 PLYWOOD FLOOR 1/2IN THICK
- 1 PLYWOOD FLOOR SCREWED DOWN
- 1 STEEL FLOOR TRIM
- 1 STEPTREADS, ENT DR, N/ABR, WHITE NOSING
- 1 TRIM, AISLE, ALUMINUM
- 1 WEAR PLATE, ENT DR, RUBBER, WHITE NOSE

Body, Doors

- 1 BUZZER, L/H SIDE EMERG DOOR
- 1 DOOR CONTROL, AIR PWR, MOM SW, 2-POS
- 1 DOOR, ENGINE CMPT, SOLID
- 1 DOOR, ENT, OUTWARD OPENING W/AIR ACTUATOR
- 1 EMERGENCY DOOR LS 28IN
- 1 HANDRAIL, ENT DR, BARRIER 3.25 - 5.25
- 1 LATCHES, LOCKABLE, ACCESS DOORS
- 1 LIGHT, PILOT, EXIT
- 1 LOCK, SECURITY, ENT DOOR
- 1 RETAINER SIDE EMERG DOOR LH
- 1 SLIDING BOLT VANDAL LOCK - SED
- 1 SPRING, GAS, NON-LOCKING
- 1 VANDAL LOCK - REAR EMERGENCY WINDOW
- 1 YELLOW ENTRANCE DOOR

Body, Headroom

- 1 77IN HEADROOM REAR ENGINE

Body, Heaters

- 1 HEATER, 12K, DRIVERS
- 1 HEATER, 50K, LH, REAR, F/M
- 1 HOSE, HTR, EPDM, W/CT CLAMPS
- 1 PUMP, HEATER WATER

Body, Insulation

- 1 ACOUSTIC HEADLINING FULL LENGTH
- 1 INSULATED DRIVERS AREA
- 1 INSULATION, BODY, FIBERGLASS, ADDITIONAL
- 1 INSULATION, BODY, POLYESTER/FIBERGLASS
- 1 INSULATION, ENTRANCE DOOR HEADER

Body, Electrical

- 1 CIRCUIT PROTECTION, BREAKERS, MANUAL

Body, Lettering/Decals

- 1 'STOP WHEN RED LIGHTS FLASH'

- 1 EMERGENCY DOOR ARROWS
- 1 LETTERING,"SCHOOL BUS" 8"/1" STROKE
- 4 LETTERING,EMERGENCY EXIT,ABOVE EXIT
- 4 LETTERING,EMERGENCY,EXTERIOR,VINYL,BLAC K
- 4 LETTERING,EMERGENCY,INTERIOR,VINYL,BLACK

Body, Lights

- 1 CONTROL,STROBE,S/CONT,W/PILOT
- 1 DAYTIME RUN LGTS,W/ P/BRAKE DEACTIVATE
- 1 DOME,2 ROW/2 SWITCHES,F & R,CONFIG
- 1 DOOR SWITCH,STEPWELL LIGHT
- 1 LAMPS,HAZARD,2-AMBER,6IN,ENG CMPT
- 1 LIGHT,2 DOME,DRIVERS,LED,SEPARATE SW
- 1 LIGHT,4" BACKUP,LED,VANDAL RESIST
- 1 LIGHT,4" LED,STOP/TAIL,VANDAL RESIST
- 1 LIGHT,7" STOP/TAIL,LED
- 1 LIGHT,STEPWELL,LED,ADA
- 1 LIGHT,STROBE,SELF-CONT,LED,CLEAR
- 1 LIGHTS,CL/MK,LED,2 AMBER,2 RED
- 1 LIGHTS,DIR,FRONT AMBER LED
- 1 LIGHTS,DIR/MKR,SIDE,LED,FRT,BELT
- 1 LIGHTS,DIR/MKR,SIDE,LED,REAR,BELT
- 1 LIGHTS,DIRECTIONALS,RR,AMBER LED
- 1 LIGHTS,DOME,120 LUMENS,LED
- 1 LIGHTS,ID,GROMMET MOUNT,LED
- 1 LIGHTS,MKR,LED,INTERMEDIATE
- 1 LIGHTS,WARN,LED,8-LGT,AMB/RED
- 1 LOCATION,STROBE,4 FEET FROM REAR OF ROOF
- 1 MARKER LGT CONTROL,STEPWELL LGT
- 1 PILOT,STROBE LIGHT,ADDITIONAL INDICATION
- 1 WIRING,DIR,SIDE,FRONT,BELTLINE
- 1 WIRING,DIR,SIDE,REAR,BELTLINE

Body, Mirrors

- 1 CAMERA,SYSTEM,BACK UP VIEW
- 1 HEATED MIRROR,EXT,15 MIN TIMER
- 1 MIRROR,CROSSVIEW,EYE-MAX LP
- 1 MIRROR,EXT,OPEN VIEW,ES SPLIT SYSTEM
- 1 MIRROR,REARVIEW,INT 6X30,W/MONITOR
- 1 MIRROR,REARVIEW,REMOTE CONTROL

Body, Mud flaps

- 1 FENDERS FRONT RUBBER
- 1 FENDERS REAR RUBBER
- 1 FLAPS FRONT, FULL LENGTH
- 1 FLAPS REAR WITH BB LOGO
- 1 FLAPS,FRONT OF REAR WHEELS
- 1 REAR MUDFLAP EXTENSION

Body, Paint

- 1 DISC WHLS PTD BOTH SIDES YELLOW
- 1 EXTERIOR SOLID NSBY
- 1 LOGO,BIRD ONLY,VINYL,BLACK
- 1 PAINT DESIGN,BRIGHT WHITE ROOF,12.5 IN
- 1 PAINT, INTERIOR, ASTRO WHITE
- 1 PAINT,BACKGRND,WARN LGT,BASE COLOR
- 1 PAINT,RUBRAILS ONLY,FULL WIDTH BLACK

Body, Radio

- 1 RADIO,AM/FM/USB/MP3 W/PA
- 1 SPEAKER,DLX,8 SPKR SYS W/WIRING
- 1 SPEAKER,O/S,UND FLR,W/WIRING
- 1 WRG,2-WAY RADIO,CTR DASH MNT(07829)

Body, Reflectors

- 1 3" REFLECT,FRONT,INT & REAR,3M DIA GRADE
- 2 VINYL,REFL,P/O WINDOW YELLOW,3M
- 2 VINYL,REFL,ROOF HATCH,WHITE,3M
- 1 VINYL,REFL,RR EMER WDW YELLOW,3M
- 1 VINYL,REFL,SD EMER DR YELLOW,3M

Body, Rub rails

- 1 END CAP,RUB RAIL,STAMPED STEEL

Body, Safety Equipment

- 1 FAK,CALIFORNIA,METAL CASE
- 1 FE 5 LB DRY W/HOSE (DRIVERS CPT)
- 1 HOLDER,CERTIFICATE,7-5/8 X 9-1/4
- 1 PACKAGE,STATE,CALIFORNIA
- 1 TRIANGULAR WARNING DEVICE FLOOR

Body, Seats

- 1 ARMREST,RH,DRIVER,SEAT,NATIONAL
- 2 BARRIER, 39 INCH HIGH BACK
- 24 CUSHION,SEAT, STANDARD, REBOND FOAM
- 1 D/SEAT,NATIONAL,PREM,AIR,MORD,CHAR
- 24 MODULE, CUSHION, ASSY, TILT W/FLEX MAT, SEAT
- 26 MODULE,SEAT,CEW,COLOR,BLUE
- 1 PANEL,MODESTY,BARRIER,DRIVER,LH
- 1 PANEL,MODESTY,BARRIER,ENT DOOR
- 1 S/BELT,DRV,3PT,SGL RET,BUZ/WRN LT, ORANGE
- 2 SEAT, 39, 3-PT BELT, DAVENPORT
- 22 SEAT, 39, CONVERT, 3-PT BELT
- 1 SEAT, 39, CONVERT, FLIP, 3-PT BELT
- 1 SEAT,39,CONVERT,3-PT BELT, FULL FM
- 2 UPH,FIRE BLOCK,BLUE,BARRIER

Body, Side Panels

- 1 GALVALUME I/S PNL,FULL HEM, TEXTURIZED
- 1 PANEL,SIDE,16 GA,25 3/4 SKIRT

Body, Step

- 1 FORWARD GRABRAIL

Body, Stop Arms

- 1 LOCATION,STOP ARM,REAR
- 1 STOP ARM,ELEC,LED,HI-IN,CLUSTER
- 1 WIRING,S/ARM,ELECT W/INDEP FLSHR

Body, Sun Visor

- 1 VISOR,ACRYLIC,LEFT SIDE,ADJUST,OPAQUE

Body, Switches

- 1 SWITCH,NOISE SUPPRESSION,LATCHING

Body, Vents

- 2 DELETE,ROOF HATCH BUZZER
- 2 VENT,SPECIALTY,PROLO

Body, Warning Systems

- 1 CONTROLS,CONFIG,W/L,OPT #4,8-LGT,RH
- 1 HOODS,WARNING LIGHTS,INDIVIDUAL
- 1 INDICATOR,W/L SYSTEM,AMBER/RED
- 1 LIGHTS,PILOT,W/L SYSTEM,LOC,RH
- 1 SEQUENCE,W/L SYSTEM,NON-SEQUENTIAL
- 1 SWITCH,DOOR CONTROL,LOC,RH
- 1 SWITCH,EMERGENCY OVERRIDE
- 1 SWITCH,W/L MASTER,LOC,RH

- 1 SWITCH,W/L START,LOC,RH
- 1 SWITCH,W/L START,MANUAL
- 1 SWITCH,W/L,EM OVERRIDE,LOC,RH
- 1 SWITCH,W/L,MASTER,GREEN PILOT
- 1 SYSTEM,WARN,8-LGT,N/SEQ
- 1 WIRING,W/L SYSTEM,14 GA

Body, Windows

- 1 BUZZER,MID SEC,P/O WINDOW
- 1 BUZZER,REAR EMERG WINDOW
- 1 GLASS,ENT DR,LOWER,TINT,LAM
- 1 GLASS,ENT DR,UPPER,TINT,LAM
- 1 GLASS,SIDE EMER DR,DK TINT,TEMP
- 1 WDO ASSY,DRVR,GREEN TINT,LAM,BLK
- 1 WINDOW,REAR EMERG,DK TINT,TEMP
- 1 WINDOW,REAR EMERGENCY
- 23 WINDOW,S/S,12",TEMP,TINT,BLK
- 2 WINDOW,S/S,P/O,12",TEMP,TINT,BLK
- 2 WIRING,P/O WINDOW,DRS BUZ ONLY

Body, Windshield / Accessories

- 1 2 PC CURVED TINTED W/S

Body-Base

- 2 ALL AMERICAN

Chassis, Axles

- 1 AXLE,REAR,23K LBS,5.29
- 1 AXLE,STEER,HENDRICKSON NXT,14600 LBS
- 1 LUBRICATION,OIL,PETROLEUM,AXLE
- 1 SPACER,SPRNG,2IN,FRONT SUSP
- 1 SUSPENSION,AIR,REAR,HENDRICKSON,23K
- 1 SUSPENSION,SPRG,FRT,SOFTEK,14600

Chassis, Batteries And Accessories

- 1 ACCESSORY POWER SOCKET W/CAP,BATTERY
- 1 BATTERY,AUXILIARY,GROUP 31,ONE,700 CCA
- 1 SWITCH,BATTERY DISCONNECT

Chassis, Brakes

- 1 BRAKES,AIR DISC,BENDIX
- 1 BRAKES,ANTI-LOCK(ABS),AIR
- 1 DRYER,AIR,BENDIX AD-IP
- 1 PEDALS,ADJUSTABLE
- 1 RESERVOIR,ADDITIONAL WET TANK

- 1 VALVE,DRAIN,MANUAL,AIR TANK

Chassis, Bumper

- 1 BUMPER,FRONT,STEEL 12IN
- 1 BUMPER,REAR,STEEL

Chassis, Controls

- 1 SWITCH,IGNITION,KEYED ALIKE

Chassis, Cooling System

- 1 HOSE,COOL,RUBBER,PREM,W/CONST TENS CLMP

Chassis, Engines / Transmissions

- 1 BATTERY SYSTEM,DRIVE MOTOR,150 KW
- 1 DELETE CRUISE CONTROL
- 1 GOVERNOR,ROAD SPEED,65 MPH
- 1 MOTOR,DRIVE,TM4,315HP@2176LB-FT

Chassis, Fuel System

- 1 FUEL TANK DOOR,SPRING LOADED

Chassis, Instruments

- 1 GAUGE,SPEEDOMETER, MILES

Chassis, Tires and Wheels

- 1 BALANCE FRONT WHEELS
- 1 CERTIFICATION,4-WHEEL ALIGNMENT
- 1 TIRE,MICHELIN,12R22.5 XZE LRH
- 1 WHEEL WEIGHTS, ZINC
- 1 WHEELS,STEEL,8.25X22.5 DSC,HUB-PILO

Chassis, Tow Hooks

- 1 TOW HOOKS, FRONT

Chassis, Wheelbase

- 1 WHEELBASE,259 INCH

Warranty, Extended

- 1 WARRANTY L3 IN LIEU OF SB,5 YR

Distributor Options

- 1 Lettering
- 1 Hand held stop sign & holder
- 1 FE/FAK/Decals - CA spec
- 1 Fog lights in front bumper
- 1 Electric air drain valves with controls in driver's compt.
- 1 Child Check EP1 safety system - Meeting CA specs
- 1 Standard 3 Head Camera System

Unit Price:	\$380,264.52
Taxable Amount:	\$380,264.52
7.250 % Sales Tax Total:	\$27,569.18
License:	N/A
Total Per Bus w/tax included:	\$407,833.70
Grant Per Bus:	(\$230,000.00)
Trade In Per Bus:	
Deposit Per Bus:	
Revised Total after discounts:	\$177,833.70
Extended Amount for <u>2</u> Unit(s):	\$815,667.40
Deduction Extended Amount for <u>2</u> Unit(s):	(\$460,000.00)
Grand Total:	\$355,667.40

Signature: _____

Name: _____

Title: _____

Date: _____

By:

Gabe Hightman
A-Z Bus Sales, Inc.

All pricing valid for 30 days, or availability of stock units at time of purchase order. Prices quoted herein are based upon Federal, State, and Local Laws and Regulations governing truck equipment and performance levels in effect as of the date hereof. Buyer will pay for any equipment or performance changes, modifications, or additions required by any changes in such laws or regulations subsequent to the date hereof at the increased cost to Seller.

*All pricing is based upon the Waterford Unified School District piggyback bid awarded to A-Z Bus Sales. A copy of all piggyback bid documents is available from A-Z Bus Sales, Incorporated.

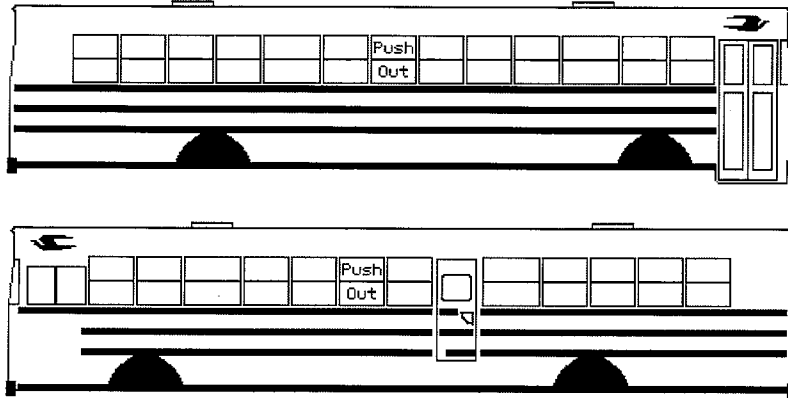
***Discount amount of \$230,000 reflects HVIP grant funding per bus.**

***Notice of Intent to Purchase:**

By signing this vehicle quotation above, it signifies the intent of Pierce Joint Unified School District to purchase the vehicle(s) as listed on this document, from A-Z Bus Sales, Inc. This purchase is based on this Vehicle quotation and is subject to approval by our School Board at their _____ (date) Board meeting. _____ (Initial Here)

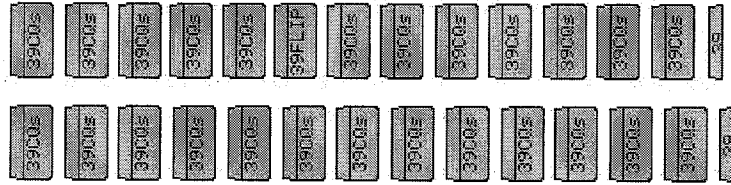
Quote Id: 157257 Body Plan / Seat Plan Information

Body Plan: 5011345



Seat Plan: 23552

SP: 23552 T3RE 3904, 78 CAP



Quote Id: 157257 Seat Plan Spacing Chart

WATERFORD USD CO-OP BID #01/17 PRICE RECONCILIATION

Blue Bird T3RE3904S Electric 315 HP Drivetrain 78 Pax

Base Waterford co-op pricing	\$157,625.18
2018 Waterford increase	\$7,881.26
24a.) Standard 3 head camera system, installed	\$3,020.00
48) Electric drivetrain conversion package	\$270,000.00
Discount	(\$58,261.92)
Total per bus + sales tax	\$380,264.52

Standard Options Included in base price:

Lettering	Standard
FE/FAK/Decals - CA specs	Standard
Hand held stop sign & holder	Standard
Child Check-Mate system - Meeting CA Requirements	Standard
Electric Air Drains located in driver's compartment	Standard
Fog lights in front bumper	Standard

BLUE BIRD
Vision & All American Electric Buses



Zero Emissions

Our Vision and All American Electric buses produce zero emissions, making them an excellent choice for improving air quality.



Over 14,000
Level 2 Charging Stations
in the United States

Exclusive Purpose-Built Chassis

Blue Bird's purpose-built chassis combines over 90 years of innovation with our exclusive drivetrain partners ADOMANI and Efficient Drivetrains (EDI), which was recently acquired by Cummins Inc., allowing us to offer efficient and affordable electric bus solutions.



Go Further
 Travel up to 126 miles on a single charge



Low Maintenance Costs
 Less parts means less maintenance



Zero Emissions
 No emissions means cleaner air for our children



Temperature Control
 Excellent performance in many weather conditions



Less Parts Equals Less Maintenance

The obvious difference between our Electric buses and our other fuel types is the way the bus is powered. These buses are not run on a traditional engine and transmission powertrain- in fact, they have no transmission at all!



DC to AC Inverter

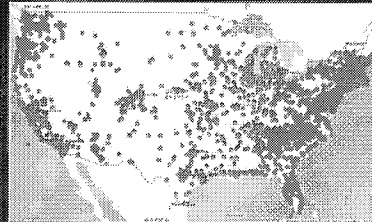
Charging Infrastructure

Our Electric buses are currently designed to use any Level 2 charging cable. The popular HSC-50P 40 amp charging station, which is built to fit most electric vehicle charging needs, makes charging our buses available at most charging stations around your city.

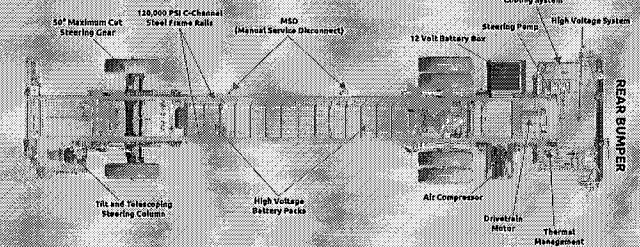
Visit

https://www.afdc.energy.gov/fuels/electricity_locations.html

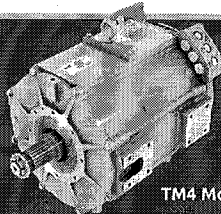
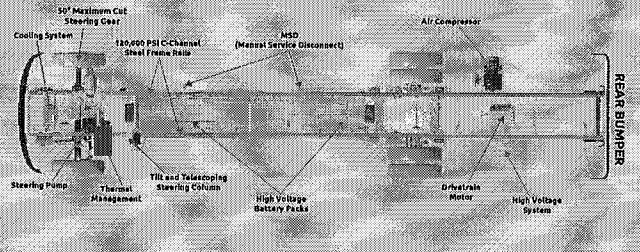
or scan the QR code for more information and locations of level 2 charging stations near you.



Electric All American Chassis

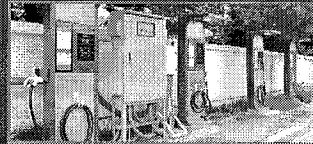


Electric Vision Chassis



TM4 Motor

The drive motor's maximum torque and power is obtained at very low RPM's giving the bus the ability to accelerate at a greater rate than other fuel types. Furthermore, since the drive motor is not required to idle you save valuable charging time.



Pursuant to the authority vested in California Air Resources Board by Health and Safety Code Division 26, Part 5, Chapter 2; and pursuant to the authority vested in the undersigned by Health and Safety Code Sections 39515 and 39516 and Executive Order G-14-012;

IT IS ORDERED AND RESOLVED: The following on-road motor vehicles with a manufacturer's GVWR over 14000 pounds are certified as described below. Production vehicles shall be in all material respects the same as those for which certification is granted.

MODEL YEAR	VEHICLE FAMILY NAME	EPA CERTIFICATE OF CONFORMITY	VEHICLE TYPE & SUB-CATEGORY	VEHICLE MAKE & MODELS
2019	KBBB2VOCVEHD	KBBB2VOCVEHD-002	Vocational	All American, Vision (Heavy-Duty All-Electric Vehicle)

The following is the Greenhouse Gas Exhaust Emission Standards (STD) or Family Emission Limit(s) (FEL) in g/ton-mile as applicable under 17 CCR 95663:

GVWR (pounds)	CO ₂ (in g/ton-mile)		
	STD	Highest Projected FEL	Lowest Projected FEL
GVWR > 33,000	222	0	0

BE IT FURTHER RESOLVED: For the listed vehicle family the manufacturer has submitted separate FEL numbers for each subfamily of heavy-duty vehicles produced and delivered for sale in California and all values used in any averaging, banking, or trading (ABT) program as applicable to demonstrate certification compliance with Section 1037.101.3(3) of the California Greenhouse Gas Exhaust Emission Standards and Test Procedures for 2014 and Subsequent Model Heavy-Duty Vehicles (HDV Test Procedures) adopted Oct. 21, 2014.

BE IT FURTHER RESOLVED: The manufacturer has elected to demonstrate compliance with the Greenhouse Gas Emission Standards as specified in Title 17 CCR 95663 and the incorporated "California Greenhouse Gas Exhaust Emission Standards and Test Procedures for 2014 and Subsequent Model Heavy-Duty Vehicles" (HDV Test Procedures) adopted Oct. 21, 2014 by demonstrating compliance with the 2014 MY National Heavy-Duty Engine and Vehicle Greenhouse Gas Program as specified in Section 1037.101.3 of the HDV Test Procedures. The manufacturer has submitted the required information and therefore has met the criteria necessary to receive a California Executive Order based on the Environmental Protection Agency's Certificate of Conformity for the above listed vehicle family.

Vehicles certified under this Executive Order must conform to all applicable California emission regulations.

The Bureau of Automotive Repair will be notified by copy of this Executive Order.

Executed at El Monte, California on this 1st day of August 2018.


 Annette Hebert, Chief
 Emissions Compliance, Automotive Regulations and Science Division



Quote

Quote Number: 3521

Payment Terms:
Expiration Date: 11/07/2018

Quote Prepared For

George Parker
Pierce Joint Unified School District
540-A 6th St
Arbuckle, CA 95912
United States
Phone:530-788-3533
gparker@pierce.k12.ca.us

Quote Prepared By

David Hughes
EV Connect
615 N. Nash Street, Suite 203
El Segundo, CA 90245
United States
Phone:310-751-7997
Fax:310 425 7992
dhughes@evconnect.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	2	BTC Power 70A 16.8kW Single-Port Level 2 EVSE - Pedestal 7" Color Monitor, RFID Reader, Cellular Modem, J1772 Connector, 25ft Cable Length, NEMA 3R Rated, 2 Year Parts Only Warranty. Station Color - White.	\$4,995.00	\$4,995.00	\$9,990.00
2)	2	EVC Charge Station Management System - EVC-Managed, Level 2, 3 Yr EV Connect Charge Station Management System: EVC-Managed for Level 2 EVSE. Includes network software license, administrative access to manage personal EVSE network, 24x7 monitoring, monthly reporting, cellular data services, payment processing via PayPal, 24x7 driver phone support; 3 Year Subscription Price includes commissioning	\$1,495.00	\$1,495.00	\$2,990.00
3)	2	BTC Shipping to CA	\$100.00	\$100.00	\$200.00
				One-Time Total	\$13,180.00
				Subtotal	\$13,180.00
				Taxable (7.25%)	\$724.28
				Total Taxes	\$724.28
				Total	\$13,904.28
Optional Items					
4)	2	BTC 3 Yr 70A Single Pedestal/Wall Mount Warranty Converts a 2 years Parts Only Warranty which comes with the Unit into a full 3 years Parts and Labor Warranty	\$845.00	\$845.00	\$1,690.00
				Optional Total	\$1,690.00
				Subtotal	\$1,690.00
				Taxable (7.25%)	\$724.28
				Total Taxes	\$0.00
				Total	\$1,690.00

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
Including Optional Quote Items					
				Subtotal	\$14,870.00
				Taxable (7.25%)	\$724.28
				Total Taxes	\$724.28
				Total	\$15,594.28

Authorizing Signature _____

Date _____

EV Connect is a total solutions provider to the rapidly growing and evolving electric vehicle charging and management industry. The Company has developed and delivers the most flexible and robust electric vehicle (EV) charging network and cloud-based management platform in the industry. The EV Connect platform ensures that customers get the lowest Total Cost of Ownership (TCO) and highest return from their EV charging investment (ROI). The Company is a one-stop-shop for workplace, governmental, educational, retail and multi-family residential charging station solutions.

This quote is subject to the EV Connect Terms of Sale, Master Services & Subscription Agreement and any additional supplements attached hereto. Customer signature on this quote signifies explicit agreement with the terms contained therein. Please contact customer_support@evconnect.com or (888) 780-0062, should you have any questions.

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CSBA Sample Board Policy

Community Relations

BP 1330(a)

USE OF SCHOOL FACILITIES

Note: Education Code 38133 **mandates** that the Governing Board develop rules and regulations related to the management, direction, and control of school facilities. Pursuant to Education Code 38130-38138 (the Civic Center Act), school facilities are civic centers and, under certain circumstances, members of the school community must be allowed to use them for specified purposes. In granting access for use of school facilities to district residents and community groups, the Board must be careful to avoid discriminating against certain individuals, groups, or viewpoints and thereby violating constitutional requirements, including free speech rights. In Good News Club v. Milford Central School, the U.S. Supreme Court held that the school district violated the club's free speech rights when it denied the club use of school facilities for after-school meetings because of the religious nature of the meetings.

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

Note: Pursuant to Education Code 38133, the Board is **mandated** to develop rules and regulations which must include the items specified below for the management, direction, and control of school facilities.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

USE OF SCHOOL FACILITIES (continued)

Note: The following paragraph is **optional** and may be modified to reflect district practice.

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

Note: The following **optional** paragraph may be modified to reflect district practice. A district may enter into an agreement with another entity for the joint use of school facilities or grounds. For considerations to guide the development of such an agreement, see BP 1330.1 - Joint Use Agreements. **Any district interested in entering into any such agreement is also encouraged to review CSBA's policy brief Maximizing Opportunities for Physical Activity Through Joint Use of Facilities and CSBA's publication Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement for tips regarding successful collaboration, information about funding sources for joint use, suggested components of joint use agreements, model agreements, and additional resources.**

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

(cf. 1330.1 - Joint Use Agreements)

Fees

Note: Education Code 38134 authorizes districts to charge an amount "not exceeding" direct costs for the use of school facilities or grounds by community groups and entities. **5 CCR 14037-14041 contain specific rules adopted by the State Board of Education for determining "direct costs" to be charged for use of school facilities and grounds. See the section "Calculating Direct Costs" below. If the district chooses to charge fees, Pursuant to 5 CCR 14041, requires as added by Register 2014, No. 19, the Board is required to adopt a fee schedule that specifies the hourly fee to be charged by the district either for specific school facilities and grounds or for types or categories of school facilities or grounds (e.g., all gymnasiums or playgrounds), when the district chooses to charge fees for community use of school facilities and grounds.**

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

USE OF SCHOOL FACILITIES (continued)*(cf. 9320 - Meetings and Notices)*

Note: ~~In addition,~~ Education Code 38134 **mandates** each district **that chooses to charge the community a fee for the use of school facilities** to adopt a policy specifying the activities and organizations that shall be charged an amount not to exceed direct costs **subjected to the fees.** ~~5 CCR 14037-14041, as added by Register 2014, No. 19, contain specific rules adopted by the State Board of Education for determining "direct costs" to be charged for use of school facilities and grounds.~~ The options below provide suggestions on how districts that choose to charge **up to direct costs fees** may categorize activities and organizations for that purpose. Option 1 is for use by districts that choose to charge an amount "not exceeding" direct costs to all community groups. Option 2 is for use by districts that choose to grant free use to nonprofit **organizations and to** groups organized to promote youth and school activities but charge other groups an amount "not exceeding" direct costs. Option 3 is for use by districts that grant free use to school-related organizations only.

~~However,~~ **R**egardless of the option chosen, there is an exception for the use of school facilities and grounds for religious services, as noted below.

OPTION 1: (Amount not exceeding direct costs to all community groups)

The Board believes that the use of school facilities or grounds should not result in **costs an expense** to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 2: (No charge to nonprofit organizations and youth and school-oriented organizations groups)

Note: This option reflects the common practice among districts to allow free use of school facilities by nonprofit organizations, **and clubs,** and **organizations associations** that promote youth and school activities, ~~including the YMCA and religious organizations or churches that arrange for and supervise sports league activities for youth,~~ pursuant to Education Code 38134. Districts that wish to **give allow** free use **to by** some groups, but charge other groups, should proceed cautiously and ensure that such free use or discount is granted on a reasonable and nondiscriminatory basis. It is strongly recommended that districts consult legal counsel before deciding which groups will or will not be charged and, based upon legal counsel's advice, decide whether it would be appropriate to specifically name in the district's policy the community groups that will or will not be charged.

The Board authorizes the use of school facilities or grounds, **without charge,** by nonprofit organizations, **and by clubs,** or associations organized to promote youth and school activities, ~~As specified in Education Code 38134(a), these groups include, but are~~ **including, but** not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, **and** school-community advisory councils, **and recreational youth sports leagues that charge participants no more than an average of \$60 per month.** Other groups that request the use of school facilities under the Civic Center Act, ~~including nonprofit groups not organized to promote youth and school activities and for profit groups,~~ shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

USE OF SCHOOL FACILITIES (continued)**OPTION 3: (No charge to school-related organizations)**

The Board ~~shall grant~~ **authorizes** the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.

Note: **The remainder of this section is for use by all districts** regardless of the option chosen above.

Pursuant to Education Code 38134, any group authorized to use school facilities for religious services must be charged "at least" direct costs.

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Note: Education Code 38134 requires the district to charge fair rental value when facilities are used for fundraising activities which are not beneficial to youth, public school activities, or charitable purposes, under the conditions specified below. "Fair rental value" is defined as direct costs plus the amortized costs of the school facilities or grounds used for the duration of the activity.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Calculating Direct Costs

Note: The following paragraph provides specific guidance for calculating "direct costs" that a district may charge community groups and organizations for the use of school facilities or grounds. Pursuant to 5 CCR 14038, as added by Register 2014, No. 19, the district must determine the "proportionate share" of allowable capital and operational direct costs as provided below.

~~In determining d~~Direct costs to be charged for community use of each, or each type of, school facility or grounds, ~~the Superintendent or designee shall calculate,~~ **shall be calculated** in accordance with 5 CCR 14038; **and may reflect** the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds

~~However, capital direct costs shall not be charged to organizations retained by the~~

USE OF SCHOOL FACILITIES (continued)

~~district or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs. (5 CCR 14037)~~

~~(cf. 5148 – Child Care and Development)~~

~~(cf. 5148.2 – Before/After School Programs)~~

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services **of performed by** district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Note: The following **optional** paragraph applies to districts that choose to discount direct cost fees based on the type or category of the applicant, such as to groups with tax-exempt status as authorized pursuant to 5 CCR 14041, **added by Register 2014, No. 19.**

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Note: Education Code 38134 requires the district to charge fair rental value when facilities are used for fundraising activities which are not beneficial to youth, public school activities, or charitable purposes, under the conditions specified below. "Fair rental value" is defined as direct costs plus the amortized costs of the school facilities or grounds used for the duration of the activity.

~~Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)~~

Expending Funds Collected as Capital Direct Costs

Note: Pursuant to 5 CCR 14042, **added by Register 2014, No. 19, funds collected as capital direct costs must be expended as specified in the following optional paragraph.**

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Use of School Facility as Polling Place

Note: Pursuant to Elections Code 12283, **an elections official requesting the use of a school building as**

USE OF SCHOOL FACILITIES (continued)

a polling place must include in his/her request a list of the schools needed. Such requests must be made within sufficient time before the start of the school year so that the Board can determine and notify parents/guardians whether (1) the school will remain in session on those days, (2) the school day will be designated for staff training and development, or (3) the school will be closed to students and nonclassified employees. See BP 6111 - School Calendar.

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

(cf. 6111 - School Calendar)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

(cf. 3515.2 - Disruptions)

Legal Reference: (see next page)

USE OF SCHOOL FACILITIES (continued)

Legal Reference:

EDUCATION CODE

10900-10914.5 *Community recreation programs*

32282 *School safety plan*

37220 *School holidays*

38130-38138 *Civic Center Act, use of school property for public purposes*

BUSINESS AND PROFESSIONS CODE

25608 *Alcoholic beverage on school premises*

ELECTIONS CODE

12283 *Polling places: schools*

GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act*

MILITARY AND VETERANS CODE

1800 *Definitions*

CODE OF REGULATIONS, TITLE 5

14037-14042 *Proportionate direct costs for use of school facilities and grounds*

UNITED STATES CODE, TITLE 20

7905 *Equal access to public school facilities*

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 *Ops.Cal.Atty.Gen.* 90 (1999)

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Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

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CSBA Sample

Administrative Regulation

Community Relations

AR 1330(a)

USE OF SCHOOL FACILITIES

Note: The following administrative regulation is **mandated** for the management, direction, and control of school facilities, pursuant to Education Code 38133.

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Note: The California Supreme Court has determined that the requirements of Education Code 38135 and 38136 are unconstitutional (ACLU v. Board of Education of City of Los Angeles). Although these provisions have not been repealed, districts are advised not to require any oath affirming that the group does not intend to take actions leading to the overthrow of the government.

Other types of oaths have been held constitutionally acceptable. The California Supreme Court upheld the use of an oath that the individual or group does not intend to use school premises to commit unlawful acts (ACLU v. Board of Education), and the U.S. Supreme Court has upheld affirmative loyalty oaths for public employees, expressing a promise to support the federal and state constitutions (Connell v. Higgenbotham; Cole v. Richardson). The accompanying eExhibit provides a sample facilities use statement. The following paragraph is **optional**.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest

Note: An Attorney General Opinion (79 Ops.Cal.Atty.Gen. 248 (1996)) found unconstitutional the section of Education Code 38131 which provides that a board may grant the use of school facilities to a religious group to conduct services only when the religious group has no other suitable meeting place. Although Attorney General opinions do not carry the force of law, they are given deference by the courts in the case of legal challenge. Therefore, a district should consult legal counsel before requiring a religious organization to establish that it lacks another suitable meeting place for the conduct of its services in order to rent school

USE OF SCHOOL FACILITIES (continued)

facilities. In that same opinion, the Attorney General also determined that Education Code 38131 does not limit the renewability of the temporary use permit for school facilities by a religious organization. Thus, legal counsel should also be consulted before a district refuses to renew a temporary permit. Item #3 below is consistent with the Attorney General's interpretation of Education Code 38131.

3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center

(cf. 1020 - Youth Services)

Note: Pursuant to Education Code 32282, procedures to allow school facilities to be used by public agencies, such as the Red Cross, for mass care and welfare shelters during an emergency must be included in the comprehensive school safety plan. See AR 0450 - Comprehensive Safety Plan.

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

USE OF SCHOOL FACILITIES (continued)

Note: Education Code 38131 allows the district to grant use of school facilities for other purposes as deemed appropriate. The district may add any other purposes approved by the Governing Board.

10. Other purposes deemed appropriate by the Governing Board

Restrictions

Note: In adopting rules for the management and control of school facilities, districts must be careful to ensure that they do not impose restrictions that may violate constitutionally protected rights. Generally, court decisions have held that districts may not discriminate on the basis of a group's viewpoint, and thus the use of facilities should be granted on a neutral basis. In Good News Club v. Milford Central School, the U.S. Supreme Court held that a district which prohibited a religious club from using school facilities after school hours for activities for which it allowed other community groups to use the school facilities discriminated against the club on the basis of the club's religious viewpoint in violation of the First Amendment to the United States Constitution.

Because federal and state constitutional free speech issues may be involved when a district denies the use of school facilities to certain groups, it is strongly recommended that a district consult with legal counsel before doing so.

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of **the** school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of **alcoholic beverages** **drugs** or any restricted substances, including tobacco

(cf. 3513.3 - Tobacco-Free Schools)

Note: Pursuant to Business and Professions Code 25608, it is a misdemeanor to possess, consume, sell, give, or deliver any alcoholic beverage to any person in a school building or on school grounds unless a specified exception applies. **AB 2073 (Ch. 235, Statutes of 2014) amended Business and Professions Code 25608 to add an exception for cases in which alcohol is served. One such exception is serving alcohol during a special event, pursuant to a license or permit obtained under the Alcohol Beverage Control Act, at district-owned facilities at a time when students are not present. For this purpose, "facilities" include, but are not limited to, office complexes, conference centers, or retreat facilities. Although Business and Professions Code 25608 allows this exception,** The district should consult legal counsel and/or risk management personnel when determining whether to allow alcohol on district property pursuant to this exception. When a district allows the use of its facilities or grounds for events that may involve the serving or consumption of alcoholic beverages, it is recommended that rules and/or limitations be established to minimize risks to the district and attendees at such events (e.g., requiring security guards and/or additional insurance, limiting the presence of alcoholic beverages to designated areas, limiting the types of beverages and/or how many drinks

USE OF SCHOOL FACILITIES (continued)

can be served at a time, specifying the time period during which alcoholic beverages may be served). ~~The following optional paragraphs~~ **Item #4 is optional and** may be **deleted or** revised to reflect any limitations imposed on the facility user.

- 4. Any use which involves the possession, consumption, or sale of alcoholic beverages,** ~~However, the Superintendent or designee may approve the use of district facilities except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are that may involve the acquisition, possession, use, or consumption of alcoholic beverages when the event is covered by a special events permit pursuant to Division 9 of the Business and Professions Code and~~ **which** will occur at a time when students are **generally** not on the **school** grounds. ~~(Business and Professions Code 25608)~~ Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

Note: Districts may exclude certain facilities from community use for safety or security reasons. Such facilities might include (1) offices or computer rooms containing records and confidential information and (2) science rooms and other rooms containing hazardous chemicals or equipment that cannot be used safely without special knowledge or skills. The following paragraph is **optional** and may be revised to specify excluded facilities.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Liability

Note: Pursuant to Education Code 38134, a district is authorized to take the actions specified in the following **optional** paragraph when damage to school facilities or grounds occurs from use by a nonprofit group, organization, club, or association that promotes youth and school activities.

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Note: Education Code 38134 distinguishes the liability and insurance obligations of nonprofit groups, clubs, and associations that promote youth and school activities from those of the district. The district is liable for any injuries resulting from its negligence in the ownership and maintenance of its facilities and grounds and must bear the cost of insuring against these risks and defending itself from related claims.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall

USE OF SCHOOL FACILITIES (continued)

bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

Note: Pursuant to Education Code 38134, groups that promote youth and school activities cannot be required to sign hold harmless and indemnification agreements agreeing to defend and indemnify the district against liability arising during the group's use of school facilities to the extent that the agreement requires the group to assume liability for the district's negligence. The statute is unclear as to whether the district can require non-youth-related groups to indemnify the district from any and all injuries resulting from the use of the facilities. Districts wishing to create such an agreement should consult legal counsel.

Because hold harmless agreements are only as strong as the groups' credit, districts should generally require proof of insurance in addition to such agreements. When a hold harmless and indemnification agreement appears necessary for any specific school facilities or a specific event, the district's risk manager, insurance carrier, or legal counsel should tailor it to the situation.

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

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