I. CALL TO ORDER, 5:30 p.m. (Procedural)

II. ROLL CALL & ESTABLISHMENT OF QUORUM (Procedural)

III. PLEDGE OF ALLEGIANCE (Procedural)

IV. APPROVAL OF AGENDA (Action)

V. PUBLIC COMMENTS ON CLOSED SESSION AGENDA (Procedural)
   During this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to items on the closed session agendas. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.

VI. ADJOURNMENT TO CLOSED SESSION (Procedural)
   A Closed or Executive Session of the Board of Trustees may be held when legal and the need requires. Items to be discussed will be announced before the Board moves to Closed Session. Items can include personnel matters, student personnel matters, negotiations, security matters, matters of real property negotiations, legal counsel regarding pending litigation and protection of records exempt from public disclosure.

   A. Certain Personnel Matters (Pursuant to Government Code § 54957 (a) to consider assignment, appointment, employment, dismissal, release, and evaluation of performance of public employees).

   B. Labor Negotiations (Pursuant to Government Code § 54957.6, the Board will meet with its designated representative, Samia Merza, to consider labor negotiations with represented and unrepresented employees (California School Employees' Association (CSEA), Janesville Teachers' Association (JTA), and Administration/Management).

   C. Public Employee Performance Evaluation – Superintendent/Principal (Pursuant to Government Code §54957).


   E. Conference with Legal Counsel Regarding Existing Litigation (Pursuant to Government Code §54956.9).

      i. Special Education Dispute, Student #3654

VII. RECONVENE IN REGULAR SESSION (6:30 p.m.) (Procedural)

VIII. REPORT ACTION TAKEN IN CLOSED SESSION (Procedural)

IX. PUBLIC INPUT (Procedural)
   During this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the school system. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.
X. REPORTS (Informational):
   A. Student Council Report
   B. School Facilities/Maintenance Report
   C. Athletic Report
   D. JTA Report
   E. CSEA Report
   F. School Site Council Report
   G. Superintendent Report/Principal Report
      i. Enrollment
   H. Board Report

XI. CORRESPONDENCE (Informational)

XII. CONSENT AGENDA (Action)

   Items listed under the consent Agenda and their corresponding attachments are considered to be routine and are acted on by the Board of Trustees in one motion. A member of the Board may request that specific items be discussed and/or removed from the Consent Agenda. It is understood that the administration recommends approval on all Consent items. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

   A. Routine Business:

   1. Approval of Minutes: Regular Meeting, January 17, 2023
      Special Meeting, January 3, 2023
      Special Meeting, January 13, 2023
      Special Meeting, January 30, 2023

   2. January 2023 Warrants

   3. Cash Flow/Payroll

   4. Williams Complaint Report (Pursuant to AR 1312.4)

   5. Remove Max Friedman’s Name and Add Samia Merza’s Name to Lassen County Federal Credit Union Student Body Fund Account Effective February 21, 2023

   6. Updated Advisor/Coach Extra-Curricular Activity Assignments for 2022-23

   7. Resolution #23-12 Establishing Fund 35 for School Facilities

   8. Lassen Fire Safe Council, Inc. (Treatment Project for Vegetation)

   9. Fundraiser Request for Athletics – Wrestling

   10. Fundraiser Request for Athletics – Volleyball

XIII. DISCUSSION/ACTION ITEMS:

   A. Approve Employment Agreement for District Interim Superintendent/Principal (Action)

   B. Resolution #23-13 Release of Certificated Probationary Employee (Action)

   C. Resolution #23-14 Release of Certificated Probationary Employee (Action)

   D. Resolution #23-15 Release of Certificated Probationary Employee (Action)

   E. Resolution #23-16 Release of Classified Employee (Action)

   F. Review/Approve Job Description for 1st-3rd Grade After School Tutoring Position (Discussion/Action)
G. Approve Memorandum of Understanding (MOU) Between the Janesville Union School District (JUSD) and the CSEA Regarding Increasing Hours for One Paraeducator for the 2022-23 School Year (Action)
H. Approve MOU Between the JUSD and the LCOE to Establish a Formal Working Relationship for Services During the 2022-23 School Year (Action)
I. Review/Approve Independent Contract (1099) for Terri O’Bryan to Supervise Associate Clinical Social Worker (Discussion/Action)
J. Review/Approve First Draft of the 2023-24 Academic Calendar (Discussion/Action)
K. Discuss Posting Superintendent/Principal Position (Discussion)
L. Review/Approve Updated Emergency Operations Plan (EOP) (Action)
M. Review/Revise Board Policy Regarding Facility Use (Discussion/Action)
N. Revisit Discussion on Check System (Discussion)
O. First Reading to Discuss Board Policy/Administrative Regulation 5141.21 Narcan Policy and Procedure (Discussion/Action)

XIV. FUTURE AGENDA ITEMS (Informational)

XV. ADJOURNMENT TO STRATEGIC PLANNING SESSION (Informational)

The Board of Trustees will conduct a Strategic Planning Session which will include the public. Issues that need to be addressed in a long-range plan/budget prioritization will be discussed.

XVI. RECONVENE INTO CLOSED SESSION (Procedural) (if necessary)

XVII. RECONVENE IN REGULAR SESSION (Procedural)

XVIII. REPORT ACTION TAKEN IN CLOSED SESSION (Procedural)

XIX. ADJOURNMENT (Procedural) Time: _________ pm

Date: 17 February 2023

[Signature]
Dr. Samia Merza, Interim Superintendent/Principal and Secretary to the Board of Trustees

Posted: February 17, 2023 @ 4:00 p.m.
Janesville Union Elementary School Site Council (SSC)
Local Control Accountability Plan (LCAP) Committee
District Advisory Committee (DAC)
School Advisory Committee (SAC)
Wellness Committee

AGENDA
Thursday, February 9, 2023 at 3:00pm
JUS Staff Lunch Room

I. CALL TO ORDER

II. ACTION/DISCUSION/INFORMATION

A. Approval of Agenda
B. Introduce and Welcome Dr. Samia Merza
C. Approval of Minutes from January 12, 2023
D. Elect New Site Council Parent Member
E. Update SSC Member Roster
F. LCAP
G. Budget Updates
H. Review School Accountability Report Card
I. Discuss Measures of Academic Performance (MAP) Scores
J. Discuss Dates for Parent Survey
K. Discuss How to Review Parent Survey Comments

III. PUBLIC COMMENT

IV. REPORTS – COUNCIL SUBCOMMITTEES/CATEGORICAL PROGRAMS

A. Superintendent
B. School-wide Presentations
C. Technology

V. OTHER

VI. FUTURE AGENDA ITEMS

A. Discuss Healthy Kids Survey Results
B. Distribute Updated SSC Member Roster
C. Approve 2nd Interim Update Budget
D. Budget Updates
E. LCAP
F. Review MAP Scores

VII. ADJOURNMENT
Minutes
Thursday, January 12, 2022 at 3:00pm
JUS Staff Room

SCC Members Present: Jacey Herman, Sabrina Johnson, Kimberlee Adams, Adriana Newton, Maria Panos
SCC Members Absent: Karri Gamez, Kim Fleming, Karla Anderson, Heather Manning
SCC Guests: Andy Kellogg, Joy Kirkner, Patty Gunderson

I. Jacey Herman called the meeting to order at 3:12pm

II. Action/Discussion/Information:
   A. MSCU (Panos/Adams) to approve the agenda
   B. MSCU (Johnson/Panos) to approve the December 8, 2022 Minutes with correction of adding Kimberlee Adam’s as Absent. (Abstain from vote: Adams/Gunderson)
   C. MSCU (Panos/Adams) to open discussion. Accepted Karla Anderson’s Resignation Letter.
   D. Update SSC Member Roster (Moving to Next Month’s agenda)
   E. MSCU (Adams/Panos) - pg.10 upon further review with Troy, a walk through was already done and established with Mr. Brown and the Fire Department. We will stick to that previously approved set up. - No new changes to the EOP.
   F. MSCU (Adams/Johnson) – The Board discussed names being blackened out but can still see. – Positive comments are helpful, negative comments are discouraging. – Site Council should be able to see comments for the survey be helpful. – It’s important for the site council chair to see and report back. – The Board doesn’t need comments, just graphs for data. Site Council will have to decide how we will get the comments. – Question #20 - Computer, Library, Office and Cafeteria seems targeted. Take these out. – MC to approve leaving Classroom and Playground in Question #20.
   G. Something to think about, do we still want to keep Intervention Teacher budget in if we are most likely not going to get this?
   H. Andy gave a brief update.
   I. MSCU (Panos/Adams) to table Actions I-L

II. Public Comment: Nothing to report.

IV. Reports - Council Subcommittees/Categorical Programs:
   A. Superintendent: Nothing to report.
B. *School Wide Presentations:* Martin Luther King on Monday, 1/16. No School.
C. *Technology:* New PA System should be in anytime.

V. *Other:* Nothing to report.

VI. *Future Agenda Items:*

   A. Update SSC Member Roster
   B. Budget Updates
   C. LCAP
   D. Review MAP Scores
   E. Appoint New Community Member
   F. Approve Consolidated Application
   G. Review School Accountability Report Card
   H. Review Measures of Academic Performance (MAP) Scores
   I. Discuss Healthy Kids Survey Results

VII. *Adjournment:* MSCU (Panos/Adams) to adjourn the meeting at 4:14 pm
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Calculated for: 02/16/2023

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# Janesville Union Elementary School

464-555 Main St.
Janesville, CA 96114
(530) 253-3551

## Count Enrollment and ADA On A Given Day

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- Actual Attendance: 347
- Enrolled: 121
- F: 30
- R: 196
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# Janesville Union Elementary School

464-555 Main St.  
Janesville, CA 96114  
(530) 253-3551

## Count Enrollment and ADA On A Given Day

Calculated for: 11/10/2021

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# Janesville Union Elementary School

464-555 Main St.
Janesville, CA 96114
(530) 253-3551

## Count Enrollment and ADA On A Given Day

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February 1, 2023

Dr. Samia Merza, Superintendent
Members of the Board of Trustees
Janesville Union School District
P.O. Box 280
Janesville, CA 96114

Dear Samia and Members of the Board:

In accordance with Education Code Section 42131, the Lassen County Office of Education (LCOE) has reviewed the First Interim Report of the Janesville Union School District (JUSD) for fiscal year 2022-23. The Education Code requires the County Superintendent to either approve or disapprove the certification for each school district after completing the following:

1. Examine the First Interim Report and determine whether it complies with the standards and criteria established by the state;

2. Identify any technical corrections needed to bring the budget into compliance with the standards and criteria established by the state;

3. Determine whether the projected budget will allow the district to meet its financial obligations during the fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.

CERTIFICATION - The JUSD has submitted a positive certification for the First Interim Report, which complies in all material aspects with the State-Adopted Criteria and Standards for districts of Janesville’s size. The report was based on the adopted State budget and information known as of October 31, 2022.

ENROLLMENT - The District’s ADA is projected to decrease from prior year then remain steady for the two subsequent years.

<table>
<thead>
<tr>
<th>Year</th>
<th>ADA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-22 P-2 ADA</td>
<td>321.07</td>
</tr>
<tr>
<td>2022-23 Estimated ADA</td>
<td>303.06</td>
</tr>
<tr>
<td>2023-24 Estimated ADA</td>
<td>303.06</td>
</tr>
<tr>
<td>2024-25 Estimated ADA</td>
<td>303.06</td>
</tr>
</tbody>
</table>

UNRESTRICTED DEFICIT SPENDING - The District is projecting to deficit spend in the current fiscal year and the two subsequent years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Spending</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022-23</td>
<td>($152,303)</td>
</tr>
<tr>
<td>2023-24</td>
<td>($243,994)</td>
</tr>
<tr>
<td>2024-25</td>
<td>($448,844)</td>
</tr>
</tbody>
</table>
Dr. Samia Merza, Superintendent  
and  
Members of the Board of Trustees  
February 1, 2023  
Page 2

ENDING BALANCE – The JUSD is able to meet the minimum State-recommended reserve in the current and two subsequent fiscal years. Here are the projected total unrestricted, restricted, and designated reserves currently projected:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30, 2023</td>
<td>$1,415,071</td>
</tr>
<tr>
<td>June 30, 2024</td>
<td>$1,102,596</td>
</tr>
<tr>
<td>June 30, 2025</td>
<td>$ 296,374</td>
</tr>
</tbody>
</table>

CASH FLOW - The District is projecting positive cash flow each month through June 30, 2023. The June cash is expected to be $1,479,693.

The District is able to show the recommended state reserve; however, the reserves are being significantly depleted. Ongoing operating deficits reduce the District’s available fund balance and its ability to respond to emergencies, unanticipated revenue reductions, or unanticipated expenditures.

COLLECTIVE BARGAINING - According to information provided, labor contracts have been settled. Please keep in mind that, before the District’s Board takes any action on a proposed collective bargaining agreement, the District must meet the public disclosure required of Government Code and Title V. The document used for this analysis is referred to as “AB 1200 Public Disclosure of Proposed Collective Bargaining Agreement.” This document must be sent to the LCOE ten working days prior to Board approval. We request this information be provided for any settlement regardless of estimated cost or savings.

SUBMISSION OF STUDIES, REPORTS, EVALUATIONS, AND/OR AUDITS - The Education Code requires districts to submit to the LCOE any studies, reports, evaluations, or audits done of the District that contain evidence that the District is showing fiscal distress. The LCOE is required to incorporate this information into our analysis of budgets, interim reports, and the District’s overall financial condition.

OTHER ISSUES - The LCOE continues to recommend that districts review all proposed expenditures and carefully review staffing needs. ADA adjustments and fluctuations need to be reviewed carefully to accurately project funding.

CONCLUSION - Based on our review, the First Interim Report is approved as submitted. If we can be of any assistance, please let us know.

Sincerely,

Patricia A. Gunderson  
County Superintendent of Schools

PG/dh  
Business/Interg Report/First Intergs 22-23

cc: Courtney Russell, Director of Business Services  
Andrea Kellogg, Chief Business Officer
JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
January 17, 2023
MINUTES

MEMBERS PRESENT
Paul Hinkson, John Meese, Lee Bailey and Patricia Gunderson

MEMBERS ABSENT
JoAnna Harrison and Melissa McMullen

OTHERS PRESENT
Jacey Herman, Sarah Howe, Kenni Howe, Kacee Howe, Alisa Tinnin, Casey Simoni, Roxanne Davis, Amy Malone, Kim Fleming, Cary Ehrlich, Loretta Larimer, Tiffany Hinkson, Heather Ethridge and Andrea Kellogg

CALL TO ORDER
President Lee Bailey called the meeting to order at 5:32 p.m.

ESTABLISHMENT OF QUORUM
A quorum was established with three members present.

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

APPROVE AGENDA
MSCU (Hinkson/Meese) to approve the agenda.

PUBLIC INPUT FOR CLOSED SESSION
There were no public comments.

ADJOURN TO CLOSED SESSION
MSCU (Hinkson/Meese) to adjourn to closed session at 5:33 p.m. for the Board to discuss the following:
1. Certain Personnel Matters
2. Labor Negotiations
3. Individual Student Disciplinary Matter(s)/Students Need(s)
4. Conference with Legal Counsel Regarding Existing Litigation
5. Public Employee Discipline/Dismissal/Release/Complaint

RECONVENE IN REGULAR SESSION
MSCU (Hinkson/Meese) to reconvene the meeting into regular session at 6:42 p.m.

REPORT ACTION TAKEN IN CLOSED SESSION
There was nothing to report.

PUBLIC INPUT
There were no public comments.
Keni Howe reported for the Student Council on the following:
- The Class of 2023 would like to make a banner in memory of Mr. Friedman
- Looking into costs for a new scoreboard
- Students would like junior high bathrooms open longer
- Mrs. Kellogg stated janitors lock restrooms earlier than the end of a normal school day due to cleaning and eliminating “recreational activities”
- Ending balance of $61,702.25 in the Associated Student Body (ASB) account.

Heather Ethridge reported for the Janesville Teachers’ Association stating their contract is finalized and Mrs. Gunderson will be signing.

There was nothing to report from the California School Employees’ Association (CSEA).

Jacey Herman reviewed the following from the School Site Council (SSC):
- Currently running at ten members
- One member resigned, but quickly filled the position
- Mrs. Gunderson made for a smooth transition attending the meeting
- Emergency Operations Plan (EOP) approved and will be presented at the February Board meeting.

Mrs. Gunderson reviewed the enrollment report. Enrollment down, but trending in the right direction over the past few months.

Mrs. Kellogg distributed the variance report requested at the end of December’s Board meeting. This document followed the First Interim regarding an increase in the Local Control Funding Formula (LCFF) not finalized at budget time.

The Board reviewed the following:
- Member Hinkson discussed establishing a service or activity for Mr. Friedman to remember his short time with us
- Stated a moment of silence and recognition during Janesville basketball tournament would be nice
- Mrs. Kellogg will keep us posted with his family to coordinate with them if something is planned
- Mrs. Malone suggested naming a basketball tournament after him
- Possibly an award at graduation could also be given
Minutes, January 17, 2023

- Could Student Council authorize funding the purchase of a new scoreboard with Max’s name on it?
- Clay Singleton, Certified Public Accountant (CPA) stated Associated Student Body (ASB) funds are too restricted to fund a new scoreboard with Max’s name unless it would be benefiting all students.

CORRESPONDENCE

Letter from Lassen County Office of Education (LCOE) regarding eligibility for assistance under California’s Accountability System:
- Mrs. Gunderson stated six districts are identified for chronic absenteeism and suspension rates
- LCOE employees will be working at District level looking at data and trying to analyze why kids are not coming to school
- Working on getting kids to school more often.

Member Harrison arrived at 6:58 p.m.

CONSENT AGENDA

MSCU (Harrison/Meese) to approve the consent agenda:
A. Routine Business:
   1. Approval of Minutes, Regular Meeting December 16, 2022 Special Meeting December 1, 2022
   2. December 2022 Warrants: Batch #0000, #0008 & #0000
      a. General Fund $132,278.47
      b. Cafeteria $13,238.20
   3. Cash Flow/Payroll
   4. Quarterly Interest
   5. Resolution #23-11 Budget/Cash Transfers
   6. Updated Advisor/Coach Extra-Curricular Activity Assignments
   7. Class of 2023 Eighth Grade Class Trip

2021-2022 AUDIT REPORT

Clay Singleton reviewed the 2021-2022 audit report from SingletonAuman and there was discussion regarding the following:
- Thanked the District for their business over the past years
- New audit partner every four to six years for a fresh set of eyes
- Janesville School District matches set rules and standards which is good
- Focus their attention to where money/assets can be taken
- District’s do not have resources for employing seven employees which would provide an ideal accounting system for reviewing all checks and balances
- District doing better in regards to long-term debt
- State watching Average Daily Attendance (ADA) level
- State requires looking at education code and making sure schools are complying: reviewing attendance, instructional time, kindergarten continuance, absence notes, etc.
- No findings under those categories which is great
- Fraud doesn’t mean taking money, also includes manipulating financial statements to qualify for grant funding
- Certain level of checks and balances need to be in place
- Multiple turnover in superintendent position has resulted in a finding; lack of segregation of duties is a significant deficiency
- Only so many individuals handling financial affair
- Finding will decrease with good solid Superintendent to review and have familiarity with the District finances
- Mrs. Kellogg clarified finding lack of segregation of duties is clearly from lack of leadership
- Office staff is doing everything they can to make sure the District is not exposed to any fraud.

FILLING VACANT SUPERINTENDENT/PRINCIPAL POSITION

President Bailey stated the following regarding filling the vacant Superintendent/Principal position:

- January 23, 2023 is the deadline to take in applicants
- Interviews will follow when Board members are available
- No formal applications; interested applicants are basically on a “reach-out” basis for the interim position
- Long-term contracted position will be flown later in the year
- Recruitment efforts include reaching out to Leadership Associates and Mrs. Gunderson is contacting several people she knows.

REVIEW 2021-22 SARC

Mrs. Gunderson stated the following regarding the School Accountability Report Card (SARC):

- Will need to be posted by February 1st to the State
- Still waiting on information to be released from the State; in the process of uploading
- Must be posted on school website by February 1st
- Will be brought back at the February meeting.

REVISE 2022-23 ACADEMIC CALENDAR

President Bailey stated due to the closure on January 10, 2023, we will need to attend school on one of the scheduled snow days either April 10th and May 26th. The District will match the Lassen High School calendar and be in attendance April 10th.

MSCU (Harrison/Meese) to revise the 2022-23 academic calendar to show April 10, 2023 as a regular school day.
The Board reviewed the following for the Science of Reading program:

- Mrs. Kellogg stated she was unable to find information regarding this program
- Attaching some type of dollar figure is important before approving; no cost estimate so far
- Mrs. Herman stated this supplemental program is a training program to help students “fill in the gaps”
- Lower grades are two years behind
- Mrs. Gunderson stated most kindergarten-second grade teachers were not certified/trained on how to teach students to read
- Funds from the Learning Recovery Emergency Block Grant can possibly be used for this purpose
- What is the interest/consensus among staff members?
- Staff would like a more organized use of minimum days for math/reading intervention training
- Mrs. Gunderson will run the meeting on the minimum day scheduled for January 25th to discuss reading; February 22nd to discuss math.

MSCU (Harrison/Meese) to approve use of funds for reading programs.

Member Bailey stated the Board Bylaws (BB) listed on the agenda are reviewed annually. This policy allows the Board to increase their monthly compensation. There were no changes to the policy and no action was taken.

Member Meese would like to discuss adding a tool for the principal evaluation to the March meeting.

Member Hinkson would like to discuss reviewing board policies regarding facility/gymnasium use.

Member Harrison would like any personal identifying comments, negative or positive, to be distributed to internal eyes only in regards to the parent survey. Specific pinpoint questions will be worded to protect identity. Also, due to inadequate staff coverage, Mrs. Tinnin was covering both the computer lab and library with no disruption to classrooms and/or teacher prep time. She appreciated her stepping up and stated Mrs. Tinnin is an amazing support to the staff.

President Bailey would like to discuss naming the boys basketball tournament at the special meeting scheduled for the end of the month.
RECONVENE IN CLOSED SESSION
MSCU (Hinkson/Meese) to reconvene the meeting back into closed session at 8:33 p.m.

RECONVENE IN REGULAR SESSION
MSCU (Hinkson/Meese) to reconvene the meeting into regular session at 9:49 p.m.

REPORT ACTION TAKEN IN CLOSED SESSION
There was nothing to report.

ADJOURNMENT
MSCU (Harrison/Meese) to adjourn the meeting at 9:49 p.m.

_________________________________________  ______________________________
Clerk of the Board                                    Date
MEMBERS PRESENT
JoAnna Harrison, John Meese and Lee Bailey

MEMBERS ABSENT
Melissa McMullen and Paul Hinkson

OTHERS PRESENT
Lucas Talbot, Casey Simoni, Heather Ethridge and Jacey Herman

CALL TO ORDER
President Lee Bailey called the meeting to order at 5:41 p.m.

ESTABLISHMENT OF QUORUM
A quorum was established with three members present.

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

APPROVE AGENDA
MSCU (Harrison/Meese) to approve the agenda.

PUBLIC INPUT ON CLOSED SESSION
Mrs. Simoni addressed the Board regarding the following:
- Asked if Mr. Friedman is fulfilling his obligations in his job description
- Accessibility, phone calls/emails and communication need improvement
  - She feels parent input is very important.

Mrs. Ethridge stated she felt comments would be directed towards a person and not about a position.

President Bailey stated the following:
- The Board has been meaning to do an evaluation on the position for a while now
- Board generally hears about problems within the school
- The Board asked the educators in the audience what they would like to see and what is important on an evaluation
- Communication with parents/staff, timely responses, student discipline, effective leadership are some concerns being reviewed at this time.

ADJOURN TO CLOSED SESSION
MSCU (Harrison/Meese) to adjourn to closed session at 6:33 p.m. for the Board to discuss:
1. Public Employee Performance Evaluation - Superintendent/Principal
RECONVENE IN
REGULAR
SESSION
MSCU (Harrison/Meese) to reconvene the meeting into regular session at
10:10 p.m.

REPORT ACTION
TAKEN IN
CLOSED SESSION
There was nothing to report.

ADJOURNMENT:
MSCU (Harrison/Meese) to adjourn the meeting at 10:11 p.m.

_________________________  ____________________________
Clerk of the Board            Date
## JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES
### SPECIAL MEETING
#### January 13, 2023
#### MINUTES

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>Paul Hinkson, JoAnna Harrison, John Meese, Lee Bailey and Patricia Gunderson</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEMBERS ABSENT</td>
<td>Melissa McMullen</td>
</tr>
<tr>
<td>OTHERS PRESENT</td>
<td>Casey Simoni, Heather Ethridge, Jacey Herman, Sheri Downs, Kim Fleming, Susan Otis, Scott Otis, Tiffany Hinkson, Amy Malone, Diana Bailey and Andrea Kellogg</td>
</tr>
<tr>
<td>CALL TO ORDER</td>
<td>President Lee Bailey called the meeting to order at 5:37 p.m.</td>
</tr>
<tr>
<td>ESTABLISHMENT OF QUORUM</td>
<td>A quorum was established with four members present.</td>
</tr>
<tr>
<td>PLEDGE OF ALLEGIANCE</td>
<td>The Pledge of Allegiance was recited.</td>
</tr>
<tr>
<td>APPROVE AGENDA</td>
<td>MSCU (Hinkson/Harrison) to approve the agenda.</td>
</tr>
</tbody>
</table>

**PUBLIC INPUT ON CLOSED SESSION**

Mrs. Ethridge thanked President Bailey and Mrs. Gunderson for being on campus during the terrible time the school is going through and appreciates all the support we can get. Asked if the Board will involve staff in selecting a new superintendent.

President Bailey stated there is no answer to her question at the moment.

President Bailey thanked the staff for pulling through and taking care of the students as well as the Lassen County Office of Education for their support.

Mrs. Simoni stated she would like to “see the same things Mr. Friedman put into movement stay into movement.” Regarding the Superintendent/Principal position, she would “not like to see an individual in that position that is inadequate for that position out of desperation.”

Member Harrison thanked Mrs. Simoni for making commemorative ribbons for the basketball players. Cross Freedom and/or Action Embroidery are making wristbands in white that say “Max” in red.
President Bailey and Member Harrison stated they would be willing to pitch in for the cost of the bracelets for the basketball players.

**ADJOURN TO CLOSED SESSION**

MSCU (Harrison/Hinkson) to adjourn to closed session at 5:46 p.m. for the Board to discuss:
1. Certain Personnel Matters
2. Labor Negotiations
3. Individual Student Disciplinary Matter(s)/Student Need(s)
4. Conference with Legal Counsel Regarding Existing Litigation

**RECONVENE IN REGULAR SESSION**

MSCU (Harrison/Meese) to reconvene the meeting into regular session at 6:30 p.m.

**REPORT ACTION TAKEN IN CLOSED SESSION**

There was nothing to report.

**PUBLIC INPUT**

Scott Otis stated his condolences to the school staff and Board members.

President Bailey again thanked the staff as stated previously in the first public input.

**FILLING VACANT SUPERINTENDENT/PRINCIPAL POSITION**

President Bailey stated the following regarding filling the vacant Superintendent/Principal position:

- Working on a list of potential candidates
- Position for the remainder of the school year, not long term
- Asking a staff member to come in and fill the position would not be the Board’s primary choice
- Position will be flown at the end of the year; District will not be using search firm as District did last year; bringing back stakeholder input as in previous years
- More information will be brought to the regular Board meeting on Tuesday, January 17th
- No decision will be made at this meeting
- Mrs. Gunderson has committed to helping out as long as she is needed if that is the wish of the Board; would like to have a smooth hand-off to the interim person filling in
- Mr. Otis stated he would like to be added to the list of consideration for the interim Superintendent/Principal position
- Retired Janesville Superintendent/Principal is not interested in filling in
- Mr. Otis felt there are pre-determined people in mind and does not feel his consideration is given equally
Minutes, January 13, 2023

- Board will be looking at backgrounds and benefits of all persons interested; not pre-determined in any way, shape, or form
- Mr. Otis reviewed he is part of a network of other principals who may be available for an interim position and can notify those people to reach out if Board is interested
- First list will be discussed at the regular meeting on Tuesday
- Mr. Otis nominated Mrs. Fleming to be on the list as well.

**RECONVENE IN CLOSED SESSION**

MSCU (Harrison/Meese) to reconvene the meeting back into closed session at 6:55 p.m.

**RECONVENE IN REGULAR SESSION**

MSCU (Harrison/Meese) to reconvene the meeting into regular session at 10:14 p.m.

**REPORT ACTION TAKEN IN CLOSED SESSION**

The Board has decided to give authority for Patty Gunderson to act as Superintendent/Principal for time to be determined.

**ADJOURNMENT**

MSCU (Hinkson/Meese) to adjourn the meeting at 10:15 p.m.

_________________________  _______________________
Clerk of the Board        Date
MEMBERS PRESENT: Paul Hinkson, John Meese, Lee Bailey and Patricia Gurderson

MEMBERS ABSENT: Melissa McMullen and JoAnna Harrison

OTHERS PRESENT: Andrea Kellogg

CALL TO ORDER: President Lee Bailey called the meeting to order at 5:09 p.m.

ESTABLISHMENT OF QUORUM: A quorum was established with three members present.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

APPROVE AGENDA: MSCU (Hinkson/Meese) to approve the agenda.

PUBLIC INPUT: Mrs. Kellogg stated how incredibly helpful Patty Gunderson has been to the District, especially within the Special Education department. Mrs. Gunderson will be willing to continue her support with Special Ed to make the job “less difficult” for the incoming Superintendent/Principal.

2021-22 SARC: MSCU (Hinkson/Meese) to approve the 2021-22 School Accountability Report Card (SARC).

ADJOURN TO CLOSED SESSION: MSCU (Hinkson/Meese) to adjourn to closed session at 5:12 p.m. for the Board to discuss:
1. Public Employee Appointment/Discussion Position: Superintendent
2. Certain Personnel Matters
3. Labor Negotiations
4. Individual Student Disciplinary Matter(s)/Student Need(s)
5. Conference with Legal Counsel Regarding Existing Litigation
6. Public Employee Discipline/Dismissal/Release/Complaint

RECONVENE IN REGULAR SESSION: MSCU (Hinkson/Meese) to reconvene the meeting into regular session at 9:24 p.m.

REPORT ACTION TAKEN IN CLOSED SESSION: The Board appointed Dr. Samia Merza as the interim Superintendent/Principal for the Janesville Union School District.
ADJOURNMENT

MSCU (Meese/Hinkson) to adjourn the meeting at 9:25 p.m.

Clerk of the Board

Date
SUBJECT: Bill Warrants

AGENDA ITEM AREA: Consent

REQUESTED BY: Andrea Kellogg, Chief Business Official

ENCLOSURES: Batch #10 & Batch #11

DEPARTMENT: Business

FINANCIAL IMPACT/SOURCE: General Fund / Cafeteria Fund

MEETING DATE: February 21, 2023

ROLL CALL REQUIRED: No

BACKGROUND:

Batch # 10
This batch includes routine warrants.

The following are not routine and require further explanation:

Janesville Student Body Fund – This was for a payroll correction/advance reimbursement to the Revolving Fund.

Northwest Evaluation Association – This is a payment for the annual license for MAP testing.

Batch # 11
This batch includes routine warrants.

The following are not routine and require further explanation:

Lassen County Office of Education – The payment for QSS Revised Billing is to pay the additional cost for a web based financial system implementation. This cost was split between all districts.

Lozano Smith – This payment was for legal services for the month of December. This is nearly half the cost of budgeted legal expenses.

Tehama Co Dept. of Education – This payment was a one-time payment for the induction program for a teacher working on clearing their credential

RECOMMENDATION:

Board approval is requested.
AUTHORIZATION FOR ACCOUNTS PAYABLE WARRANT RUN
REQUEST FOR DATA PROCESSING SERVICES

DISTRICT # 11
DISTRICT NAME: JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
BATCH # 10 0

BUDGET YEAR: 23  RUN DATE 12/15/2022 /12/23

Please process the enclosed claims for payment in the following funds and amounts:

FUND: 01 General Fund 53,126.81
FUND: 13 Cafeteria Fund 6,662.38
FUND: 14 Deferred Maintenance
FUND: 25 Developer Fee
FUND: 35 County School Facilities Fund

Batch Totals: 59,789.19

SUFFICIENT CASH FOR ALL FUNDS: YES / NO

AUTHORIZED FOR PAYMENT
THE DISTRICT GOVERNING BOARD AUTHORIZES THE ISSUANCE OF INDIVIDUAL WARRANTS TO THE PAYEES NAMED IN THIS BATCH.

AUTHORIZED BY: [Signature] DATE: 1/11/23

LCOE USE:
DATE RECEIVED FOR AUDIT: 1/11/23
AUDITED BY: [Signature] DATE APPROVED: 1/12/23

COMMENTS:

Batch status: A All
From batch: 0010
To batch: 0010
Include Revolving Cash: Y
Include Address: Y
Include Object Desc: N
Include Vendor TIN: N
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**TOTAL PAYMENT AMOUNT:**
- 13-53110-0-4700-0000-3700-000-00 NN P: 1,357.20
- 3,157.20
- 1,357.20
- 3,157.20
- 3,394.30
- 3,394.30
- 3,394.30
- 3,394.30
- 2,110.88
- 6,662.38
- 2,110.88

**TOTAL Fund PAYMENT:**
- 6,662.38
- 6,662.38

**TOTAL BATCH PAYMENT:**
- 59,789.19
- 59,789.19

**TOTAL DISTRICT PAYMENT:**
- 59,789.19
- 59,789.19

**TOTAL FOR ALL DISTRICTS:**
- 59,789.19
- 59,789.19

Number of checks to be printed: 29, not counting voids due to stub overflows.
AUTHORIZATION FOR ACCOUNTS PAYABLE WARRANT RUN
REQUEST FOR DATA PROCESSING SERVICES

DISTRICT # 11
DISTRICT NAME: JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
BATCH # 11

BUDGET YEAR: 23 RUN DATE 1/25/2023

Please process the enclosed claims for payment in the following funds and amounts:

FUND: 01 General Fund 35,701.27
FUND: 13 Cafeteria Fund 85.00
FUND: 14 Deferred Maintenance
FUND: 25 Developer Fee
FUND: 35 County School Facilities Fund

Batch Totals: 35,786.27

SUFFICIENT CASH FOR ALL FUNDS: YES / NO

AUTHORIZED FOR PAYMENT
THE DISTRICT GOVERNING BOARD AUTHORIZES THE ISSUANCE OF INDIVIDUAL WARRANTS TO THE PAYEES NAMED IN THIS BATCH.

AUTHORIZED BY: Patricia L. Anderson DATE: 1/25/23

LCOE USE:

DATE RECEIVED FOR AUDIT: 1/23/23

AUDITED BY: [Signature] DATE APPROVED: 1/23/23

COMMENTS:
Batch status: A  All
From batch: 0011
To batch: 0011
Include Revolving Cash: Y
Include Address: Y
Include Object Desc: N
Include Vendor TIN: N
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TOTAL Fund PAYMENT 35,701.27 **
011 JANESVILLE UNION ELEMENTARY SD J67409

ACCOUNTS PAYABLE BREFLIST
BATCH: 0011 JANUARY BATCH #2
Fund: 13 CAPTERIA

Vendor/Addr Remit name  Tax TD num  Deposit type  ABA num  Account num  ER RS  E-Term  E-ExtRef
Req Reference  Date  Description  Pd-Resc-Y-Objt-Goal-Func-Sch-DD  T9MPS  Liq Amt  Net Amount

101102/00  TASSIN COUNTY ENVIROMENTAL HEALTH
1445 PAUL RUYAN ROAD, SUITE B
SUSANVILLE, CA 96130

230234 PO-230234 01/23/2023 CAPTERIA HEALTH TNSPCTION

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<td>* 85.00</td>
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Number of checks to be printed: 14, not counting voids due to stub overflows.
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<td>21,267.00</td>
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<td>39,779.00</td>
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<td>21,120.00</td>
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<td>406,871.00</td>
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<tr>
<td>5,783.00</td>
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<tr>
<td>9,045.00</td>
<td>(10,226.00)</td>
<td>(43,975.00)</td>
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<td>14,828.00</td>
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<td>(43,975.00)</td>
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<td>(199,153.00)</td>
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<tr>
<td>613,108.00</td>
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<td>1,868,947.00</td>
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<td>1,621,736.00</td>
<td>1,621,736.00</td>
<td>1,621,736.00</td>
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</tbody>
</table>
Janesville Union Elementary School District  
Board Meeting of February, 2023  
Payroll Approval

Payroll Period Ending January, 2023

End of Month Gross Payroll - January 31, 2023

Certificated  128,424.73  
Classified  65,229.31  
Board Members  529.64  
Retirees  1,335.00  
Certificated Subs  8,380.00  
Classified Subs  4,369.31  

TOTAL  208,267.99

Benefits (for month of January, 2023)

Medical  $ 26,947.00  
Dental  $ 3,170.55  
Vision  $ 591.54  
Life  $ 90.77  
Employee's/Retirees' Portion of Med,Dental & Vision  $ 7,006.15  

TOTAL  $ 23,753.71

GRAND TOTAL: (Payroll + Medical, Dental, Vision & Life)  $ 232,021.70
Janesville Union Elementary School District
Fund Balance as of 2/16/2023

**GENERAL FUND 01**
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance 7/1/22</td>
<td>$2,082,116.14</td>
</tr>
<tr>
<td>Expenses</td>
<td>$(4,011,014.70) Payroll/Accounts Payable</td>
</tr>
<tr>
<td>Revenue</td>
<td>$3,550,634.14 Apportionment/Deposits</td>
</tr>
<tr>
<td><strong>2/16/2023</strong></td>
<td><strong>$1,621,735.58</strong></td>
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</table>

**CAFETERIA FUND 13**
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance 7/1/22</td>
<td>$76,571.32</td>
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<tr>
<td>Expenses</td>
<td>$(101,286.11) Payroll/Accounts Payable</td>
</tr>
<tr>
<td>Revenue</td>
<td>$126,674.38 Apportionment/Deposits</td>
</tr>
<tr>
<td><strong>2/16/2023</strong></td>
<td><strong>$101,959.59</strong></td>
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</tbody>
</table>

**DEFERRED MAINTENANCE FUND 14**
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Beginning Balance 7/1/22</td>
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<tr>
<td>Expenses</td>
<td>$(3,275.00) Payroll/Accounts Payable</td>
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<td>Revenue</td>
<td>$36.38 Apportionment/Deposits</td>
</tr>
<tr>
<td><strong>2/16/2023</strong></td>
<td><strong>$2,814.81</strong></td>
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**SPECIAL RESERVE OTHER THAN CAPITAL OUTLAY FUND 17**
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance 7/1/22</td>
<td>$152.70</td>
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<tr>
<td>Expenses</td>
<td>Payroll/Accounts Payable</td>
</tr>
<tr>
<td>Revenue</td>
<td>$1.16 Apportionment/Deposits</td>
</tr>
<tr>
<td><strong>2/16/2023</strong></td>
<td><strong>$153.86</strong></td>
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</table>

**CAPITAL FACILITIES DEVELOPER FEE FUND 25**
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance 7/1/22</td>
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<td>Expenses</td>
<td>Payroll/Accounts Payable</td>
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<tr>
<td>Revenue</td>
<td>$464.38 Apportionment/Deposits</td>
</tr>
<tr>
<td><strong>2/16/2023</strong></td>
<td><strong>$61,308.35</strong></td>
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</table>

**BOND INTEREST & REDEMPTION FUND 51 (INFORMATION ONLY)**
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance 7/1/22</td>
<td>$20,980.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>- Payroll/Accounts Payable</td>
</tr>
<tr>
<td>Revenue</td>
<td>- Apportionment/Deposits</td>
</tr>
<tr>
<td><strong>2/16/2023</strong></td>
<td><strong>$20,980.00</strong></td>
</tr>
</tbody>
</table>
WILLIAMS LAWSUIT SETTLEMENT
QUARTERLY COMPLAINT SUMMARY FORM
(Per the requirements of the Williams Lawsuit Settlement, each educational agency must report quarterly to its Governing Board and the County Superintendent of Schools any complaints received related to the Williams Lawsuit.)

☐ No, our District has not received any complaints relating to the Williams Lawsuit this quarter.

☐ Yes, our District has received a complaint(s) relating to the Williams Lawsuit.

If yes, please attach a copy of the complaint to this Summary Form (removing any confidential student information as appropriate). Please explain the District’s resolution of the complaint(s):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

This Quarterly Complaint Summary Form is for the period ending:

☐ April 2022  ☐ July 2022  ☐ October 2022  ☑ January 2023

District:  Janesville Union Elementary School                     Date:  February 21, 2023

Superintendent’s Signature: ________________________________

LCOE:3/05
Sar/Williams.complaint summary
<table>
<thead>
<tr>
<th>Name</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>K. Fleming/S. Otis</td>
<td>6th Grade Camp (2 positions)</td>
</tr>
<tr>
<td>K. Gamez/D. Teeter</td>
<td>Geography Bee (2 positions)</td>
</tr>
<tr>
<td>Jacob George</td>
<td>8th Grade Fund-raiser Activity</td>
</tr>
<tr>
<td>Jacob George</td>
<td>8th Grade Graduation Trip Chaperone</td>
</tr>
<tr>
<td>Aspen Brown</td>
<td>Spelling Bee</td>
</tr>
<tr>
<td>Heather Ethridge</td>
<td>State Testing Coordinator</td>
</tr>
<tr>
<td>Sheri Downs</td>
<td>Student Study Team Facilitator</td>
</tr>
<tr>
<td>Ray Isenbletter</td>
<td>IEP Coordinator</td>
</tr>
<tr>
<td>K. Fleming/S. Otis</td>
<td>Teacher-in-Charge</td>
</tr>
<tr>
<td>Julie Rubio</td>
<td>Title I Coordinator</td>
</tr>
<tr>
<td>Cary Ehrlich</td>
<td>Student Council Advisor</td>
</tr>
<tr>
<td>P. Pratt/J. Burkman</td>
<td>Yearbook</td>
</tr>
<tr>
<td>Pam Pratt</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Katrina Branch</td>
<td>7th Grade Boys’ Basketball</td>
</tr>
<tr>
<td>Rebekah McKernan</td>
<td>8th Grade Boys’ Basketball</td>
</tr>
<tr>
<td>Rebekah McKernan</td>
<td>7th Grade Girls’ Basketball</td>
</tr>
<tr>
<td>Pam Pratt</td>
<td>8th Grade Girls’ Basketball</td>
</tr>
<tr>
<td>Tiffany Hinkson</td>
<td>7th/8th Grade Girls’ Cheerleading</td>
</tr>
<tr>
<td>P. Pratt/R. McKernan</td>
<td>Cross Country (2 positions)</td>
</tr>
<tr>
<td>Richard Pierson</td>
<td>Flag Football</td>
</tr>
<tr>
<td>Pam Pratt</td>
<td>Track</td>
</tr>
<tr>
<td>Tiffany Hinkson</td>
<td>7th Grade Girls’ Volleyball</td>
</tr>
<tr>
<td>Rebekah McKernan</td>
<td>8th Grade Girls’ Volleyball</td>
</tr>
<tr>
<td>Jacey Herman</td>
<td>Wrestling</td>
</tr>
<tr>
<td>Cary Ehrlich</td>
<td>Band</td>
</tr>
<tr>
<td>Sheri Downs</td>
<td>Coding Studio</td>
</tr>
<tr>
<td>David Teeter</td>
<td>Garden Club (Certificated)</td>
</tr>
<tr>
<td>R. Foreman/H. Ethridge</td>
<td>Tutoring (2 positions)</td>
</tr>
<tr>
<td>D. Teeter/J. Gillespie</td>
<td>Lit Jam</td>
</tr>
<tr>
<td>Jessica Gillespie</td>
<td>Science Bowl</td>
</tr>
<tr>
<td>Pam Pratt</td>
<td>Future Business Leaders of America (FBLA)</td>
</tr>
<tr>
<td>Jacey Herman</td>
<td>Newsletter/Public Relations (PR)</td>
</tr>
<tr>
<td>Jacey Herman</td>
<td>School Site Council Chair</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Jacob George</td>
<td>Chess Club Master</td>
</tr>
<tr>
<td>Heather Ethridge</td>
<td>Study Island Coordinator</td>
</tr>
<tr>
<td>Jennifer Fine</td>
<td>VIP</td>
</tr>
<tr>
<td>Katrina Branch</td>
<td>Lead Yard Duty</td>
</tr>
<tr>
<td>*Sadye Tow</td>
<td>Bus Trip Coordinator</td>
</tr>
<tr>
<td>Alisa Tinnin</td>
<td>Substitute Caller</td>
</tr>
<tr>
<td>Brenda Dyer</td>
<td>SST/504 Scheduler</td>
</tr>
<tr>
<td>Vacant</td>
<td>Garden Club (Classified)</td>
</tr>
<tr>
<td>Tiffany Hinkson</td>
<td>Cafeteria Scanner</td>
</tr>
<tr>
<td>Sabrina Johnson</td>
<td>School Site Council Secretary</td>
</tr>
</tbody>
</table>

*New Listing
JANESVILLE UNION SCHOOL DISTRICT

RESOLUTION # 23-12

Establishing Fund 35 for School Facilities

WHEREAS, The Janesville Union School District desires to establish a fund for School Facilities to account for income and expenditures; and

NOW, THEREFORE, BE IT RESOLVED that the Janesville Union School District does hereby authorize the establishment of an interest-bearing fund with the County Treasurer to be known as the Janesville Union School District School Facilities Fund; and

BE IT FURTHER RESOLVED that the Janesville Union School District will provide copies of this resolution to the County Treasurer and other interested parties.

PASSED AND ADOPTED this 21st day of February 2023 at a regular meeting of the Janesville Union School District Board of Trustees by the following vote:

AYES: 
NOES: 
ABSENT: 
ABSTAIN: 

Dated: February 21, 2023

___________________________________________
Board President
Lassen Fire Safe Council, Inc.
Thompson Peak Initiative WUI Fuel Treatments Project
Permission Document
www.lassenfiresafecouncil.org

Lassen Fire Safe Council, Inc.
PO Box 816
Susanville, CA 96130

Assessor's Parcel #: ____________________________
Property Owner: ________________________________
Property address: ______________________________

I, the undersigned, understand that my property, as described above, is included in the Lassen Fire Safe Council, Inc. wildfire hazard fuel reduction treatment project and documents accompanying this permission document. This document does not guarantee work. Additional documents will be provided before any work takes place.

I hereby agree to allow representatives of the Fire Safe Council and/or their Contractor access to my property for purposes of treating vegetation in the project. I hereby authorize the Fire Safe Council to act as my agent in executing any required forms or exemption documents.

I further understand that, while the work is done to professional specifications included in the project plan, I may consult with the Fire Safe Council representatives and/or their Contractor at any time during the project to ensure that my specific wishes are clearly understood.

I further understand that all work will be done in a workmanlike manner, and that all necessary insurance coverage will remain in force while work proceeds on my property, and that no actions of the Fire Safe Council or its Contractor will produce any lien on my property.

I agree to use my best efforts to maintain the benefits received from the work in an effort to help restore our watershed and reduce wildfire risk in our community.

I also understand that if the project requires the temporary removal and replacement of fencing or other barriers in order to implement the project on my land, I agree to accept the responsibility for their removal and re-installation.

Signed: ____________________________ Date: ____________________________
Telephone #’s: Home: ___________ Cell: ___________ Work: ___________
Mailing address: ____________________________
Email address: ____________________________
Attachment A

2. TIMBERLAND OWNER(S) OF RECORD: Name:

Address:

City: ____________    CA      Zip: ____________    Phone: ____________

I Certify, under penalty of perjury, that I have read and understand the information on this form and that I am the timberland owner of record.

Signature: ____________    Date: ____________
JUSD Board of Trustees: February 9, 2023

The wrestling team would like approval for a Change War fundraiser. The team successfully completed this same fundraiser last year and was able to buy new team uniforms this year to represent Janesville School in tournaments. We now need to replenish this fund as each year we have consumables in mat cleaner, tape, and mopping equipment. As our team numbers grow and the athletes also grow, we will need to buy a few more uniforms to accommodate the older athletes.

The fundraiser would last from April 24, 2023 to May 5th, 2023. I have attached the flyer.

Thank you so much for your consideration.

Jacey Herman, Wrestling Coach
1-2-3-4 JANESVILLE WRESTLING DECLARES A CHANGE WAR

WHERE: Janesville School TK - 8th grades
WHEN: April 24th to May 5th

HOW TO PARTICIPATE: Each homeroom class has their own coin jug for collecting money. DOUBLE YOUR CHANCES OF WINNING by adding paper money which counts as double face value!

Grade levels will work as a TEAM!

THE GRADE LEVEL WITH THE MOST POINTS WINS AN ICE CREAM PARTY & THE TEACHERS WIN A GIFT CARD

All funds raised will go towards the Janesville School Athletic Program. The winning group will be announced on May 12th. For more information, please contact Jacey Herman at jherman@janesvilleschool.org
To whom it may concern:

7th and 8th grade Volleyball would like approval for a Volleyball Spirit Wear fundraiser to help with the purchase of new uniforms. Our fundraiser would run from March 13th through April 7th.

Here’s the logo we have been discussing:

![Volleyball Logo]

Wildcat will be added just above the logo.

Thank you for your consideration,
Tiffany Hinkson and Rebekah McKeman
JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

INTERIM SUPERINTENDENT/PRINCIPAL EMPLOYMENT AGREEMENT

THIS AGREEMENT is entered into by and between the Governing Board of the Janesville Union Elementary School District ("District" or "Board") and Dr. Samia Merza, Interim Superintendent/Principal ("Superintendent/Principal") (collectively "The Parties").

1. **Employment.** The District hereby employs the Superintendent/Principal to act and serve as its Superintendent/Principal, and Superintendent/Principal hereby accepts such employment and agrees to satisfactorily perform the duties of the position during the term of this Agreement.

2. **Term.** The Board desires to employ Superintendent/Principal for the remainder of the 2022/23 school year, beginning on February 2, 2023 and terminating on June 30, 2023, subject to the terms and conditions set forth below.

3. **Salary.**

   3.1 The Superintendent/Principal shall be paid an annual base salary of forty nine thousand nine hundred five dollars ($49,905.00), payable in five (5) monthly installments less all applicable deductions and withholdings required by law or authorized by the Superintendent/Principal ("Base Salary"). The Superintendent/Principal will receive a proration of a Doctorate Stipend based on the proration of the work year to be completed ($440.00 \times 98/225 = 44\%).

   3.2 During the term of this Agreement, Superintendent/Principal’s Base Salary may be changed by mutual written agreement of The Parties and shall be effective on any date ordered by the Board in accordance with Education Code section 35032. A change in salary shall not constitute the creation of a new contract nor extend the term of this Agreement.

4. **Work Year/Holidays/Vacation.**

   4.1 The Superintendent/Principal shall be required to render five (5) months of service, including no fewer than ninety eight (98) days of full and regular service to the District during each school year, excluding holidays as defined in Education Code sections 37220 and 37221. A work day is defined as eight (8) hours. It is understood that the demands of the position of Superintendent/Principal will require more than eight (8) hours per work day and/or forty (40) hours per week. Superintendent/Principal is not entitled to receive overtime compensation. Superintendent/Principal shall prepare and send the Board a tentative work calendar at the beginning of each school year and shall advise the Board of significant changes to the work calendar.
Any days worked by the Superintendent/Principal in excess of ninety-eight (98) days are as a volunteer and shall be without compensation unless the Superintendent/Principal obtains advance permission and direction from the Governing Board to work in excess of ninety-eight (98) days at her regular per diem rate. Such advance permission and direction from the Governing Board, if any, shall be memorialized in writing and signed by the president of the board of trustees and reflected in the minutes of a meeting of the board of trustees. It is the responsibility of the Superintendent/Principal to prepare such documentation. The Superintendent/Principal shall not accrue or earn any days of paid vacation leave for non-work days. The Superintendent/Principal shall perform services under this Agreement on all pupil attendance days and for the week prior to the first pupil attendance day and the week after the last pupil day in each school year.

5. **Sick Leave.**

5.1 Superintendent/Principal shall receive sick leave at the rate of one (1) day per month. Superintendent/Principal shall follow District procedures for reporting sick leave use to the Board and the District Human Resources Department. Earned, unused sick leave may be accumulated without limitation and may be credited for retirement purposes according to law. However, the District shall not be obligated to compensate Superintendent/Principal for accrued unused sick leave upon separation from service.

6. **Fringe Benefits.**

6.1 **Health and Welfare.** The District shall provide the Superintendent/Principal with insurance fringe benefits. The health cap contribution will be the same as the cap afforded to certificated employees ($1,250.00 per month). Health benefits will begin on March 1, 2023.

6.2 **Professional Meetings.** Superintendent/Principal may attend professional meetings at the local, county, state and national levels, and all actual and necessary expenses of attendance will be paid by the District. The Superintendent/Principal shall obtain prior approval of the Board to attend meetings or conferences outside of the state.

6.3 **Professional Organization membership Dues.** The District agrees to pay the Superintendent/Principal’s membership fee for her membership in the Association of California School Administrators (ACSA) during the term of this agreement.

6.4 **Reimbursement for Work Related Expenses.** The District shall reimburse the Superintendent/Principal for actual, necessary, and reasonable expenses, not otherwise addressed by this Agreement, including travel, incurred within the scope of her employment, so long as such expenses are permitted by District policies and regulations, or incurred with prior approval of the
Board. Superintendent/Principal will follow normal District procedures for requesting expense reimbursement. For all reimbursements, the Superintendent/Principal shall complete and submit an expense reimbursement claim in writing supported by appropriate written documentation.

7. **Superintendent/Principal's Duties.**

7.1 **General Duties.** The Superintendent/Principal is employed as District Superintendent/Principal and shall satisfactorily perform the duties of District Superintendent/Principal as prescribed by this Agreement, and the laws of the State of California, and Board Policy. The Superintendent/Principal shall be Chief Executive Officer and Secretary of the Board. The Superintendent/Principal shall have primary responsibility for execution of Board policy, and responsibility for the duties prescribed by Education Code section 35035, and shall efficiently and effectively manage the programs and operations of the District; oversee the day-to-day operations of the District and, satisfactorily perform such other duties and assume such other responsibilities as are assigned by the Board.

7.2 **Administrative Functions.** Superintendent/Principal, as Chief Executive Officer, shall:

1. Review all policies adopted by the Board and make appropriate recommendations to the Board regarding addition, deletion, or modification;

2. Provide timely information to Board members about important issues affecting or that may affect the District;

3. Serve as liaison to the Board with respect to all matters of employer-employee relations and make recommendations to the Board concerning those matters;

4. Superintendent/Principal shall submit financial and budgetary reports to Board and shall advise the Board of possible sources of funds to implement present or contemplated District programs;

5. Assume responsibility for those duties specified in Education Code section 35250; Endeavor to maintain and improve her professional competence by all available means, including subscription to and reading of appropriate periodicals and membership in appropriate professional associations;

6. Establish and maintain positive community, staff and Board relations;

7. Recommend District goals and objectives to the Board;
(8) Unless unavoidably detained, or for reasons determined by the Board or mutually agreed upon by the Board and Superintendent/Principal, the Superintendent/Principal shall attend all regular, special, and closed session meetings of the Board;

(9) Perform such other duties as may be assigned by the Board.

7.3 **Educational Leadership.** Superintendent/Principal shall provide educational leadership for the District to accomplish the Board’s educational goals, consistent with the District’s financial and personnel resources.

7.4 **Personnel Matters.** Superintendent/Principal shall organize, reorganize, and assign administrative and supervisory staff, including instruction and business affairs, which, in her judgment, would best serve the District. Superintendent/Principal is responsible for making timely and appropriate recommendations to the Board regarding the employment of personnel. As required by Education Code section 35035, and subject to the approval of Board, Superintendent/Principal is responsible for assigning all District employees employed in positions requiring certification qualifications. Superintendent/Principal shall also be responsible to periodically evaluate or cause to be evaluated all District employees.

7.5 **Community Relations.** Superintendent/Principal shall maintain and strengthen ties between the District and other local governmental entities, community organizations, and parents by joining or participating on a regular basis with local groups or events.

7.6 **Professional Development.** Superintendent/Principal shall endeavor to maintain and improve her competence by all reasonable means, including, but not limited to, subscribing to and reading of appropriate periodicals, joining and participating in appropriate professional associations and their activities, and attendance at appropriate professional meetings and conferences at local, state, and national levels.

8. **Board-Superintendent/Principal Relations**

8.1 The Superintendent/Principal will work with the Board in developing and maintaining a spirit of cooperation and teamwork in which the Board will accept responsibility for formulating and adopting policy and for taking action on matters which, by law, require Board action. Administrative responsibility and commensurate authority for administering the school system will be delegated by the Board to the Superintendent/Principal.

8.2 The Board recognizes that it is a collective body and each Board member recognizes that a Board member’s authority is derived from the collective deliberation and actions of the Board as a whole in a duly-constituted meeting. Except as permitted by Board bylaw, policies, protocols or other authority,
individual Board members will not give direction to the Superintendent/Principal or any staff member regarding the management of the District or the solution of specific problems unless authorized by the Board.

8.3 The Board, individually and collectively, will refer promptly to the Superintendent/Principal any criticism, complaint or suggestion brought to the attention of the Board or any member thereof, pursuant to Board bylaws and protocols. The Superintendent/Principal will take appropriate action and/or respond, and notify the Board President.

8.4 The Board shall provide the Superintendent/Principal with periodic opportunities to discuss Board-Superintendent/Principal relationships as they relate to the Board's governance and the effectiveness of the Superintendent/Principal's leadership. As a part of this process, when it is deemed necessary by either the Board or the Superintendent/Principal, the District may retain an outside advisor to facilitate this process.

8.5 The Board shall hold the Superintendent/Principal accountable to manage the District consistent with the approved policies and goals, which establish what the Board expects the District and the schools within the District to accomplish.

9. **Notification of Absence.** The Superintendent/Principal shall keep the Board President informed about the Superintendent/Principal’s time away from the District, including the Superintendent/Principal's plans to be absent from the District whenever the Superintendent/Principal will be absent from the District for three (3) or more school days, whether for business or personal reasons. For planned vacations, the Superintendent/Principal shall give the Board as much advance notice as possible.

10. **Credential.** Superintendent/Principal shall hold and maintain throughout the term of this Agreement a valid administrative credential issued by the California Commission on Teacher Credentialing that meets the qualifications of Education Code section 35028 authorizing service as superintendent of the District.

11. **Outside Professional Activities.** The Superintendent/Principal may undertake for consideration outside professional activities, including consulting, teaching, speaking and writing. The Superintendent/Principal's outside professional activities shall not occur during regular work hours and shall not interfere with the performance of the Superintendent/Principal's duties. The District will not be responsible for any expenses related to outside activities.

12. **Medical Conditions.**

12.1 If at any time the Superintendent/Principal is diagnosed with a medical condition that affects the Superintendent/Principal’s ability to perform the essential functions of the position, the Superintendent/Principal shall notify the Board of such, and, if appropriate, engage in the interactive process with the Board or its representative.
13. **Termination of Agreement.** This Agreement may be terminated prior to its expiration date on any of the following bases:

13.1 **Mutual Agreement.** By mutual agreement of The Parties, in writing, at any time.

13.2 **Unilateral Termination by Superintendent/Principal.** The Superintendent/Principal may resign and terminate this Agreement prior to the end of the Agreement term. The Superintendent/Principal's resignation shall be in writing and presented to the Board ninety (90) days prior to the effective date of the resignation, unless the parties agree otherwise.

13.3 **Unilateral Termination by the Board.** The Board, at its sole discretion and without the need for any cause, may, upon giving written notice to the Superintendent/Principal, terminate this Agreement. If the Board elects this option to terminate the Agreement, the District shall pay the Superintendent severance pay, at the selection of the Superintendent/Principal, in one lump-sum payment or equal monthly payments beginning no later than the effective date of termination, equivalent to the Base Salary the Superintendent/Principal would have earned for the remainder of this Agreement following the effective date of termination, for a period of six (6) months or the number of months remaining on the Agreement, whichever is less (“Severance Compensation”).

The Severance Compensation set forth in this Section 15.3 shall be the only compensation of any kind which shall be due to Superintendent/Principal if Superintendent/Principal is terminated without cause by the Board, and in turn for receipt of the Severance Compensation, the Superintendent/Principal agrees to relinquish any claims against the District, including any claims under this Agreement.

If the Agreement is terminated under this provision, any Severance Compensation related to the termination that Superintendent/Principal may receive from the District shall be fully reimbursed to the District if the Superintendent/Principal is convicted of a crime involving an abuse of office or position.

It is further agreed that the Severance Compensation and any health and welfare insurance benefits shall cease upon the Superintendent/Principal’s commencement of other employment, whether as employee, independent contractor, consultant or self-employed.

If the Superintendent/Principal is terminated without cause and elects to retire, upon the date of the Superintendent’s retirement with CalSTRS or CalPERS, the Severance Compensation shall be reduced by the amount of retirement income earned.

If Superintendent/Principal is terminated without cause, Superintendent/Principal, if she has completed the required probationary period,
shall have the rights specified in Education Code sections 44893 and 44894, as well as related laws.

13.4 Termination for Cause. The Superintendent/Principal's employment and all of the Superintendent/Principal's rights under this Agreement may be terminated by the Board at any time for cause. For purposes of this Agreement, any of the following, but not limited to, reasons shall constitute "cause" to terminate this Agreement for cause:

1. Failure to perform the obligations and responsibilities set forth in the Agreement, as defined by law, or as specified in the Superintendent/Principal's job description, if any;
2. Unsatisfactory performance;
3. Acts done in bad faith to the detriment of the District;
4. Misconduct or dishonest behavior in regard to her employment as Superintendent/Principal;
5. Conviction of a crime involving moral turpitude, abuse of office as defined in Government Code sections 53243 et seq., dishonesty, breach of trust, or physical or emotional harm to any person; or,
6. Failure to maintain required credential as set forth in this Agreement, and as defined by applicable law.

The existence of such cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties hereunder.

If cause exists, the Board shall meet with the Superintendent/Principal and submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes supports the termination. The Superintendent/Principal shall then be entitled to a conference with the Board in closed session at which time the Superintendent/Principal may respond, orally or in writing, to the Board's statement of reasons for termination. The conference shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. The Superintendent/Principal shall have the right to have legal counsel or other representative attend the conference at her own expense. After the conference, the Board shall deliberate and determine whether to take final action on termination. If the Board decides to terminate this Agreement for cause, it shall provide the Superintendent/Principal with a written decision. The decision of the Board shall be final. The Superintendent’s conference before the Board shall be deemed to satisfy the Superintendent’s entitlement to due process of law and shall be the Superintendent’s exclusive due process right. The Superintendent waives any other rights that may be applicable to this proceeding with the understanding that completion of this conference exhausts the Superintendent’s administrative remedies.

13.5 Termination for Unlawful Fiscal Practices. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit or other means, that the Superintendent/Principal has
engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may terminate the Superintendent/Principal and the Superintendent/Principal shall not be entitled to any cash, salary payments, health benefits, or other non-cash settlement (e.g. health benefits) as set forth above. This provision is intended to implement the requirements of Government Code section 53260(b).

In accordance with Government Code section 53243 et seq., and as a separate contractual obligation, if the Superintendent/Principal receives a paid leave of absence or cash settlement and this Agreement is terminated for any reason, such paid leave or cash settlement shall be fully reimbursed to the District by the Superintendent/Principal if the Superintendent/Principal is convicted of a crime involving an abuse of office or the position of Superintendent/Principal. In addition, if the District funds the criminal defense of the Superintendent/Principal against charges involving abuse of office or position and the Superintendent/Principal is then convicted of such charges, the Superintendent/Principal shall fully reimburse the District all funds expended for the Superintendent/Principal’s criminal defense.

13.6 Unable to Perform Duties. Should Superintendent/Principal during the term of this Agreement be unable to perform the essential functions of her position due to a physical and/or mental condition, even with reasonable accommodations, upon expiration of the Superintendent/Principal’s sick leave and disability entitlement as provided by statute or Board policies, and after submission of a written evaluation from a licensed physician designated by the Board indicating the inability of the Superintendent/Principal to perform the essential functions of her position even with reasonable accommodations, the Board may terminate this Agreement.

13.7 Death of Superintendent/Principal. This Agreement shall automatically terminate immediately upon the death of Superintendent/Principal.

14. Indemnification. The District shall include Superintendent/Principal as a named insured in its liability and errors and omissions insurance policies. In accordance of provisions of Government Code sections 825 and 995, the District shall defend the Superintendent/Principal from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent/Principal in Superintendent/Principal’s individual capacity, or official capacity as an agent and employee of the District, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the Superintendent/Principal was acting within the scope of employment.

15. Tax/Retirement Liability. District makes no representations or warranties with respect to the tax or retirement consequences of this Agreement. Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement including, but not limited to, benefits provided to the Superintendent/Principal or any designated beneficiary, heirs, administrators, executors, successors or assigns of the
Superintendent/Principal. The Superintendent/Principal shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Superintendent/Principal further declares that, prior to signing this Agreement, the Superintendent/Principal was apprised of relevant data and received independent advice and counsel regarding the state and federal tax consequences and the retirement consequences of this Agreement.

16. **Notice of Finalist in Search.** In all cases, the Superintendent/Principal shall immediately notify the Board should she become a finalist in the selection process for superintendent or other employment with any other employer.

17. **General Provisions.**

17.1 **Entire Agreement.** This Agreement constitutes and contains the entire agreement and understanding between the parties concerning the Superintendent/Principal’s employment with the District. This instrument supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning the subject matter hereof. This is an integrated document.

17.2 **Governing Law.** This Agreement has been executed and delivered within the State of California, and rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of California. Venue shall be in Lassen County, California.

17.3 **Construction.** Each party has cooperated in the drafting and preparation of this Agreement. Hence, in any construction to be made of this Agreement, the same shall not be construed against any party on the basis that the party was the drafter.

17.4 **No Assignment.** The Superintendent/Principal may not assign or transfer any rights granted or obligations assumed under this Agreement.

17.5 **Modification and Waiver.** This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties. Any waiver of any breach of any term of this Agreement shall be in writing and shall not be construed to be a waiver of any other breach of this Agreement.

17.6 **Independent Representation.** The Superintendent/Principal and the Board each recognize that in entering into this Agreement, the parties have relied upon the advice of their own attorneys, financial advisors, and other representatives, and that the terms of this Agreement have been completely read and explained to them by their attorneys, financial advisors, and representatives, and that those terms are fully understood and voluntarily accepted.

17.7 **No Assignment/Exclusivity.** The Superintendent may not assign or transfer any rights granted or obligations assumed under this Agreement. To the extent
permitted by law, the employment relationship between the District and the Superintendent shall be governed exclusively by this Agreement.

17.8 **Severability/Savings Clause.** If any provision of this Agreement or its application is held invalid, the invalidity shall not affect the other provisions or applications of the Agreement that can be given effect without the invalid provisions or applications and the provisions of this Agreement are declared to be severable.

17.9 **Binding Effect.** This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.

17.10 **Execution of Other Documents.** The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.

17.11 **Execution in Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signature pages transmitted by facsimile or electronic mail to other Parties to this Agreement shall have the same force and effect as signature of the original.

17.12 **Subject to Board Approval.** The effectiveness of this Agreement shall be contingent upon approval by the District's Governing Board as required by law.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the dates specified below.

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT:

Dated: ____________________________

President of the Board of Trustees

Dated: ____________________________

Clerk of the Board of Trustees

INTERIM SUPERINTENDENT/PRINCIPAL:

Dated: ____________________________

Dr. Samia Merza
JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
2022/2023 CERTIFICATED JOB ANNOUNCEMENT – IN HOUSE

The Janesville Union Elementary School District is accepting applications for the following position for the remainder of the 2022/2023 school year:

POSITION: 1st-3rd grade After School Tutoring

SALARY: $40.00 per hour for the remainder of the 2022/23 school year (3 days per week: Monday, Tuesday, Thursday)

REQUIREMENTS: Preference will be given to teachers currently teaching 1st through 3rd grade. If no one from those grade levels apply for the position preference will be given to all other certificated employees.

APPLICATION: Please submit a letter of interest to Andrea Kellogg at akellogg@janesvilleschool.org.

INQUIRIES: Attn: Andrea Kellogg
Janesville Union Elementary School District
(530) 253-3660 x 4526

APPLICATION DEADLINE: Tuesday, February 21, 2023 at 4:00 p.m.

ANTICIPATED START DATE: Monday, February 27, 2023 (subject to change)

An Equal Employment Opportunity Employer
JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

POSITION: 1-3 After School Tutoring *

JOB DESCRIPTION:
Under the direct supervision of the Superintendent/Principal, employee will provide tutoring for 1-3 students in need of additional support in the areas of math and language arts utilizing existing district curriculum and teaching resources/tools.

QUALIFICATIONS:
Education: High School diploma or GED.
California Teaching Credential preferred.
Completion of required Keenan training courses.

DESIRED QUALITIES/SKILLS:

1. Computer literate
2. Ability to work on multiple tasks
3. Ability to communicate effectively with both students and staff in both oral and written form.
4. Criminal Justice/fingerprint clearance
5. TB clearance
6. Perform tasks involving use of independent judgment
7. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

TYPICAL DUTIES:

1. Creates permission slip to be sent out prior to starting the program.
2. Copies permission slip and distributes to each teacher for their students 1st-3rd.
3. Tutoring is offered 3 days a week from 2:25 p.m.- 3:30 p.m.
4. Student attendance is recorded with a sign-in roster each day.
5. Students are helped in groups or one-on-one with concepts with which they are struggling.
6. Teacher supervision continues until parent picks up their child no later than 3:30 p.m.
7. If there are more than 10 students enrolled, a second position may be funded.
8. If a student is not picked up by 3:30 p.m. more than three times, they may not be allowed to attend.

* Continuation of this offering is dependent on funding and student enrollment in the program. This is not a stipend.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees:
Approved by JTA:
MEMORANDUM OF UNDERSTANDING
BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS JANESVILLE CHAPTER #678
AND
JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
January 13, 2023

This Memorandum of Understanding (MOU) is between the California School Employees Association and its Janesville Chapter #678 ("CSEA") and the Janesville Union Elementary School District ("District") concerning adding hours to specific classified employees.

The District and CSEA agree as follows:

In order to accommodate additional needs of the District:

Effective Tuesday, January 3, 2023, one employee will have their hours increased for the remainder of the 2022/23 school year:

Stacie Vitale, Paraeducator - Add 1.50 hours (one hour and thirty minutes)

This MOU is effective for the 2022/23 school year only.

For the District:

Lee Baily, Board President
Date: 1-25-23

For CSEA:

Alisa Tininin, President
Date: 1/10/2023

Jeff Otter, CSEA LRR
Date: 1/10/2023
Memorandum of Understanding

a partnership between
Janesville Elementary School District and the Lassen County Office of Education
for the 2022-23 School Year

This memorandum of understanding establishes a formal working relationship between Janesville Elementary School District (JESD) and the Lassen County Office of Education (LCOE). The goals and objectives of our collaboration are to provide research and verification services of financial records to assist in remediation of a filed grievance.

**Lassen County Office of Education, will provide:**
- LCOE Business Department shall provide a detailed accounting of the monthly health benefit cap contribution from JESD for every certificated employee for the past 10 years.
- LCOE Business Department shall provide a detailed accounting of the monthly supplemental retirement contribution from JESD for every certificated employee for the past 10 years.

**Janesville Elementary School District will provide:**
- Payment to LCOE for services rendered at $23.05 per hour, the lowest hourly rate of LCOE’s Account Tech., billed at the conclusion of services.

The stated parties, Lassen County Office of Education and Janesville Elementary School District, agree to defend, indemnify and hold harmless the appointed officials, employees, agents and volunteers from any losses or injuries arising from, or allegedly arising from, the negligence of the party, its employees, and or agents while participating in the partnership.

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<td>by Samia Merza, Superintendent</td>
<td>by Thomas C. Jones, Assistant Superintendent Educational Services/Human Resources</td>
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SHORT-FORM PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this “Agreement”) is made and entered into as of the second day of November, 2022 (the “Effective Date”), by and between Janesville Union Elementary School District (“the Client”) and Terri O’Bryan, Licensed Clinical Social Worker (the “Contractor”).

WHEREAS, the Client wishes to obtain the professional services of the Contractor; and,

WHEREAS, the Contractor has the knowledge, skill and capability to perform such services for the Client.

THEREFORE, in consideration of the foregoing, the parties, intending to be legally bound, hereby agree to the following:

AGREEMENTS

In consideration of the recital and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Contractor Responsibilities; Fees. Contractor will perform the Services to the reasonable satisfaction of Client. Services will include the supervision of an employee who requires a supervisor for the completion of an LCSW license. Assuming such satisfactory performance, the Client shall pay Contractor the amount $100.00 per hour within 30 days following the receipt of an invoice from the Contractor. Contractor is an independent contractor and shall be solely and personally responsible for all federal, state and local taxes, contributions and other liabilities with regard to such payments.

2. Term. The term of this Agreement shall be from the date of this Agreement until completion of the Services and payment therefor by the Client. Except for material breach of the Agreement by the other party, this Agreement may not be terminated by either party except that the Client may immediately terminate this Agreement upon the death or incapacity of Contractor.

3. Ownership of Work Product. Contractor hereby sells, assigns, grants and transfers to the Client all right, title and interest in any reports, documents, performances or other copyrighted materials authored or created by Contractor for the Client pursuant to this Agreement, including all copyrights, renewals and extensions thereof.

4. Relationship. The parties hereto are independent contractors. Nothing in this Agreement shall be understood or construed to create or imply any relationship between the parties in the nature of any joint venture, employer/employee, principal/agent or partnership. Contractor shall in no way become an employee of the Client pursuant to this Agreement. Neither party shall have the authority to nor shall either party attempt to create or assume any obligation by or on behalf of the other party.
5. **Expenses.** Except as expressly provided to the contrary in this Agreement, all expenses incurred by the parties shall be the sole responsibility of the party who ordered the service or incurred the particular expense.

6. **Miscellaneous.** This Agreement may not be assigned without the written consent of the other party. Contractor's services are personal in nature and may not be assigned or delegated to any other person. This Agreement represents the entire Agreement between the parties and supersedes any prior oral or written understandings with respect to the Services. This Agreement may only be amended by an agreement signed in writing by all of the parties hereto. Upon execution, this Agreement will be a valid and binding obligation of each party and enforceable in accordance with its terms. Contractor shall maintain insurance in such amounts and of such types as are customarily held by persons engaged in the same or a similar kind of business similarly situated.

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Terri O'Bryan  
Licensed Clinical Social Worker

Dr. Sama Merza  
Interim Superintendent/Principal
### Janesville Union Elementary School | 2023-2024 Calendar

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*Includes 1 floating holiday for 12 month employees

#### May 2024

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#### June 2024

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**180 Day Calendar** 5 days

---

*Draft 2/10/23 JTA Proposal #1 (Input was received from both units)*
JANESVILLE UNION ELEMENTARY SCHOOL | 2023-2024 CALENDAR

**JULY 2023**

- Independence Day

**AUGUST 2023**

- 14-18 Floating Tchr. Work Days
- 21-24 Teacher Work Days
- 23 First Day of School
- 23-25 Minimum Days
- 30 Staff Dev – Min Day

**SEPTEMBER 2023**

- 04 Labor Day
- 15 Back to School Night
- 18 Staff Dev – Min Day
- 27 Staff Dev – Min Day

**OCTOBER 2023**

- 08 Columbus Day
- 18 All Staff Mtg. – Min Day
- 20 End of 1st Qtr. (41 Days)
- 25 Staff Dev – Min Day

**NOVEMBER 2023**

- 10 Veterans Day
- 13-17 Conferences – Min Day
- 17 Thanksgiving Break
- 24 CSEA Observed Holiday
- 29 Staff Dev – Min Day

**DECEMBER 2023**

- 06 Staff Dev – Min Day
- 13 Staff Dev – Min Day
- 21-22 Minimum Days
- 25-1/5 Winter Break
- Christmas Day

**JANUARY 2024**

- 25-1/5 Winter Break
- 01 New Year’s Day
- 10 Staff Dev – Min Day
- 19 Martin Luther King Day
- 24 Staff Dev – Min Day
- 26 End of 2nd Qtr (53 days)

**FEBRUARY 2024**

- 07 Conferences – Min Day
- 12 Lincoln’s Birthday
- 19 Presidents’ Day
- 21 Staff Dev – Min Day

**MARCH 2024**

- 06 Staff Dev – Min Day
- 20 All Staff Mtg. – Min Day
- 27 Staff Dev – Min Day
- 29 End of 3rd Qtr [43 days]
- 31 Easter Sunday

**APRIL 2024**

- 01-05 Spring Break*
- 24 Staff Dev – Min Day

*Includes 1 floating holiday for 12 month employees

**MAY 2024**

- 06 All Staff Mtg. – Min Day
- 22 Staff Dev – Min Day
- 24 Snow Day
- 27 Memorial Day

**JUNE 2024**

- 06 Graduation @ 7 pm
- 07 Last Day of School (Min Day)
- 07 End of 4th Qtr (43 days)
- 10-14 Floating Tchr. Work Days
- 12 Juneteenth Holiday or eligible employees

180 Day Calendar 5 days

Draft 2/17/23 - JTA Proposal #2 (Re-visited due to In-Service Day)
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<td><strong>New Teacher Orientation- 8/11</strong></td>
<td><strong>January Start - 2/7 &amp; 2/28</strong></td>
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<td><strong>Teacher Workday - 8/14</strong></td>
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<td><strong>Good Friday - 3/29</strong></td>
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<td><strong>End of 3rd Quarter - 3/15</strong></td>
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<td><strong>Possible Snow Day- 4/26</strong></td>
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<td><strong>Late Start - 4/17</strong></td>
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<td><strong>End of 1st Quarter - 10/13</strong></td>
<td><strong>Late Start - 4/17</strong></td>
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<td><strong>Late Start - 12/13</strong></td>
<td><strong>Last Day of School- 6/6</strong></td>
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<td><strong>Teacher Workday - 6/7</strong></td>
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<td><strong>Graduation - 6/7</strong></td>
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Board Approvad:

- Student Days 180
- Teacher Workday 184
- New Teacher Workday 185
JANESVILLE UNION SCHOOL DISTRICT
464-555 Main Street
P.O. Box 280, Janesville, CA 96114
(530) 253-3551, 253-3660

Emergency Operations Plan
2023-2024

Adopted by the Janesville School District Board of Trustees on February 21, 2023
SIGNATORY PAGE

The Janesville Union Elementary School District Emergency Operating Plan was adopted on February 21, 2023. This plan supersedes all previous versions of the Emergency Operation Plan.

Superintendent Signature       Date

COLLABORATION AND PLANNING TEAM

The members of the Janesville School Site Council and other involved persons listed below reviewed and advised on the development of this Emergency Operation Plan:

<table>
<thead>
<tr>
<th>Team Member Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Jacey Herman</td>
<td>Site Council President, Teacher</td>
</tr>
<tr>
<td>Karri Gámez</td>
<td>Site Council Member, Teacher</td>
</tr>
<tr>
<td>Kim Fleming</td>
<td>Site Council Member, Teacher</td>
</tr>
<tr>
<td>Sabrina Johnson</td>
<td>Site Council Member (CSEA), Secretary</td>
</tr>
<tr>
<td>Maria Panos</td>
<td>Site Council Member, Parent</td>
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<tr>
<td>Adriana Newton</td>
<td>Site Council Member, Parent</td>
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<td>Heather Manning</td>
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<tr>
<td>Kimberlee Adams</td>
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<tr>
<td>Joy Kirkner</td>
<td>Site Council Member, Parent</td>
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<tr>
<td>Samia Merza</td>
<td>Interim Superintendent/Principal</td>
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<tr>
<td>Andy Kellogg</td>
<td>CBO</td>
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<tr>
<td>Troy Amrein</td>
<td>Chief of Maintenance</td>
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APPROVAL AND IMPLEMENTATION

The members of the Janesville Union Elementary School District Board of Trustees approved the current Emergency Operation Plan for immediate implementation on the date listed on the front cover of this plan. The members of the Board at the time of approval are:

<table>
<thead>
<tr>
<th>Board of Trustees Member Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Lee Bailey</td>
<td>Board President</td>
</tr>
<tr>
<td>Melissa McMullen</td>
<td>Board Clerk</td>
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<tr>
<td>John Meese</td>
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<tr>
<td>JoAnna Harrison</td>
<td>Board Member</td>
</tr>
<tr>
<td>Paul Hinkson</td>
<td>Board Member</td>
</tr>
</tbody>
</table>
This plan is distributed to all staff members of Janesville Union Elementary School District upon adoption. The plan is also published on the district website at www.janesvilleschool.org.

Additional persons/entities receiving this plan include:

Joel Ehrlich – Janesville Fire Chief
Lassen County Sheriff’s Office
Lassen County Office of Emergency Services

RECORD OF CHANGES

2006 Emergency Operations Plan originally developed and approved

5/19/09 Emergency Operations Plan revised to include Intruder Alerts and Lockdown Procedures.

1/21/14 Emergency Operations Plan reviewed and approved by the Board of Trustees. No significant revisions.

2/20/18 Emergency Operations Plan reviewed and approved by the Board of Trustees. No significant revisions.

1/15/19 Inserted required Board policy and handbook information required by law. Revised campus maps. Revised location and contents of emergency first aid kits. Revised location for evacuation.

2/18/20 Inserted elements as advised by Keenan & Associates including Signatory, Promulgation, Record of Changes, Purpose, etc. to bring Emergency Operations Plan in line with the Guide for Developing High-Quality School Emergency Operations Plans (for K-12).
PURPOSE

The purpose of the Emergency Operations Plan (EOP) is to establish comprehensive written guidelines for District employees, students, parents and community members to follow in response to emergency situations involving the Janesville Union Elementary School District. Through its Emergency Operations Plan, the District's ultimate goal is the protection and preservation of life and property respectively. The EOP shall be developed and managed by the Superintendent/Principal. The Superintendent/Principal shall be assisted by the Janesville School Site Council. Final approval of the EOP shall rest with the Janesville Union Elementary School District Board of Trustees.

SCOPE

The Emergency Operations Plan (EOP) includes procedures, timelines, and persons responsible for maintaining and revising the EOP, emergency management plans, response plans for specific types of emergency situations, and maps for evacuation routes and utility shutoffs.

SITUATION OVERVIEW

Janesville Union Elementary School District is a single Transitional Kindergarten through 8th grade school located in several buildings spread out on a single campus in a rural location approximately ten miles away from Susanville, California, the nearest community of any size. The campus is surrounded on all sides by pine forest, much of it with dense canopy. Janesville is served by a local volunteer fire department with emergency medical first responders available within five to fifteen minutes. Law enforcement from the Lassen County Sheriff’s department and the California Highway Patrol regularly patrol the area and are able to respond within five to fifteen minutes. Law enforcement and fire protection can be augmented by personnel from local, state, and federal entities in the general area including CalFire, US Forest Service, Susanville Police Department, and Susanville Fire Department.

ASSUMPTIONS

School personnel are usually first on the scene of an incident in a school setting. Staff members are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from state and federal agencies where appropriate.

The Superintendent/Principal or his/her designee (eg. Teacher-in-Charge in the Superintendent/Principal’s absence) shall have the authority and responsibility to activate the EOP.
This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be directed to accomplish assigned incident management tasks.

**Annual Activities**

- Director of Maintenance conducts hazard assessment each fall and reports to the Superintendent
- Nurse checks all satellite first aid kits and replaces any needed items
- School Secretary updates student contact/crisis response binders
- Annual EOP workshop with entire staff to discuss responsibilities
- Students trained within 30 days of beginning of school
- Monthly fire evacuation drills
- Annual earthquake and lockdown drills
- Annual review of EOP by Site Council
- Annual adoption of EOP by Board
- Updated copies of the plan are posted to school website
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Janesville Union School District
Emergency Operations Plan

I. EMERGENCY PREPAREDNESS

Hazard Assessment: At the beginning of each new school year the District’s Director of Maintenance and Operations will conduct a thorough inspection of the campus and identify all real or potential hazards that could impact response to those types of emergency situations identified in the Emergency Operations Plan. A proper hazard assessment should include a review of the locations where hazardous chemicals are stored, the locations of gas storage tanks and primary valves, the location of major electrical panels, the location of overhead power lines, and, finally, employee practices relative to overhead storage and placement of furniture in the classroom or office. The Hazard Assessment shall also note any changes in the locations of fire suppression equipment.

Following completion of the inspection, the Director of Maintenance and Operations shall report his/her findings to the Superintendent/Principal along with recommendations for mitigating hazards or amending the Emergency Operations Plan to incorporate new found hazards(s) into response plans. The Director of Maintenance and Operations responsibilities shall also include reviewing existing emergency evacuation plans as well as the locations for evacuee staging areas. The Director of Maintenance and Operations’ report shall detail the integrity of those plans.

Copies of The Janesville Emergency Operations Plan shall be forwarded to all applicable agencies. Additional copies may be distributed to other emergency response agencies upon their request.

First Aid Supply Stations/Kits: To enhance the immediate availability of first aid supplies to all locations at the school campus, satellite first aid kits shall be strategically located in designated areas of the campus. First aid kits will be located in areas that permit immediate access to school employees in containers that readily identify the contents as emergency first aid equipment. The school nurse shall be responsible for checking first aid kits on a regular basis to ensure that the kit is intact. The school nurse shall open, inspect and re-stock each first aid kit prior to the start of each new school year. Once re-stocked, the kit will be returned to its designated location.

Tools and Equipment: This category focuses on the tools and equipment required to Access and Control various electrical panels, engineering controls and gas valves.

- Accessibility of these tools at the access site is monitored by the Director of Maintenance and Operations, on an annual basis.

Emergency Plot Plans: Emergency plot plans shall be developed and maintained to include:
1. School floor plans.
2. General evacuation routes for each room and building. (Head of Maintenance/Principal)
3. Location of each fire extinguisher/hose. (Head of Maintenance/Principal)
4. Location of each gas shut-off valve for each building. (Head of Maintenance/Principal)
5. Location of each electric shut-off switch for each building. (Head of Maintenance/Principal)
6. Location of water shut-off valves. (Head of Maintenance/Principal)

**Evacuation Routes and Staging Areas:** Each classroom shall have an established primary and secondary evacuation route along with a primary and secondary staging area. An evacuation map that illustrates the primary and secondary evacuation route from each respective classroom and the building it occupies shall be posted near the exit(s) of each classroom. A general description of the route to be taken from each classroom to the primary and secondary staging areas shall accompany the evacuation map.

**Staff Training Provisions:** All District employees shall attend an Emergency Operations Plan Workshop at the beginning each new school year. The workshop shall include a review of the general elements of the Emergency Operations Plan along with an opportunity for employees to discuss their individual responsibilities. New employees shall be afforded the same training provided in the Emergency Operations Plan Workshop at the time their employment begins. Each Crisis Response Team member will understand the principles of the SEMS (Standardized Emergency Management System) and how SEMS works. Each Crisis Response Team member will be trained to know their duties in the event of a crisis and have a list of staff members who may be able to assist them in their emergency functions.

**Student Training Provisions:** Students shall receive their orientation to the school’s Emergency Operations Plan from their respective, “Home Room” teacher. Within the first 30 calendar days of each new school year, home room teachers shall provide Emergency Operations Plan orientation to their students, ensuring that the below listed points are covered:

1. Description of primary evacuation routes.
2. Location of primary staging areas.
3. Description of student behavioral expectations for emergencies and drills.
4. Description of actions students can implement when they are faced with emergencies.

**Fire Evacuation Drills:** Fire evacuation drills shall be conducted on a monthly basis, at the direction of the Superintendent/Principal. When adverse weather conditions persist so as to reasonably prevent the evacuation of students to outside areas, the Superintendent/Principal may direct teachers to conduct “Table Top” fire drills. A “Table Top” fire drill is defined as classroom discussion of what to do in a fire emergency.

**Community Orientation to Emergency Operations Plan:**
The Janesville School Site Council shall review all elements of the Emergency Operations Plan during a regularly scheduled meeting once a year, thereby affording parental orientation to the plan along with an opportunity for interested parents to have input in the plan.

**Use of School Facilities and/or Grounds:**
If needed in an emergency situation, public agencies, including the American Red Cross, law enforcement, firefighting agencies, and medical responders, may coordinate with the Superintendent/Principal or designee for any use of the school’s facilities and/or grounds to respond to the emergency situation.
Emergency Incident Command System and Crisis Response Team

Emergency Management Flow Chart

When it is projected that the magnitude of a given emergency situation may overwhelm the management capabilities of the normal organizational structure of the District, the Superintendent/Principal or designee may implement the Emergency Operations Plan's Emergency Incident Command System. The Emergency Incident Command System shall normally operate under the organizational structure illustrated in the diagram below however; the Incident Commander has the authority to modify the school's incident command structure to suit the unique needs of a given incident. When it occurs that overall incident command is assumed by the public agency having the jurisdictional responsibility for such emergencies, the Superintendent/Principal shall normally assume a liaison role within that agencies incident command structure and offer to incorporate the school's organizational structure into the overall incident command system.

In the organization chart below, the primary person responsible is listed first, with other persons listed as assistants and/or backups in case of absence or incapacitation.
Job Descriptions:

Incident Commander (IC) - Responsible for overall policy and coordination. The IC coordinates all response activities through the Section Chiefs. The IC monitors incident safety conditions and develops measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders). The IC serves as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises. The IC does not leave the Incident Command Center without delegating someone to take over.

Operations Chief – This person is responsible for coordinating actual emergency responses. The Operations Chief determines the need for resources and communicates needs to the IC. The Operations Chief ensures the IC receives situational reports throughout the incident.

Planning/Intelligence Chief – This person is responsible for collecting, evaluating, and disseminating information; maintaining documentation, and evaluating incoming information.

Logistics/Finance Chief – This person is responsible for providing facilities, services, personnel, equipment, and materials needed for the response efforts. This person is also responsible for financial activities such as establishing contracts with vendors, keeping pay records, accounting for expenditures, and handling any injury claims.

Search and Rescue - Teams of two or more persons are responsible for searching the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for: Identifying and marking unsafe areas; Conducting initial damage assessment; Obtaining injury and missing student reports from teachers.

Medical - Responsible to establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section. This person maintains and provides casualty reports to the Operations Chief.

Evacuation/Shelter - Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter/Care Team is responsible for: Accounting for the whereabouts of all students, staff, and volunteers; Setting up a secure assembly area; Managing sheltering and sanitation operations; Managing student feeding and hydration; Coordinating with the Student Release Team; Coordinating with the Logistics Section to secure the needed space and supplies.

Facility & Security - Responsible for: Locating all utilities and turning them off, if necessary; Securing and isolating fire/HazMat; Assessing and notifying officials of fire/HazMat; Conducting perimeter control.

Counseling - Responsible for: Assessing need for onsite mental health support; Determining need for outside agency assistance; Providing onsite intervention/counseling; Monitoring well-being of school Incident Management Team, staff, and students, and reporting all findings to the Operations Section Chief.
Student Release - Responsible for getting students reunited with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Student Release Team is responsible for: Setting up secure reunion area; Checking student emergency cards for authorized releases; Completing release logs; Coordinating with the Public Information Officer on external messages.

Public Information Officer - The point of contact for the media regarding the emergency. Under the direction of the IC, prepares press releases to provide necessary information to the media.

Incident Scribe - Maintains an accurate written, photographic, and/or video record of the incident for future investigations, legal proceedings, and insurance purposes. The Incident Scribe will usually be in close proximity to the IC. Responsible for collecting reports generated by the various groups and sent to the IC.

Communication - Maintains outside and internal communication links including telephones, internet, and walkie-talkies.

Student Accountability - Maintains accurate record of students present in the class; Supervises students and keeps them orderly.

Resources (Personnel & Materials) - The point of contact for other teams needing extra assistance, supplies, and/or equipment.

Food/Water - Responsible for obtaining and providing food and water for students and personnel.

Transportation - Responsible for transporting students and personnel to the evacuation center designated by the IC.

Lines of Succession

In the event of a crisis, the Janesville Union School District Superintendent/Principal will be the Primary Incident Commander and will take control of the situation. If the Superintendent/Principal is not available, his/her 1st alternate will take command. If the 1st Alternate is not available, the 2nd alternate will become Incident Commander. The same holds for each of the management positions.

Incident Commander – Superintendent/Principal
  1st Alternate – Chief Business Officer
  2nd Alternate – Teacher-In-Charge

Operations Chief – Chief of Maintenance and Operations
  1st Alternate – Superintendent/Principal
  2nd Alternate – Chief Business Officer
Planning and Intelligence Chief – School Secretary
  1st Alternate – District Secretary
  2nd Alternate – Library Technician

Logistics/Finance Chief – Chief Business Officer
  1st Alternate – District Secretary
  2nd Alternate – Superintendent/Principal

Emergency Locations:

Incident Command Center – Superintendent’s Office
  Alternate Site – School Office/Library/Gym Loft

Vital Record Protection
  • Primary – The Crisis Response Binder containing student and staff contact information shall be kept in the School Office. The School Secretary shall be responsible for maintaining the Crisis Response Binder and for taking it to the Incident Command Center during an emergency.

  • Secondary - SchoolWise will be used to access information if the Crisis Response Binder is unavailable.
Phases of Emergency Management

Preparedness

Janesville Elementary School has striven to be as prepared as possible in the event of a crisis. The Plan incorporates the principles of the Standardized Emergency Management System (SEMS). All staff is aware of everyone’s roles and responsibilities under the plan. The staff has been trained to perform their responsibilities during an emergency. All of the school staff is aware that they may be assigned as Disaster Service Workers if a local, regional, or state emergency is declared.

Emergency Response

Each Crisis Response Team member understands the principles of SEMS and how SEMS works. Each Crisis Response Team member knows their duties in the event of a crisis and has a list of staff members who may be able to assist them in their emergency functions.

Recovery – District Level Responsibilities that have been established:

- Identify record keeping requirements and sources of financial aid for disaster relief.
- Establish absentee policies for teachers and students after a disaster.
- Establish alternative teaching methods for students unable to return immediately to classes.
- Develop a plan to conduct classes if some of the facilities have been damaged: half-day sessions, alternative sites, portable classrooms.
### III Emergency Response Plans

A written emergency response plan has been developed for each of the emergency situations listed below and has been incorporated into the Emergency Operations Plan through the respective Appendix designation listed alongside each topic situation.

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EMERGENCY OPERATION PLAN
Appendix - A

Satellite First Aid Kits, Designated Location Points

Kit Location Guidelines: Each kit’s location will be identified on the evacuation map.

Satellite Kit Locations:

2 Food Preparation Room & Gym Storage Area
1 School Library
1 School Office
17 Each Classroom
21 Total

Satellite Kit Inventory Requirements: The school nurse shall establish the initial inventory for each kit. Satellite First Aid Kits are not to be used for routine medical needs that are normally handled by the school nurse.
Emergency Operations Plan
Appendix - B1

Emergency Response Plan - FIRE, SCHOOL STRUCTURE

Signal

School Alarm; Verbal Warnings; Visual Sighting of smoke or fire.

Emergency Response:

Teacher

1. Direct students to stand and evacuate the classroom in a single file line. Direct students to proceed to the designated staging area that you want them to go to and to use the designated evacuation route that you want them to use.

2. As students evacuate, close all room windows and non-exit doors. Bring your class roster with you.

3. Before departing the room yourself, ensure that all students have departed the room. Latch the exit door on your way out.

A. If morning roll has been taken... follow your students to the staging area and immediately conduct a roll call upon your arrival there. Use the red-green card system.

B. If morning roll has not been taken...
   - Clear classroom of all students.
   - Turn off lights and close classroom door.
   - Escort students to field staging area and take roll green card/red card.
   - Report absent students to administrator or designee.

4. At staging area - report any missing students to SUPERINTENDENT/PRINCIPAL (via staff runner if necessary). Keep students together and follow further instructions from SUPERINTENDENT/PRINCIPAL. Conduct informal student head count every 15 minutes. Report any injuries, illness, etc. to SUPERINTENDENT/PRINCIPAL via authorized runner.

   If any member of the class is physically incapable of proceeding to the field staging area, school staff will escort that person to an alternate safe area.

5. Do not permit any re-entry into a building without express permission from SUPERINTENDENT/PRINCIPAL. Return to classroom only after the, “All Clear” has been given.
**Superintendent/Principal**

1. Activate 911 to notify the Fire Department (FD) of incident. Activate school alarm to be sounded, if needed.

2. Direct custodians to shut off gas and electricity to effected building(s) as soon as possible IF - it is safe for them to do so AND IF - they have the knowledge and training to competently complete the assignment.

3. Direct custodians to return to your location so that responding Fire Department personnel can be advised of the status of the utilities.

4. Assist the Fire Department upon their arrival. Provide the Fire Department Incident Commander (IC) with the status of utilities. Advise Fire Department IC (Incident Commander) of any unaccounted for students or staff. Advise Fire Department IC of any injuries. Advise Fire Department IC of any hazardous materials stored in the incident area.

5. Receive roll call results from teachers. Advise Fire Department IC of roll call results. Conduct a staff, VIP, and/or other campus visitor roll call (School Secretary) and report results to Fire Department IC.

6. If appropriate, activate school’s Incident Command System.

7. Determine course of action relative to the disposition of students, i.e.: Evacuation plan, emergency school closure plan; Return to normal activities; Return to normal activities with modifications; Continue existing status; Proceed with a plan for extended staging of students.

8. Coordinate a press release with Fire Department IC. Press Release should include type of incident, a brief description of staff or student injuries, the disposition of students, and the “near future” projection for school activities. Note that the Fire Department IC will normally manage on-site press. Anticipate, however, that your input and assistance will probably be requested.


**Custodial Staff**

1. Shut off all utilities to incident structure and other structures that appear threatened.

2. Report to SUPERINTENDENT/PRINCIPAL as soon as possible after completing above and inform the SUPERINTENDENT/PRINCIPAL if the above was completed. Remain with SUPERINTENDENT/PRINCIPAL until otherwise directed.

**All Other Staff/Volunteers**

1. Return all students in your care to their respective classes at the class’ respective staging site. Insure that the student/s are returned to their teacher and that their teacher acknowledges receipt of the student.

2. Assign yourself to a lone teacher or report to the SUPERINTENDENT/PRINCIPAL.
Emergency Operations Plan  
Appendix - B2

Response Plan - “FIRE, APPROACHING/THREATENING WILD LAND”

Signal

Notification of an approaching wild land fire that is threatening to the school will normally be conducted by the Sheriff’s Department or fire service personnel. In the event that no notification is made but staff/parents grow concerned about a nearby wild land fire, the SUPERINTENDENT/PRINCIPAL may contact the Janesville Fire District at 253-3737, the Fire Dispatch Center at 257-5575, or the Lassen County Sheriff’s Dispatch at 257-6121

Response Plan - Teacher

1. Until directed to act by the SUPERINTENDENT/PRINCIPAL, you may consider closing classroom windows to reduce drifting smoke from entering room.

2. Keep students calm and begin outlining what they are to do in the event that the SUPERINTENDENT/PRINCIPAL calls for an evacuation. Emphasize behavior expectations.

3. In the event that the SUPERINTENDENT/PRINCIPAL calls for an evacuation, follow directions given. Note that evacuation resulting from approaching wild land fires normally requires evacuation to an off-campus location. Stay attentive to directions, writing them down if possible.

4. Take a roll call of your class before leaving the campus and report any absent students to the SUPERINTENDENT/PRINCIPAL. Bring your attendance roster. If the fire is identified by school personnel or a student to be an immediate threat to the campus the Superintendent/Principal will be notified. He/she will then determine the evacuation procedure to follow (ON CAMPUS/OFF CAMPUS). Continue to take periodic head counts of students, especially if you are required to evacuate the campus.

If any member of the class is physically incapable of proceeding to the evacuation area on foot, school staff will escort that person to a school bus or other means of transportation such as small vehicle.

5. Once you arrive at the staging area (see map on page 66), conduct a second roll call. Report any discrepancies to the SUPERINTENDENT/PRINCIPAL. Keep your class together and conduct periodic head counts. Wait for further instructions.

If any member of the class is physically incapable of proceeding to the staging area, school staff will escort that person to an alternate safe area.
6. If a fire alarm sounds prior to morning roll the following procedures will be abided by:
   • Clear classroom of all students; place a green placard in an outwardly exposed window.
   • Turn off lights and leave the classroom door unlocked.
   • Escort students to soccer field staging area and take roll green card/red card.
   • Report absent students to administrator or designee.

Response Plan Superintendent/Principal

1. You may receive a “Standby to Evacuate” notice from local fire or law enforcement authorities. Generally this lets you know that evacuation may be necessary. In receiving this pre-notice, immediately restrict all non-essential use of the school’s outside telephone line, activate the school’s cellular telephone line and provide the notifying agency with both telephone numbers. Assign a staff member to man the school’s telephone. Notify the transportation department at Lassen High School to provide drivers and at least SIX buses on site. Notify all staff quietly to prepare for evacuation. Activate the Incident Command System.
   a. If the fire is before the morning roll call has been taken but while students are on campus, administration will follow these additional procedures:
      i. Instruct a runner/s to go to bus/car unloading zones and ensure that students are in a safe zone... by either walking them to the staging area, if that is the safest location or by staying on the bus until a determination is made to evacuate or stay on site.
      ii. Corridors, bathrooms, band-rooms, cafeteria, library and all other rooms not occupied by a teacher will be searched by designated staff members... Custodians, maintenance staff, secretaries, designee, etc.

2. A “Standby to Evacuate” notice will automatically result in TWO fire engines being assigned to the school site. The first engine to arrive on site will be the point of contact for the school district IC.
   a. Shelter On Site: If the local fire authorities recommend/order sheltering on site on the upper playground staging area, all students and staff will proceed to their assigned areas for roll call. Both fire engines will take positions to best protect the staging area from the effects of the fire.
      i. The point of contact may issue further directions depending on conditions.
         This may include proceeding to the gym to shelter or prepare to evacuate.
      ii. Members of the community may also be taking shelter on the upper playground area. They will be directed to remain on upper grass area near the backstop. Students shall remain with their classes in the lower grass assembly area.
   b. Evacuate Off Site: If the local fire authorities recommend/order evacuating off site, teachers and staff will lead their students to the gym parking lot to begin loading buses.
      If you are directed to evacuate the campus, you will be provided with specific details on how you are to evacuate and where you will evacuate to. If the school is to evacuate to Honey Lake Valley Assembly it will be
via buses. If not already done, contact Lassen High School Transportation Department to arrange for buses and drivers for SIX buses on site.

3. Evacuation Procedures: Notify teachers of the need to evacuate the campus. Normally, teachers will be directed to bring their classes to a bus loading area at the gym parking lot; they are to keep their students standing in single file lines by class. Teachers will conduct roll calls of their classes before loading buses. Every student in a class will load together. See the Bus Evacuation Map (Appendix E1) at the end of the document for bus assignments.

4. All personnel will use their own cellular device in emergency. Keep the cellular telephone with you at all times. Prior to leaving the campus yourself, ensure that a final search of the campus has been conducted and that all students and staff are accounted for. As soon as 100% evacuation has been completed, notify the appropriate agency.

5. Join your school at the staging area and determine disposition of the students, i.e.: Remain status quo; Return to the school; activate the Emergency School Closure Plan from the staging area (Coordinate with Fire Department I-C). If there is to be an Emergency School Closure, activate the Dismissal from Off-site Area plan.

6. Use the SchoolWise “All Call” system to contact parents to notify them of the status of the situation and where they can pick up their student(s).

7. Contact District Trustees and provide situation update.

**Custodial Staff**

1. Report to Chief of Maintenance and Operations, Superintendent/Principal, or Business Manager if ICS has been activated.

2. If time permits during a wild land fire evacuation, shut off all school utilities, conduct a room-to-room inspection, closing all windows and doors. Remember not to lock doors as to do so restricts access to responding firefighters. If plenty of time is available, consider removing any flashy fuels, i.e.: Paper products, curtains from windows.

3. Assist the SUPERINTENDENT/PRINCIPAL in ensuring that all students and staff have left the campus. Once this has been completed, evacuate the campus as directed.

4. Place First Aid kits in a vehicle to be transported to the evacuation site.

**Secretarial Staff**

1. Ensure class lists and volunteer/sub/LCOE personnel lists are transported to the evacuation site.

2. Ensure First Aid kits are transported to the evacuation site.
3. If time permits, ensure student medications are transported to the evacuation site.

All Other Staff/Volunteers

1. Return any students to their respective classes.

2. Assign yourself to any lone teacher. If all teachers have one assistant, report to the SUPERINTENDENT/PRINCIPAL for assignment. Know that upon activation of the school’s ICS, you may be reassigned to a different job. Follow instructions from your assigned teacher.
Emergency Operations Plan
Appendix - B3

Emergency Response Plan, SNOWSTORM WITH BLIZZARD CONDITIONS

Signal

Visually observing blizzard like conditions; Notification by Lassen High School Transportation Department, California Highway Patrol, Lassen County Sheriff, fire service agencies or other authority.

Response Plan

**Teacher**

1. Return all students to their respective classrooms/homeroom and take roll call. Notify Superintendent/Principal of any unaccounted for students.

2. Retain all students inside building until otherwise advised.

**Superintendent/Principal**

1. Direct teachers to restrict student movement to inside their respective classrooms/buildings. A school-wide roll call will be verified. Unaccounted for students will be searched for by designated/available staff and authorities will be notified.

2. Monitor conditions to determine whether or not students who walk home can do so safely. The California Highway Patrol will provide guidance on the use of school buses. As conditions warrant, you may need to activate a modified emergency school closure plan, impacting some or all of the students.

3. If power outages occur, you may consider moving students into general assembly area(s) with their teachers. Such a move takes better advantage of portable lights, heaters and other supplies, and enables you to consolidate your staff.

4. If it appears that weather conditions may require housing students at the school for a prolonged period of time, you may consider contacting Janesville Fire Department for extra portable lights and heaters. It may also be suggested that you contact the Susanville Office of Emergency Services through the Sheriff’s dispatch. O.E.S. may be able to direct needed supplies, transportation, communication devices, etc., to the school.

5. Notify the District Trustees and provide situation update.

6. Consider notification of local media to maintain current and accurate information about conditions and processes procedures, phone tree, recall list, website, etc.

**All Other Staff/Volunteers**

1. Assist teachers as necessary and until otherwise directed.
Emergency Response Plan - EXPLOSION OR THREAT OF EXPLOSION

Propane is the most possible threat for natural explosion at Janesville school. Training includes recognition of propane odors.

If propane gas smell is present:

1. NO FLAMES OR SPARKS! Do not operate lights, appliances, telephones, or cell phones. Flames or sparks from these sources can trigger an explosion or fire.
2. LEAVE THE AREA IMMEDIATELY! Get everyone out of the building or area where you suspect gas is leaking.
3. SHUT OFF THE GAS. Turn off the main gas supply valve(s) on the propane tank(s) if it is safe to do so. To close the valve, turn it to the right (clockwise).
4. REPORT THE LEAK. From a nearby building away from the gas leak, call the propane retailer right away. If the retailer cannot be reached, call 911.
5. DO NOT RETURN TO THE BUILDING OR AREA until the propane retailer, emergency responder, or qualified service technician determines that it is safe to do so.
6. GET THE SYSTEM CHECKED. Before attempting to use any propane appliances, the propane retailer must determine that the system is leak-free.

If there is a smell of gas:
1. Inform the maintenance staff
2. Call Gas Company (Business Manager)
3. Call 911

If an explosion occurs, or an imminent threat of explosion exists, direct all students to stop, drop to the floor/ground (if outside), cover their heads with their arms and turn their backs to any windows. Students near windows should be directed to move away from the windows at a crawl.

Following an explosion, activate the appropriate emergency response plan, i.e.: Fire Evacuation Plan, Mass Casualty Plan, Bomb Threat Plan, etc.

Note that the location of the explosion’s origin may indicate use of secondary evacuation routes and/or staging areas.
Emergency Operations Plan
Appendix - B5

Emergency Response Plan - DOWNED AIRCRAFT

The presence of fire, explosions, and/or casualties will dictate which emergency response plan(s) to activate.

When in the proximity of a downed civilian aircraft, keeping a distance of approximately 300 yards is in order as the primary danger is from fire and explosion.

When in the proximity of a downed military aircraft, move all evacuees away from front and rear angles to the aircraft and attempt to achieve a 1000 to 2500 yard (3/5 mile – 1 ½ mile) distance from the craft. Military craft have the additional threat of carrying ordinance and other hazardous materials. Never attempt to extract a pilot from the cockpit of a downed military fixed wing aircraft.

**Superintendent/Principal:** Ensure that 911 dispatch is notified and activate the appropriate emergency response evacuation plan.
Emergency Operations Plan
Appendix – B6

Emergency Response Plan - SEVERE WINDSTORM OR LIGHTNING STORM

Observation of weather conditions as they occur; Emergency weather alert from local radio station.

Emergency Response

Teacher
1. If advance warning permits, close all windows and window coverings. In case of lightning, unplug all electrical appliances (by the plug not the cord) and do not use phones.

2. Direct students to the leeward (away from wind) side of the building, but away from windows. In the case of a lightning storm, direct the students to a point as far away from the windows as possible.

3. During a windstorm, have students sit on the floor facing away from windows and preferably towards a wall.

4. Await further instructions from the SUPERINTENDENT/PRINCIPAL.

Superintendent/Principal
1. Direct teachers to initiate the emergency response plan for windstorms or lightning.

2. Ensure all staff has unplugged all electrical appliances.

3. During lightning storms, telephones should not be used.

4. Monitor weather conditions and return to the normal programming when appropriate to do so.

All Other Staff/Volunteers
1. Assist teachers as necessary and until otherwise directed.
Emergency Operations Plan
Appendix - B7

Emergency Response Plan - HAZARDOUS MATERIALS SPILLS

Signal

The existence of a hazardous material spill threatening the school will normally be communicated to the school by law enforcement or fire service officials. Any Hazmat or potential Hazmat situations shall be reported to school administration who shall notify 9-1-1.

Emergency Response

Having been informed of a threatening condition, the SUPERINTENDENT/PRINCIPAL will activate the appropriate Emergency Response Plan, i.e.: Wild land Fire Plan for off-campus evacuation; Structure Fire Plan for normal evacuation and staging; Mass Casualty Plan.

Whichever plan is activated, the general points to consider when in proximity to a hazardous material incident include:

1. Remain upwind of a spill and traverse sideways from the spill to gain the upwind advantage.

2. Remain uphill from the spill.

3. Avoid depressions in the ground that could collect gases.

4. Any and all suspected exposures to hazardous/unidentified materials must be reported to the Superintendent/Principal and EMS providers.
Emergency Operations Plan
Appendix - B8

Emergency Response Plan - CIVIL DISORDER
The observation of unauthorized gatherings of students/others on or immediately adjacent to school property; Notice in advance through informed sources.

Emergency Response

Teacher

1. Direct uninvolved students back to their respective classrooms.

2. Conduct a roll call and document unaccounted for students.

3. Follow instructions for Lockdown or Shelter-In-Place as you determine or as directed by School Principal/Superintendent.

4. Forward any pertinent information about the disturbance to the SUPERINTENDENT - PRINCIPAL in the safest possible manner.

Superintendent/Principal

1. Ensure that the Sheriff has been notified of the situation.

2. Direct teachers to assemble their classes in their respective classrooms and take roll call and report missing students to office staff.

3. In the event that the disturbance progresses to a riotous level and circumstances require the evacuation of students from certain buildings or the campus, school staff/adult volunteers should endeavor to shield the evacuating students from the rioters.

4. If a group disturbance is becoming aggressive towards students, staff, or property, a staff member should be directed to remain on the telephone with 9-1-1 to provide for constant status reports to same. Any additional staff members should be directed to record as many of the involved individual’s names as possible. Without endangering staff or students determine if pictures or a video tape can be made.

All Other Staff/Volunteers

1. Assist teachers in assembling their students.

2. Assist the Superintendent/Principal as directed.
Emergency Response Plan - EARTHQUAKES

Source
The onset of an earthquake of any magnitude.

Emergency Response

Teacher
1. Direct students to drop to floor and duck under their desk to protect their heads. If possible, students near windows should be directed to move towards the center of the room.

2. Initiate appropriate Emergency Response Plan following tremors, i.e.: Structure Fire Evacuation Plan; Mass Casualty Plan.

3. Follow directions from the Superintendent/Principal. Advise students about potential aftershocks.

Superintendent/Principal
1. Direct all staff and students to duck and cover during the quake.

2. Immediately following quake, ascertain whether an evacuation is warranted. When in doubt, evacuate and ensure that staff and students stage in a clear, open area, away from power lines and other related hazards.

3. Direct custodial staff to shut off utilities.

4. Notify the appropriate emergency agencies as warranted.
Emergency Response Plan - BOMB THREAT

Source
Anonymous telephone callers are the most common; Letters; Communication with various media sources; Communication with law enforcement agencies;

Emergency Response

Teacher
1. Following notification of a bomb threat, teachers will receive directions to evacuate. Unless otherwise directed, evacuation routes and staging areas shall be as described for fire evacuations.

2. If at all possible, have students bring their coats, jackets and lunches with them as they evacuate. Staff should also bring any items that they brought to work that day, including purses, lunches, brief cases, etc. Note that these efforts can reduce the number of parcels and articles that bomb search teams will ultimately need to inspect.

3. If circumstances permit, instruct students and staff aids to be aware of any unusual parcels, boxes, bags, brief cases, etc., along their evacuation route. One example to look for would be a box or brief case left in a corridor. Instruct students coming across such suspicious materials to advise you and avoid the suspicious item. This may include changing the evacuation route to your secondary route.

4. Never tamper with or examine suspicious materials and report their existence to the Superintendent/Principal as soon as possible.

5. Once at your staging site, conduct a roll call and report the results to the Superintendent/Principal via staff runner. Remain at the staging areas until otherwise advised by the Superintendent/Principal.

Superintendent/Principal
1. Initiate an evacuation of the school using standard fire evacuation and staging procedures.

2. Ensure that 911 dispatch has been notified and that all appropriate agencies are responding.

3. Initiate a school wide ban on the use of all radios, including citizen band and AM/FM, cell-phones, etc.

4. Receive roll call results from all classes to confirm that a complete evacuation has been performed.
5. Interview the person who took the phone call. Direct a staff member to assemble a list of students absent from the campus, including both excused and unexcused absences. Note that such a roster can be a tool for responding law enforcement to consider. Note also that law enforcement will want to interview the call recipient.

6. Return to normal operations only after law enforcement personnel so authorize it.

**Person Receiving Threat**

1. Keep the caller on the line as long as you can.

2. Get as much information from the caller as you can. Ask specific questions of the caller, such as - Where the bomb is located, what time is the bomb scheduled to detonate, why has the bomb been placed in the school, what kind of bomb is it and what does it look like.

3. Note the following, if possible:
   A) Sex of the caller
   B) Age of caller
   C) Voice characteristics (accent, peculiar speech)
   D) Exact time call was received
   E) Background noises on telephone (music, motors, traffic)

4. Write down as much or all of the above information as time permits. Be prepared to give a briefing on the call to the Superintendent/Principal and responding law enforcement officials.

**All Other Staff/Volunteers**

1. Assist with the evacuation and staging process. Remain staged with teachers until otherwise assigned.
Emergency Operations Plan
Appendix - B11

Emergency Response Plan - INTRUDER ALERT

Source

Any staff member may call an intruder alert from any phone in the school by using the “page” all-call feature (extension 4599). The school’s initial response shall be Lockdown (See Appendix C2), then, as directed by law enforcement and/or school administration, the school may be placed into Shelter in Place (See Appendix C1) or maintained in Lockdown (See Appendix C2) mode. Either mode shall be a “no one in, no one out” scenario. All exterior doors shall be locked, and students and staff are to remain in the classrooms or other designated locations.

Emergency Response

Teacher

1. See Appendix C1 (Shelter in Place) or Appendix C2 (Lockdown) for appropriate actions.

Superintendent/Principal

1. See Appendix C1 (Shelter in Place) or Appendix C2 (Lockdown) for appropriate actions.

2. Alert all staff.

3. Confronting the intruder is a judgment call on your part. Use of other staff members is also a judgment call on your part.

All Other Staff/Volunteers

1. See Appendix C1 (Shelter in Place) or Appendix C2 (Lockdown) for appropriate actions.
Emergency Operations Plan
Appendix - B12

Emergency Response Plan - MASS CASUALTY INCIDENTS

Source

Any incident that generates more than two moderate to serious injuries to persons on the school campus will be considered mass casualty.

Emergency Response

Teacher

1. Each teacher’s primary responsibility is the students under their charge. Therefore, the circumstances surrounding a mass casualty incident must be considered on an individual basis. Points to consider include:
   ▪ Personal Safety
   ▪ Student Safety
   ▪ The need to provide medical care

2. Account for your students. This may require evacuation and staging first or returning your students to their respective classrooms. Generally, the rule of thumb will be to get your uninvolved students to safety and account for them first.

3. With your uninvolved students’ safe, consolidate staff resources and free up medical aid providers to respond to the casualty area. Don’t forget to deploy your Satellite First Aid Kit.

4. Provide first aid as appropriate. Remember your personal protective equipment.

Superintendent/Principal

1. Generally, a mass casualty incident will be the result of one of the other emergency situations listed in the Emergency Operations Plan, therefore, you will need to activate the appropriate response plan in addition to the Mass Casualty Plan, i.e.: Evacuations, Utility Shut-off, etc. Remember, you can’t begin to provide medical aid until you mitigate unsafe conditions first.

2. Insure that 911 has been contacted. Important information to include in the call is:
   What caused the incident and is it safe to enter the area.
   ▪ How many injuries, grouped by critical, moderate, minor.
   ▪ Best access to incident area.
   ▪ Safety issues responders should be aware of, i.e.: Downed power lines, armed assailants, chemical hazards, etc.
3. Normally the Fire Department would be the first EMS providers to arrive on scene and they will begin the triage process. School nursing staff at this point may be better used in an administrative capacity, tracking students being transported to various facilities and providing medical background documents where appropriate to do so.

4. Receive roll call reports from teachers and insure that all students are accounted for. Activate Emergency School Closure plan where appropriate. Remember, it is never too early to activate the school’s Crisis Recovery Plan.

5. Coordinate with responding agencies the notification of next of kin for injured students and/or staff.

**All Other Staff/Volunteers**

1. Assist teachers in assembling and accounting for their students.

2. Either become a medical aid provider or relieve another staff member who can be an aid provider. Assist in maintaining accountability of students.
Emergency Operations Plan
Appendix - B13

Emergency Response Plan – MASS ILLNESS/INFECTION IN THE SCHOOL INCIDENTS

Source

An unusual number of students (outbreak) are noticeably becoming ill within an unusually short period of time. Some examples of the source of illness might be food born, toxin or exposure to a chemical or environmental spill or exposure to bacterial or viral infection.

Emergency Response

Bacterial/Viral

**Teacher/Office Staff/Attendance Secretary:**

1. Staff members who become aware of an unusual rate of illness will immediately report their observations to the school administrator and/or school nurse.
2. In critical situations, if possible, transfer student to the nurses/administrator’s office. Isolate the sick child/children from other students and staff. The means of transmission of the biological agent may be unknown initially. It could be airborne or transmitted through direct contact.
   a. Points to consider:
      i. Hand washing and disinfecting/custodian contact (follow universal precautions)
      ii. Avoid possible source of exposure (stay away from it)
      iii. Remove students from possible contact to exposure if necessary

Toxin/chemical:
1. Remove students from possible contact to exposure
2. With each immediate first exposure the school employee as listed above will call or send runner to office to report and ask for help.
3. Report the observations to the school administrator and or school nurse.
4. Science rooms follow appropriate toxin/chemical protocols.
   a. Initiate immediate first aid procedures as required/recommended by chemical label.

**Superintendent Principal:**

1. Call 911 and request ambulance if deemed necessary
2. Call the Health Department (251-8183) to report the incident and to obtain assistance/recommendations from Public Health Nursing and/or Environmental Health.
3. Assist treatment of students.
4. If necessary initiate emergency plan procedures…evacuation etc.
5. Principal will call for all clear or for an evacuation as conditions require.
**All Other Staff/Volunteers:**

1. School Secretary will contact/notify Parent/Guardian and care for student if nurse is not available.
2. Nurse will manage health and safety of students in need and assist administration as needed.
3. Custodians will sanitize and clean while observing universal precautions and assist administration as requested.
4. Volunteers will assist classroom teacher or other staff member they are working with during the day.

**Health Department:**

1. Upon identification of infectious agent or toxin, the Health Department will provide recommendations to the school in terms of length of exclusion (if necessary) of ill children/staff. If treatment or prophylaxis of well contacts is recommended, the Health Department will inform the school. If needed, the school will assist the Health Department in a contact investigation to identify all who have been exposed to the infectious agent or toxin.
2. The school will work with the Health Department in providing accurate information to the parents regarding the situation. Information could include name of the infectious agent (bacterial or viral) or toxin, mode of transmission, prevention, treatment, prophylaxis, symptoms and clinics providing services.
3. Recommendations that the school receives from the Health Department will vary depending on the infectious agent or toxin/chemical affecting those at the school.
Emergency Operation Plan
Appendix - B14

Emergency Response Plan, WILD ANIMALS ON CAMPUS

Large Wild Animal on School Grounds

Signal

Visually observing the animal whether it is a cat or a bear. Notify the playground personnel or your teacher.

Teacher
1. If the students are outside slowly put them into a large group and slowly move away (Do not look the animal in the eyes) to the nearest shelter or classroom. The bigger the group the less likely the animal is to attack it.
2. Notify the office.

Superintendent/Principal
1. Direct teachers to restrict student movement to inside their respective classrooms/buildings. A school wide roll call may be suggested if students and/or staff were outside when the animal was spotted.
2. Call the Lassen County Sheriff’s office (911) and Local Fish and Game Officer (254-6363, 6644, 6808).
3. Monitor conditions; where the animal goes, is it leaving the grounds.
4. When the animal leaves the grounds, return to normal schedule.

All other Staff/Volunteers
1. Assist teacher as necessary and /or until otherwise directed.

Response plan, Snakes, Lizards, and Rodents

Signal
1. Visually observing the snake, lizard, or rodent
2. Someone reporting to you that there is a snake, lizard, or rodent on campus.

Teachers
1. Move all students away from the animal.
2. Check to see if any students were bitten by the animal.
3. Notify the office by a runner a) of the animal and b) if student is bitten.

Superintendent/Principal
1. Secure the area. Direct teachers in the area to restrict the movement of the students until otherwise notified.
2. Notify emergency services if a child has been bitten.
3. Determine the best way to remove animal from school grounds.
4. If student is bitten secure the animal for testing if it’s possible to do so safely.

All Other Staff/Volunteers
1. Assist teachers as necessary and/or until otherwise directed

Response Plan, Dogs, Coyotes and Foxes

Signal
1. Visually observing the dog, coyote or fox.
2. Someone reporting to you that there is a dog, coyote or fox on campus.

Teachers
1. Move all students away from the animal.
2. Check to see if any students were bitten by the animal.
3. Notify the office by a runner a) of the animal and b) if student is bitten.

Superintendent/Principal
1. Secure the area. Direct teachers in the area to restrict the movement of the students until otherwise notified.
2. Notify emergency services if a child has been bitten.
3. Determine the best way to remove animal from school grounds.
4. If student is bitten secure the animal for testing.

All other staff/Volunteers
1. Assist teachers as necessary and/or until otherwise directed

Response Plan, Deer (Mule and White Tail), Birds Large and Small and Bats

Signal
1. Visually observing the animal
2. Someone reporting the animal

Teacher
1. Move students away from the animals
2. Report by runner to the office the location of the animal(s)
3. Direct students to NEVER touch or pick up a sick or dead bat.

Superintendent/Principal
1. Direct teachers to keep students away from the animal(s).
2. Determine if the animal needs to be removed from the school grounds.
3. If a larger bird is hurt you may want to call Fish and Game (254-6363, 6644, 6868)

All Other Staff/Volunteers
1. Assist teachers as necessary and until otherwise directed
Emergency Operation Plan
Appendix – C1

Shelter in Place Procedures

1. Staff in charge shall lock the classroom doors, and have students stay inside the building and classroom until the “all clear” signal is given by public address announcement or designated “staff runner” from the administration. Immediately put a stop to any fooling around.

2. Do not call the office unless it is absolutely essential to do so. Staff should send an email with their status and list of students present and/or missing to JANESVILLE_EMERGENCY@janesvilleschool.org.

3. Use good and quick judgment—only admit a late student if it is safe to do so.

4. Do not admit anyone else into your room except an administrator or police officer.

5. Classes that are outside when the emergency (or drill) occurs shall take shelter in the nearest building that can accommodate the group.

6. Staff members will escort wandering or late students to the student cafeteria, to the office, or to the nearest safe area, as appropriate.

7. Students shall not be allowed out of the classroom or other designated safe area unless escorted by designated adults.

8. Staff with cellular phones and/or walkie-talkies may keep those in normal mode to enable communication with the office. Students shall keep cellular phones off.

Emergency Response

Shelter in Place is used in cases of a need for a precautionary lockdown such as an unspecified threat in the general area. The concept of shelter in place is a “no one in, no one out” scenario. During a shelter in place scenario, all exterior doors are locked, and the students and staff are to remain in the classrooms or designated locations at all times unless escorted by designated adults.

Announcement

An announcement will be made in person or over the public address system. The announcement will say, “Attention please. We have a possible emergency situation and need to implement Shelter in Place procedures. Teachers and staff are to lock all doors and keep all students inside until further notice.”
**All Clear**

*All Clear* is used to conclude other immediate actions taken upon an emergency to notify staff that normal school operations can resume. *All Clear* signifies that the emergency is over.

**Announcement**

An announcement will be made over the public address system. The announcement will say, *"Your attention please. (Pause) All Clear. (Pause) All Clear. (Pause) All Clear. (Pause) It is now OK to resume normal school activities. Thank you for your cooperation."*

Adult staff messengers with oral or written word may be used as an alternate means of staff notification.
Emergency Operation Plan  
Appendix – C2

Lockdown Procedures

Any staff member may call an intruder alert from any phone in the school by using the “page” all-call feature (extension 4599). This shall activate the following lockdown procedures.

1. Staff in charge should lock the classroom doors, have students be silent, and stay inside the building and classroom until the “all clear” signal is given by public address announcement or designated “staff runner” from the administration. Immediately put a stop to any fooling around.

2. Do not call the office unless it is absolutely essential to do so. Staff should send an email with their status and list of students present and/or missing to JANESVILLE_EMERGENCY@janesvilleschool.org.

3. Use good and quick judgment—only admit a late student if it is safe to do so.

4. Do not admit anyone else into your room except an administrator or police officer.

5. Staff members will escort wandering or late students to the student cafeteria, to the office, or to the nearest safe area, as appropriate.

6. Stop all instruction or class activities immediately.

7. Turn off all classroom lights.

8. Close window blinds or shades, if applicable

9. Direct students to assume sheltered positions so that the room looks empty (Visualize how you would like the room to look if you were walking outside of it.) Staff may prepare for a run/hide/fight scenario as appropriate to their situation and abilities.

10. Staff with cellular phones and/or walkie-talkies may keep those on but QUIET to enable communication with the office. Students shall keep cellular phones off.

11. If gunfire or explosions are heard, staff should direct the students to quickly and quietly run and hide in a safe area if they can safely do so without being more exposed to the acts of violence. Students and staff should run into the trees and/or to the homes in the neighborhood. They should remain hidden until law enforcement has clear control of the situation. Persons not physically capable of walking and/or running, shall be directed to a safe hiding place.

**Emergency Response**

**Lockdown** is used to prevent intruders from entering occupied areas of the building and to
remove students from potentially dangerous situations. Lockdown is used when the danger is known and imminent. The concept of lockdown is “no one in, no one out” scenario. During lockdown all exterior doors are locked, and the students and staff are to remain in the classrooms or designated locations at all times unless staff members determine running and hiding elsewhere is the safer option. **Lockdown** is not normally preceded with any other warning.

**Announcement**

An announcement will be made in person or over the public address system. The announcement will say, “**Attention please. We have an emergency situation and need to implement Lockdown procedures. Teachers and staff are to lock all doors and keep all students inside until further notice.**”

**All Clear**

**All Clear** is used to conclude other immediate actions taken upon an emergency to notify staff that normal school operations can resume. **All Clear** signifies that the emergency is over.

**Announcement**

An announcement will be made over the public address system. The announcement will say, “**Your attention please. (Pause) All Clear. (Pause) All Clear. (Pause) All Clear. (Pause) It is now OK to resume normal school activities. Thank you for your cooperation.**”

Messengers with oral or written word may be used as an alternate means of staff notification.
Emergency Operation Plan
Appendix – C3

Evacuation Instructions and Locations

Ordered Evacuation:

Ordered On Campus Evacuation: Upper Playground
Students are to walk quietly in single file lines to location as designated by fire alarm map.
Students will remain quiet while attendance is taken and quietly wait for instructions. Students
who are physically incapable of proceeding to the upper playground shall be escorted by a staff
member to an alternate safe area.

Ordered Off Campus Evacuation Busing all students
If students are to be evacuated (ordered evacuation) the following procedures will be followed:
1. When possible take roll before evacuation
2. Bring roll sheet
3. Maintain 2 orderly quiet lines... teacher and student helpers in front and back
4. Take roll when arrival at primary/secondary site

Ordered Off Campus Evacuation Walking
1. Evacuate as many K-3 grade classes as possible and people physically incapable of
walking by bus.
2. Other classes walk in single file lines with teacher/student helpers in front and back to
primary or secondary locations as directed by administration.

Non Ordered Emergency Off Campus Evacuation Walking
1. Teacher or students who evacuate will walk to the primary or secondary location that is
closest, call 911, and will wait for further instructions.
2. People physically incapable of evacuating by walking may be evacuated by a staff
member in a vehicle.

Off Campus: Walking locations...

Primary – Janesville Park
Secondary (Except for a wildfire emergency)
    - Thompson Peak Veterinary Hospital

Off Campus Busing locations

Primary – Honey Lake Valley Assembly Church
Secondary - Johnstonville School
Emergency Operation Plan
Appendix – D1

Bullying and Cyberbullying

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code
Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures

2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm

3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public

4. Cyberbullying: An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate

(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

2. Providing information to students, through student handbooks, district and school web sites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying

3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously

4. Conducting an assessment of bullying incidents at each school and, if necessary,
increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias.

5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so.

Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences

2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims

3. Identify the signs of bullying or harassing behavior

4. Take immediate corrective action when bullying is observed

5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Information and Resources

The Superintendent or designee shall post on the district's website, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6

(cf. 5141.52 - Suicide Prevention)

2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8
3. Title IX information included on the district's web site pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's web site pursuant to Education Code 221.6

4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media

6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5.

7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

(cf. 1113 - District and School Web Sites)

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected
to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

(cf. 1312.3 - Uniform Complaint Procedures)

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)
If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.
Firearms On School Grounds

The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement and other appropriate individuals and agencies to address the security of school campuses.

Possession of a firearm on or within 1,000 feet of school grounds is prohibited, except under the limited circumstances specified in Penal Code 626.9. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots. (Penal Code 626.9)

If a district employee observes or suspects that any unauthorized person is in possession of a firearm on or near school grounds or at a school activity, he/she shall immediately notify the principal or designee and law enforcement.
Emergency Operation Plan
Appendix – D3

Student Suspension/Expulsion

A student may be suspended or expelled from school if the superintendent/principal determines that a student has committed an act as defined pursuant to any of EdCode 48900 subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or prinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(i) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

Mandatory Expulsion:

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900,
is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer the pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 31/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.
Notification to Teachers of Dangerous Students

The Superintendent or designee shall inform the teacher(s) of each student who, during the previous three school years, has engaged in or is reasonably suspected to have engaged in any act, except the possession or use of tobacco products, that would constitute a ground for suspension or expulsion as specified in AR 5144.1 - Suspension and Expulsion/Due Process. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

(cf. 5125 - Student Records)

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

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended from school or expelled from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold, or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

(cf. 3515.3 - District Police/Security Department)

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institutions Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal shall also inform any teacher or administrator directly supervising or reporting on the student's behavior or progress whom he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district. If the student
is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification that one of his/her students has committed an offense that requires his/her review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee. He/she shall also initial the student's file when reviewing it in the school office.
Emergency Operation Plan
Appendix – D5

School Dress Code

The following items of dress are prohibited for all students:

- Clothing or paraphernalia that advertises tobacco, alcohol, drugs, gang related slogans, or sexual matter
- All items that are racially derogatory, sexually derogatory, or that incite disruptions
- Clothing or paraphernalia that can insinuate something other than its printed meaning: related to tobacco, alcohol, drugs, gang related slogans, sexual matter, inappropriate, underlying messages, racial or discriminatory matter
- All gang-related paraphernalia (Any items identified by law enforcement as being directly related to identification with or belong to a gang.)
- Studded or spiked necklaces, bracelets, or earrings
- Chains, except when worn as a necklace, bracelet or an anklet
- Large hoop or dangling earrings or gauges larger than ¾ inch in diameter.
- Any indecent or immodest clothing, including tube, sheer, backless, halter, low cut tops/dresses; swim suit tops. Butterfly cuts must have a minimum of three inches in the back.
- Any undergarments that show
- Clothing that shows bare part of buttocks
- Pants that do not fit snugly at the waist without being held
- Hats not worn with the bill in the forward position
- Slippers, roller shoes, flip-flop sandals, high heels over 1 inch (7th and 8th graders can wear flip-flops, but must bring appropriate shoes for physical education and other physical activities)
- Suspenders or straps not worn on shoulders
- Pajama pants
- Shirts with large arm holes.
Emergency Operation Plan
Appendix – D6

Suspected Child Abuse Reporting

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Suspected Child Abuse Report (SCAR) forms will be available in the staff workroom. The Superintendent or designee will provide training as needed for employees to complete SCAR forms.

All employees (including temporary coaches and substitute employees) will be trained annually at the beginning of each school year or within 30 days of their initial date of hire using the Keenan Safe Schools on-line training for the Child Abuse Prevention Program and Mandated Report: Child Abuse and Neglect Program.
Emergency Operation Plan
Appendix – D7

Procedures for School Arrivals and Departures

Going To and From School
A student is responsible for his or her actions going to and from school just as if he/she were on campus. State Education Code requires students to be held responsible for observing school rules and property rights while going to school and while returning home from school. Therefore, parents should ensure that their student proceeds directly to school and home again prior to taking part in any other activity. Students should be given enough time to get to school. Students should not arrive before 7:45 a.m. Students are expected to proceed to school and home again while obeying all traffic rules, respecting the property rights of homeowners on their route, and obeying all school rules.

Students are NOT allowed on campus before 7:45 a.m. Students may NOT remain at school more than thirty minutes after the end of the school day. Students who are still on the campus after thirty minutes must check in with the school office staff so their parents can be notified that they need transportation. Students cannot remain on campus after school unless attending a school function, program, or with parent supervision. We do not have supervision for your children before or after school hours.

Do not leave children unattended on the playground equipment when visiting campus after school hours.

School to Home Instructions
Please make the school aware of any changes in your child’s “go home” plans, especially when younger children are involved. Let children know before school if there is to be a change in their daily schedule. Send a note to your child’s teacher making her or him aware of the change. Students who are going to a friend’s home must have a note from their parent. Please call the school as soon as you know if your child must leave school due to an emergency. Please call the office and not directly into classrooms. Most classes go outside in the afternoon and we are unable to reach students with phone messages.

Please call with student instructions by 12:00 p.m.

Due to the lost instructional time, students will not be call out of class early to wait for parents/guardians to pick them up in the office. The office will call the classroom when the parent/guardian arrives.

Closed Campus
Janesville School has a closed campus. Students are allowed to leave only when signed out by a parent or guardian. Other situations must be cleared through the office by phone or by note. Students who arrive late to school from a medical/dental appointment will be required to furnish a note from the doctor/dentist office. If a note is not provided, the tardy will be logged as unexcused. Students who leave during the school day for medical/dental appointments will be required to report to the school office upon their return with a note from the doctor/dentist office.
Any student who violates the closed campus by leaving school during school hours without permission will be considered truant. Students must remain in designated areas during school hours. Due to traffic danger, students must remain out of all designated parking areas during school hours.

**Visitors**

Parents and guests must sign in at the office. They will receive a visitor’s pass prior to going anywhere on campus. This is required to protect the safety of all students and staff. Your cooperation is essential. Students will refrain from communicating with anyone who does not have a visitor’s badge or who is not a known staff member. Students should also report any person who attempts to communicate with them if that person does not have a visitor’s badge and who is not a known staff member.

Parents who wish to make appointments with teachers should contact the school at 253-3551. The teacher will return the call as soon as possible. Appointments with teachers can only be made before or after school hours. Parents are encouraged to visit and to volunteer at our school. Please follow the procedure for visiting our school as described above. **Students from other schools may not visit our campus during school hours.**

**Parking and Traffic Control**

Vehicles must be parked in designated parking areas only. Leaving a car unattended in an area not designated for parking is prohibited. Parents/Guardians and staff members must be careful when picking up or dropping off their children. All visitors must sign in at the office.

Please take care when driving in the parking lot area. Watch for students and drive slowly! Let’s work together to avoid a tragedy.
Emergency Operation Plan
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A Safe and Orderly Environment Conducive to Learning

Any parent, guardian, or other person whose conduct disrupts a school activity is guilty of a misdemeanor (California penal code 44811 (a)).

No weapons, drugs or alcohol are allowed at school. Possession, sales or the furnishing of a gun or an explosive; possession, use or sales of drugs or brandishing a knife at another person will result in a recommendation for expulsion by the Superintendent from Janesville School to the Board of Trustees. The Lassen County Sheriff’s Department will also be notified. No laser pointers are allowed at school without prior approval of the Superintendent/Principal (penal code 417.27).

In addition, there are items which the District states are not appropriate for school use and are not to be brought to school. These items include toys, party gags, balloons, hard baseballs, non-approved books or magazines, glass containers, yo-yos, trading cards, expensive jewelry, metal baseball bats, or aerosol cans. Some of these items may be dangerous. They can distract students from their learning and/or they are too valuable to risk for theft or loss.

Electronic Devices/Cell Phones
Cell phones, tape recorders/players, cameras, video games, CD players, iPods, MP3 players or other electronic devices brought to school must remain off and stored in the students’ backpack during the school day. Electronic devices are expensive and students are highly discouraged from bringing them to school. Personal electronic devices being used for educational purposes are allowed with prior teacher permission and should only be used under direct supervision of a staff member. Janesville School is not responsible for theft or loss of any electronic device brought on campus. The Janesville School Technology Contract and all Janesville School policies apply to personal electronic devices brought on campus or to school sponsored events.

If you are unsure of any item, consult your child’s teacher or the school office before bringing the item to school.

*Students may carry cell phones on the Janesville School campus and at school-related events if they abide by the rules established in the “Student Use of Cell Phones Contract.” This contract must be completed and signed by the student and the student’s parents/guardians before carrying a cell phone on campus. This contract can be obtained in the school office. Cell phone contracts must be renewed annually.

According to board policy and the associated cell phone usage agreement, cell phones brought to school must be turned off and stored in the students’ backpack during the school day. Students who violate the cell phone policy will have their cell phone confiscated and turned over to the principal or designee. A parent will be required to pick up the confiscated item. Students who fail to follow the cell phone policy may also be prohibited from bringing a cell phone to school for the remainder of the school year. Students will be subject to the Disciplinary Check (✓) System, including suspension, for violation of school rules.

Dress Code
Students are expected to dress in a manner that will not offend other students or staff and will not disrupt the classroom. Please see the dress code in the school handbook for a list of restricted clothing.
Bicycles, Skateboards, Skates and Scooters
Bicycles and scooters are not to be used on the school grounds during school hours or when staff members are working (7:00 a.m. to 4:30 p.m.). They are not allowed on sidewalks or close to buildings.

Skateboards and skates are not allowed at school at any time. Students are to park bikes and scooters in provided racks. Students are expected to obey all rules of the road and traffic laws when coming and going to school. Helmets must be worn.
Emergency Operation Plan  
Appendix – D9

School Discipline Policy

Disciplinary Check (√) System

Students are held accountable for their behavior while at school, at any school-related event, or while coming or going to school. Checks are given by any staff member for offenses as described below. Staff members may award alternative discipline for offenses within their supervision at the staff member’s discretion, in which cases the student shall not be placed in double jeopardy by having checks awarded in addition to discipline. The principal retains the authority to determine the penalty for any offense not listed below.

Teachers shall maintain a record of all checks, students will be notified when receiving a check, and checks will be reported on progress reports.

Citizenship grades are affected by these checks in the following manner:
Quarter Checks
0 – 4 checks       A
5 – 10 checks      B
11 – 15 checks     C
16 – 20 checks     D
More than 21 checks F

Each additional check shall result in In-House Suspension

LEVEL A OFFENSES:  ONE √
The teacher or staff member involved will deal with the situation and issue a check unless the behavior is extensive or repeated in which case the pupil(s) will be referred to the principal:
1. Horseplay; i.e., running, shoving, pushing, shouting, hitting or pinching
2. Classroom disturbance (minor)
3. Failure to carry out directions or follow school rules
4. Tardiness
5. Offensive or inappropriate clothing to include messages regarding tobacco, alcohol, drugs, or sexual matters
6. Gum at school
7. Failure to follow dress code
8. Lunchroom rule violation or misbehavior
9. Use of CD players, lasers, games, toys or other electronic devices
10. Writing or marking on clothing or body
11. Failure to have appropriate clothing for P.E.
12. Failure to stay on supervised playground
13. Failure to return progress reports signed by parent.

LEVEL B OFFENSES: TWO √√
These offenses may be referred to the administrator:
1. Repeated and/or severe Level A offense(s)
2. Use of profanity, abusive language or derogatory messages or material not directed at a student or any staff member
3. Minor bus problem
4. Arguing with any staff member
5. Removed from class for disciplinary reasons
6. Minor disrespect toward staff member(s)

LEVEL C OFFENSES: THREE √√√
These offenses may be referred to the administrator and/or in-school suspension
1. Repeated and/or severe Level A or B offenses
2. Cheating in any aspect of school work
3. Insobridation (did not follow a reasonable directive of a staff member)
4. Throwing objects or food
5. Minor fighting. (No punches thrown)
6. Bus problems (major)
7. Vandalism (minor)
8. Disregard for the well-being of others
9. Lying to staff member
10. Holding hands, kissing, hugging, sexual behavior or sexual language
11. Cell phone violation (additional check added if no contract)
12. Spitting on another person

LEVEL D OFFENSES: FIVE √√√√√
These offenses may be referred to the administrator. Any of these offenses could result in an in-school or an out-of-school suspension depending on the severity and the nature of the offense:
1. Items or activities that disrupt school activities.
2. Profanity or verbal abuse directed at a staff member or another student.
3. Disrespect towards a staff member or another student.
4. Vandalism that requires replacement or repair.
5. Possession of matches or a lighter.
6. Cutting school/classes
7. Leaving building or school grounds without written permission.
8. Forging excuses for absences, tardies, or to leave school.
10. Harassment of staff or another student.
11. Major fighting (punches thrown).
12. Theft from staff or students.
13. Major bus problems (may result in loss of riding privileges.)
14. Violating internet contract
15. Willful defiance of staff request
16. Undermining staff
17. False Accusation/Allegation
18. Possession of obscene, profane, or sexually inappropriate material. This includes videos, pictures, and text messages.
20. Unauthorized video or photography
21. Instigating/Attempting to instigate a fight

LEVEL E OFFENSES:
As provided for in Education Code, the Superintendent will recommend a student for an expulsion hearing for any act enumerated in Education Code, Section 48915. Law enforcement will be notified as provided for by law.

Additional Check System Information
• Checks will be prorated accordingly for the length of time the student attended Janesville School for that quarter.
• Citizenship Probation takes effect as soon as a student obtains the 16th quarter check; he/she is immediately on citizenship probation.
• Students directed by a staff member to serve lunch detention and who fail to attend or are tardy to lunch detention may be given an in-house suspension and will receive at least (3) behavior checks.
• Penalty checks will be doubled for misbehavior with a substitute teacher.
• Recently enrolled home school students, who obtained a probationary level citizenship grade from Janesville School will be held to the same requirements as enrolled students.

Recess and Grounds Rules
Recess Areas
There are four playground areas at Janesville School: The lower primary playground, the playground equipment for students in kindergarten through the second grade, the blacktop/upper playground equipment and the grass fields for students in third through the eighth grade. P.E. is under direct supervision of a teacher and the location of that activity is at the discretion of the teacher.

Restrooms
During class time, kindergarten students use restrooms in their classrooms. During recess time, kindergarten through second grade students are to use the outside restrooms by the drinking fountains. No student is to be in the primary hallway during recesses without a pass. Seventh and eighth grade students are to use the restrooms facing the blacktop behind the wall ball court at recess time. Third through sixth grade students may use either restroom.

During lunch if the upper restrooms are closed for maintenance, students will be directed to the outside primary restrooms to allow supervision of students during lunch recess.

Winter Weather Rules
Avoid puddles and ice and coned areas. Do not slide or climb on the ice or snow berms. Do not throw snowballs. Sleds may be used on permitted days for 3rd-8th grades. Students may only use their bottoms on the sleds with their feet first.

Front Lawn
Please stay off the front lawn unless participating in supervised activities.
Supervision
Stay in direct sight of the yard duty supervisor at all times. Do not leave the playground unless you get a pass from yard duty.

Snacks may be only be eaten indoors at the discretion of the teacher and when supervised.

Students must observe the following rules on all playgrounds at Janesville School:

- No littering or spitting.
- No pushing, wrestling or tackling other students.
- No running on sidewalks.
- No food is allowed outside during recess.

Primary Grades

Slides: One person on the slide at a time. No one is to walk up the face of the slide. People sliding down are to keep their feet inside the slide sitting on their bottom, feet first. Do not put ice, snow, dirt, playground cushion material, or any other object on the slide.

Swings: One person on the swing at a time. No standing or kneeling in the saddle. Swing forward and backward. Do not swing to the side. Keep your hands on the chains. A fair turn is 25 counts of a full swing. No jumping off swings.

Bars and Equipment: No pushing, shoving, or jumping from the bars and the equipment. No walking on the parallel bars.

Do not swing on or kick tetherballs.

Use tables correctly. Sit on the seat.

No sitting on handrails.

Do not throw rocks, pea gravel, sticks, pinecones, or the blue playground cushion material. Do not kick pea gravel or blue cushion material outside of the areas where it is intended.

Do not walk on the retaining wall on the lower playground.

Do not intentionally kick balls over the fence.

No running, chase, or tag in the playground equipment area.

No balls, jump ropes, hula hoops, or toys allowed on the playground equipment.

Upper Grades:

Balls: When playing ball games, use the appropriate ball. No ball smaller than
a softball is allowed. Only soccer balls and footballs are to be kicked and may be kicked on the fields only, not on the blacktop. Two balls to a basketball court unless a game is being played between two teams. Wall ball is to be played on the wall ball court only.

Baseballs, golf balls or other sports items the staff considers dangerous are prohibited. Metal or wooden bats are to be used only during supervised physical education activities. Please stay behind the cage when someone is batting.

Slides: One person at a time. No walking up the face of the slide. Sit on your bottom, feet first. Do not put gravel, ice, snow, dirt, playground cushion material, or any other object on the slide.

Equipment: Use the equipment safely.

No balls, jump ropes or toys are allowed on the equipment
No running, chase, or tag in the playground equipment area.
Only one person at a time may stand or sit on each side to the teeter-totter.
Count to 30 to establish one turn. Do not jump off when your side is down. You may not sit or stand in the middle on the bar.
Use the bars safely. You are not allowed on top of the bars or on top of the Orbitron.
Do not push on the Orbitron or Accelerator with the intent to make someone fly off.
Do not tie or loop clothing or ropes over bars or the Orbitron.
No stunts off the equipment, walls or railings.
No jumping from one apparatus to the other.
No pushing, shoving, or jumping from any equipment.

Two-hand touch or flag football only. Tackling is prohibited.
No cartwheels, flipping, or somersaults (gymnastics).
Leave wild animals alone. Do not approach stray dogs.
Do not swing on or kick tetherballs.
Do not throw rocks or blue material.
No throwing balls with the intention to hit someone.
Use tables correctly. Sit on the seat.
Do not sit on handrails.
No hand holding, hugging, kissing, sexual behavior, or sexual language.

Busing, Bus Rules and Procedures

Busing to and from school is provided for students who live beyond walking distance of the school as defined by State and Board policy. Students are expected to obey all bus rules and directions of the bus driver. The bus driver is responsible for the safety of all students and must not be distracted from that task. Riding the school bus is a privilege, not a right! Bus drivers have the authority to discipline, suspend or dismiss students from the bus. They can suspend or revoke the student’s bus privileges. The driver can be considered the administration while students are riding the bus.
Students are required to know and follow the rules listed below:

1. The bus driver is in charge at all times.
2. Be at the bus stop five minutes before the scheduled pick-up time.
3. When you see the bus coming, move back six feet from the stop and line up for loading. Enter and leave the bus in an orderly manner.
4. Students will remain seated and face forward at all times on the bus. Aisles will remain clear.
5. Seats may be assigned at any time.
6. Students will conduct themselves at all times in a manner that shows respect for property and consideration for others. Profanity will not be tolerated.
7. Actions such as littering, spitting, throwing of objects at, within or out of bus, vandalism or harassment of others will not be tolerated.
8. All parts of the body must be kept inside.
9. Remain silent at railroad crossings.
10. Animals, breakable containers, skateboards, weapons or any object that could be hazardous shall not be transported on a school bus.
11. Food and drink are not allowed unless with driver's specific permission.
12. Students will be dropped off at designated stops unless a note from the student’s parent/guardian states otherwise.
13. Go directly home from bus stop. Do not talk with strangers. Report anything unusual to the driver.
14. Cell phones, including texting, are not to be used on the bus unless it is an emergency and approved by the bus driver.
15. Taking pictures, video clips, and recording other students is a violation of a student’s right to privacy and is prohibited.
16. MP3 players and other electronic listening devices are not allowed and should be kept in backpacks unless with driver’s specific permission.

Students who do not normally ride the bus or who want to get off at another stop must have written permission and present the note to the driver. If this involves several students, please let the office and/or the driver know two days in advance.
Emergency Operation Plan
Appendix – D10

Hate Crime Reporting

Board Policy 5145.9

The Governing Board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

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

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.
Policy 1330: Use Of School Facilities

Original Adopted Date: 04/01/2013 | Last Revised Date: 07/01/2018 | Last Reviewed Date: 07/01/2018

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.

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.

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

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

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)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

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.

Fees

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)

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 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 1 ENDS HERE
OPTION 2: (No charge to nonprofit organizations and youth and school-oriented groups)

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, including, but not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, 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 shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 2 ENDS HERE

OPTION 3: (No charge to school-related organizations)

The Board 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. (Education Code 38134)

OPTION 3 ENDS HERE

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)

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

Direct costs to be charged for community use of each, or each type of, school facility or grounds 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

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services 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

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)

Expending Funds Collected as Capital Direct Costs

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

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)

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.

Policy JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
adopted: October 16, 2018 Janesville, California
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.

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

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

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

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

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)
10. Other purposes deemed appropriate by the Governing Board

Restrictions

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 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 drugs or any restricted substances, including tobacco

4. Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are 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 not on the grounds. 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.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Liability

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)

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 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)

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.

Policy

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

adopted: October 16, 2018

Janesville, California
USE OF SCHOOL FACILITIES (continued)

As permitted, the Superintendent/Principal or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Long Term Use:

The District may enter into long term use agreements with organizations at its discretion. These agreements shall be negotiated annually. The fee charged may be dependent upon the direct benefit to the District and its students. The fees will, at a minimum, cover the operational costs to the District (i.e. utilities, janitorial supplies etc...).

Supervision of cafeteria facilities: A district employee shall be assigned the responsibilities of supervising the use and care of cafeteria equipment where cafeteria facilities are used and the number of adults in the kitchen shall be determined by the cafeteria employee in charge.

Restricted use of school facilities: Use of school facilities for religious or sectarian purposes is permitted by law for temporary use at cost. (Education Code 40040)

Accepted use of school facilities: Public use of school property is available to parent-teacher organizations, character building organizations, or clubs that citizen groups have formed for educational, recreational, political, economic, artistic and local youth organizations.

Operation of school equipment: Specialized equipment such as movie projectors, etc., owned by the district, shall be approved for use only when a school employee trained in the operation of such equipment is available.

Denial of use: Organizations not complying with the aforementioned rules may be denied further use of school facilities and grounds.

Charges: If an admission fee is charged or contributions or dues solicited, and the net receipts are not used for the welfare of the students of the district or charitable purposes, a charge shall be made for the use of the property as follows:

Gym Community Center
Without Kitchen
Refundable Deposit $200

Daily Rate: $10 for utilities - summer
Daily Rate: $30 for utilities - winter (Nov-Mar)
Partial Day: $10 for utilities - winter (Nov-Mar)
Plus Flat Rate Charge per Day of
$5 for groups under 20 participants
$10 for groups over 20 participants

Plus Cost of District Janitorial Cleaning Service Fee, if necessary $20/Hr.
USE OF SCHOOL FACILITIES (continued)

Kitchen
*Refundable Deposit $300*

Daily Rate $30 for utilities
Plus Flat Rate Charge per Day of
$5 for groups under 20 participants
$10 for groups over 20 participants

Plus Cost of District Food Service $20 per hour, if necessary.

Classroom
*Refundable Deposit $50*
Deposit may be waived for youth oriented, non-profit groups

Daily Rate $5 for utilities
Plus Flat Rate Charge per Day of
$5 for all groups

*The flat rate fee shall cover the operational costs for the District (janitorial supplies, etc.)*

All persons wishing to present activities for which an admission shall be charged must first be referred to the District Office for clearance.

**Security:** Groups will ensure that non-group members be prohibited from entering the premise of any building they are using during their scheduled activity.

Specific regulations where food service facilities are used:

1. Food served during a civic center activity must be consumed in the cafeteria area and not taken into other parts of the school.

2. Organizations using the kitchen facility must provide their own linens.

Following an activity where food was served the organization must remove paper and wet garbage from the site unless prior arrangements have been made with the district for use of District dumpsters.

At the conclusion of an activity, the contact person from the organization must be sure that:

1. All doors and windows are closed and locked.

2. All lights are turned off.

3. The facility is restored to its previous condition.

Organizations shall not use furniture, equipment or rooms other than those for which prior approval was given.
USE OF SCHOOL FACILITIES (continued)

Prior approval of the cafeteria manager must be secured in order to use specialized equipment such as dishwasher, slicer, mixers or ovens.
**SHORT TERM FACILITY USE – Application & Permit**

**PREMISES OWNER / CERTIFICATE HOLDER:**  
Janesville Union Elementary School District

**APPLICANT:**  
Company/Organization:

<table>
<thead>
<tr>
<th>Contact: District Office</th>
<th>Requestor’s Name:</th>
</tr>
</thead>
</table>

| Mailing: PO Box 280 Janesville, CA 96114 | Address: 464-555 Main Street Janesville, CA 96114 |

| Phone: (530) 253-3660 or 253-3551 | Phone |

Facilities Requested & Location/Address:

Nature or Type of Intended Use:

Dates & Hours of Intended Use:

Estimated Attendance:

Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations or other receipts estimated.

☐ Check here if none

The net proceeds will be used for:

Is the use non-exclusive and open to the public?  
☐ Yes  ☐ No

**REQUIRED CERTIFICATION:**  
To the fullest extent permitted by law, Applicant shall defend, indemnify and hold harmless Janesville Union Elementary School District, its elected or appointed officials, employees, agents and volunteers against any and all claims, demands, losses, damages, court costs, attorney fees, expenses, or costs of any kind or character arising out of use of Premises Owner Name, facilities by the Applicant, their employees, agents or guests, regardless of any active or passive negligence on the part of Janesville Union Elementary School District, its elected or appointed officials, employees, agents and volunteers.

2. Attach a Certificate of Insurance with Additional Insured Endorsement as specified in the Insurance Required of Applicant Section.

3. Applicant hereby certifies that he/she has received and read the rules, regulations, conditions, terms and that he/she and the applicant which he/she represents, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the California Department of Education and its authorized agents which may be communicated to the applicant and to the best of my knowledge the school property for use of which this application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

4. The undersigned states that, to the best of their knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence or other unlawful means.

That Applicant/Organization making application for use of school property, does not, to the best of their knowledge, advocate the overthrow of the Government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of their knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury and per Education Code Section 38135.

5. In executing this declaration the applicant certifies that he has been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.

6. **FOR RENTAL OF ATHLETIC FACILITY- WARNING:** Use of steroid to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use or exchange of anabolic steroids.
Prior to use of the facility, Applicant at their expense shall procure and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Applicant’s operation and use of the premises and/or facilities.

**Insurance Required of Applicant**

As evidenced by Certificate of Liability Insurance, Additional Insured Endorsement and other Amendatory Endorsements:

1. **Certificate Holder:**

   Janesville Union Elementary School District  
   PO Box 280  
   Janesville, CA 96114

2. **Commercial General Liability or Personal Liability** on an occurrence form with a minimum limit of $1,000,000 each occurrence / $2,000,000 general aggregate for all groups except:
   a. **Seasonal Sports/Recreation Leagues, Sober Grad Organizations, or Private Events with 500+ attendees:** Minimum limit of $2,000,000 each occurrence / $2,000,000 general aggregate.
   b. **Year Round Sports/Recreation Leagues:** Minimum limit of $5,000,000 each occurrence / $5,000,000 general aggregate.

3. **Additional Insured Endorsement:** This is a separate form attached to the certificate. The endorsement must name the Janesville Union Elementary School District, its elected or appointed officials, employees, agents and volunteers as Additional Insured (or Additional Covered Party) under the general liability policy. Forms CG 2026 or CG 2011 or equivalent required. For purposes of the CG 2011 only, this Agreement shall be deemed to be a lease. Blanket Additional Insured forms are acceptable when accompanied with an approved Facility Use Agreement.

4. **Evidence of Primary Insurance** (either by endorsement or the actual page(s) of the policy typically found in the “Other Insurance” section of policy): Applicants insurance shall be primary insurance as respects to the Janesville Union Elementary School District, its elected or appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Janesville Union Elementary School District, its elected or appointed officials, employees, agents and volunteers shall be excess and shall not contribute with it.

   Signature of Applicant/Representative __________________________ Date __________________

   Applicant Address __________________________ Telephone (___)

   Approved by: __________________________ Date __________________

   (FOR APPROVAL USE ONLY)

   Facility available: [ ] Yes [ ] No  
   School employee support required for this rental: [ ] Yes [ ] No

   Rental fees: District Cost [ ]  
   Fair Rental Value [ ]  
   Free [ ]  
   Labor Charge: [ ] Yes [ ] No

   Insurance Certificate:  
   Limits Adequate [ ] Yes [ ] No  
   Additional Insured Endorsement [ ] Yes [ ] No  
   Primary Wording Provided [ ] Yes [ ] No

   District Office Approving Signature __________________________ Date __________________

Policy adopted: October 16, 2018

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT  
Janesville, California  
NCSIG Rev. 7/2018
FACILITY USE
Cover Note to NCSIG Members Regarding Recommended Liability Limits

School sites rented to outside parties create risk management concerns that must be addressed to protect NCSIG and its Members. There should be a current agreement/contract/MOU in place which includes indemnification wording in favor of the NCSIG Member and insurance terms required by the user/tenant. In addition, the NCSIG Member should have a current certificate of insurance with attached "additional insured endorsement" from the user naming the NCSIG Member, its elected or appointed officials, employees, agents and volunteers as additional insured’s.

The NCSIG Board of Directors at its May 2012 meeting adopted the following liability limit recommendations. Please consider these limits when leasing/renting your site(s) to outside parties. The facility use sample attached includes the recommended limits.

$1,000,000 Each Occurrence / $2,000,000 general aggregate
- Meetings
- Boy/Girl Scouts, 4H, Camp Fire
- Health & Immunization Clinics
- Polling / Voting Site
- Emergencies: Red Cross, Fire Department
- Churches
- Leased/Rented Sites used for offices or low exposure business ventures

$2,000,000 Each Occurrence / $2,000,000 general aggregate
- Seasonal Sports/Recreation Leagues (Little League, Pop Warner, AAU, Soccer, etc)
- Sober Grad (sponsored by user)
- Private events attracting large crowds (500+ persons)

$5,000,000 Each Occurrence / $5,000,000 general aggregate
- Year round Sports/Recreation Leagues (Public or Private Recreation Programs using indoor and/or outdoor facilities)

$6,000,000 Each Occurrence / $6,000,000 general aggregate
- Public or Private Entities use of swimming pool

For more information, refer to “Facility Use by Others” at the NCSIG website. www.ncsigschools.com which includes:
- Use of Facilities Risk Control
- Sample $1 Million and $5 Million Certificates from Users
- Facility Use by Other NCSIG Member
- Insurance Program for Facility Uses (users who need insurance for event at a school site)
NARCAN POLICY AND PROCEDURE

Policy and Procedures for School Nurse Management of Potential Life Threatening Opioid Overdose Program

Background
To address the increase of fatal and non-fatal opioid overdoses the Massachusetts Department of Public Health has launched the Overdose Education and Naloxone Distribution (OEND) prevention program. In lieu of this program, it is strongly recommended that school nurses have access to Naloxone medication and ensure its immediate availability to students, staff, and building visitors.

A person that overdoses on opioids becomes unresponsive and stops breathing. It happens because opioids occupy the same brain receptors responsible for breathing. Naloxone is used for opioid overdoses because it displaces the opioids from these critical receptors so the person can start breathing again. It is safe, effective, and has no risk of abuse. Naloxone has been used for decades by paramedics, ambulances, and by emergency room clinicians. Naloxone is not a controlled substance; it is known as a “scheduled” drug and does not require a prescription.

The Department of Public Health is operating a Naloxone distribution pilot program in accordance with M.G.L. c.94C and DPH/Drug Control Program regulations at 105 CMR 700.000. The distribution of Naloxone by approved trainers is authorized by the Department of Public Health and the standing orders issued by the Medical Director of the Naloxone pilot.

Description of Opioids
Opioids are chemicals derived from the opium poppy or synthetically manufactured by pharmaceutical companies. Opioids are depressants that slow down the central nervous system. Whether synthetic or naturally produced, opioids act similarly. Opioids attach to specific receptors in the brain, spinal cord, and gastrointestinal tract and block the transmission of pain messages. They induce euphoria and users generally report feeling warm, drowsy, and content. Opioids relieve stress and discomfort by creating a relaxed detachment from pain, desires, and activity. They also cause slow heart rate, constipation, a widening of blood vessels, and decrease the natural drive to breathe. At high levels, opioids can reduce consciousness and decrease breathing (respiratory depression).

Severe Opioid Reaction (Overdose)
An overdose occurs when the body has more drugs in its system than it can handle, often resulting in a life threatening condition. A person that has overdosed can become unresponsive to stimulation and suffer inadequate breathing resulting in unconsciousness. Their lips and fingers may turn blue because of lack of oxygen. A prolonged lack of oxygen eventually affects other vital organs like the heart and brain, leading to unconsciousness, coma, and death. Not all opioid overdoses are fatal. Some overdose victims may become unresponsive with slowed breathing, but will still take in enough oxygen to survive and wake up.

Surviving an opioid overdose depends on oxygen and the person’s ability to breathe. Fortunately, opioid overdoses are rarely instantaneous; the process takes time and people slowly stop breathing. There is usually enough time to intervene between when an overdose starts and when a victim dies.
NARCAN POLICY AND PROCEDURE

Policy and Procedures for School Nurse Management of Potential Life Threatening Opioid Overdose Program

Signs and Symptoms of Opioid Overdose
There are a number of signs that a person is experiencing an opioid overdose. The signs include:

- The skin has a blue tinge - usually lips and fingertips show first
- The body becomes very limp
- Their face is very pale
- Pulse (heartbeat) is slow, erratic or not there at all
- Vomiting
- Passing out
- Choking sounds or a gurgling/snoring noise
- Breathing is very slow, irregular or has stopped
- Unresponsiveness
- Pinpoint pupils

Assessing for Responsiveness and Breathing
To determine if an individual is experiencing an overdose, it is best to assess the presence of breathing and determine the person’s responsiveness to stimulation. There are some relatively harmless ways to stimulate a person. These include:

- Yelling their name
- Rubbing knuckles over the upper lip
- Rubbing knuckles up and down the front of the rib cage (a sternal rub)

If an individual responds to stimuli, they may not be experiencing an overdose at that time. It is still best to stay with the person and continue to monitor their condition.

Additional attempts of stimulation will waste valuable time to help the victim breathe.

RESPONDING TO AN OPIOID OVERDOSE

- Call 911
  It is important to report to the dispatcher if the person’s breathing has slowed or stopped; if he or she is unresponsive; the exact location of the individual; and if Naloxone was given and its effectiveness.

- Perform Rescue Breathing
  For a person who is not breathing, rescue breathing is an important step to prevent an overdose death. When someone has stopped breathing and is unresponsive, rescue breathing should be done as soon as possible. Steps for rescue breathing are:

  1. Place the person on his or her back and pinch their nose or use Ambu bag to administer rescue breaths.
NARCAN POLICY AND PROCEDURE

Policy and Procedures for School Nurse Management
of Potential Life Threatening Opioid Overdose Program

2. Tilt chin up to open the airway. Check to see if there is anything in the mouth blocking the airway. If so, remove it.
3. Give 2 slow breaths.

4. Blow enough air into the lungs to make the chest rise.

5. Assess each breath to ensure the chest is rising and falling. If it doesn’t work, tilt the head back more.

6. Breathe again every 5-6 seconds.

- **Administer Nasal Naloxone (Naloxone is the generic name for Narcan)**
  Naloxone is a medication that reverses overdose from heroin or other opioids. Nasal Naloxone may work immediately, but can take up to 8 minutes to have an effect. The effect of the Naloxone will last for about 30-90 minutes. **Because most opioids last longer than 30-90 minutes, Naloxone may wear off before the effects of the opioids do and the person could go into an overdose state again.**

  This depends on several things, including:
  1. the quantity and purity of opioids used
  2. the presence of other drugs or alcohol
  3. the effectiveness of the liver to filter out the drugs
  4. if the victim uses opioids again once the Naloxone is administered

  In response to these issues, the nasal Naloxone rescue kits include 2 doses. Naloxone administration may be repeated without harm if the person overdoses after the first dose wears off. **Due to the complex nature of each of these medical emergencies, it is critical to call 911.**

- **Place victim in the recovery position**
  Individuals who overdose can die by choking on their own vomit (aspiration). This can be avoided by placing the individual in the recovery position. Lay the victim on his or her side, their body supported by a bent knee, with their face turned to the side. If you have to leave the person to call 911, make sure you put them in the recovery position.

- **Stay with the person until help arrives**

- **Comfort them; withdrawal can be unpleasant**

**Procedures**
The School Nurse shall respond to any member of the school community when on school property with a life threatening opioid overdose. The management of a life threatening opioid overdose takes a multidisciplinary approach between the school community, emergency
NARCAN POLICY AND PROCEDURE

Policy and Procedures for School Nurse Management
of Potential Life Threatening Opioid Overdose Program

responders, and law enforcement. Awareness, prevention, and emergency preparedness are crucial elements in the management of a person with a potential life threatening opioid overdose.

School Nurse Responsibilities
The School Nurse is the key resource for medical direction, assessment, and response to a potential life threatening opioid overdose. The School Nurse MUST be contacted as soon as a potential Opioid Overdose is identified.

How to assemble nasal Naloxone device and administer nasal Naloxone

1. Pop off two yellow caps and one red (or purple) cap.
2. Hold spray device and screw it onto the top of the plastic delivery device.
3. Screw medicine gently into delivery device.
4. Administering Naloxone: Spray half of the Naloxone (1ml) up one side of the nose and half (1ml) up the other side of the nose. If there is no breathing or breathing continues to be shallow, continue to perform rescue breathing while waiting for the Naloxone to take effect. If there is no change in 3-5 minutes, administer another dose of Naloxone (use another box) and continue rescue breathing until they breathe for themselves or help arrives.
5. Monitor the victim: Naloxone blocks opioids from acting so it can cause withdrawal symptoms in someone with opioid tolerance. Therefore, after giving someone Naloxone, he or she may feel withdrawal symptoms and want to use again. It is important that the victim does not use opioids again after receiving Naloxone so that an overdose does not re-occur. If possible, the bystander who administered the Naloxone should stay with the person who overdosed.
6. Bleeding from the nose: If the person overdosing has substantial nasal bleeding, Naloxone may not work because the blood will interfere with absorption of the Naloxone. Call for help and conduct rescue breathing.

Key points: School nurse will respond to an opioid overdose:
- CALL 911
- Perform rescue breathing
- Administer nasal Naloxone
- Place the person in a recovery position
- Stay with the person

Storage
Places where Nalaxone is to be stored should be identified, with the following consideration of the need for storage:
- at one or more places where students may be most at risk

Adopted: March 7, 2016
NARCAN POLICY AND PROCEDURE

Policy and Procedures for School Nurse Management of Potential Life Threatening Opioid Overdose Program

- in such a manner as to allow rapid access by authorized persons
- in a place accessible only to authorized persons. The storage location should be secure, but not locked during those times when nasal Naloxone is most likely to be administered.
Janesville Union Elementary School District
Pending Projects and Price Estimates
(This list is not in priority order)

Areas of Focus:
Curriculum and Instruction
Technology
Positive Learning Environment
Facilities
Fiscal

**CURRICULUM AND INSTRUCTION**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Pending Needs and Cost Estimates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Additional Teacher- To prevent combo classes</td>
<td>$47,000</td>
</tr>
<tr>
<td>2</td>
<td>Full-time Intervention Teacher</td>
<td>$47,000</td>
</tr>
<tr>
<td>3</td>
<td>Science Lab with dedicated lab equipment</td>
<td>?</td>
</tr>
</tbody>
</table>

**TECHNOLOGY**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Pending Needs and Cost Estimates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Technology upgrade for library</td>
<td>?</td>
</tr>
</tbody>
</table>

**POSITIVE LEARNING ENVIRONMENT**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Pending Needs and Cost Estimates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Educational playground paint/art supplies including supplies to paint bathroom stalls</td>
<td>$500</td>
</tr>
<tr>
<td>3</td>
<td>Library furniture</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

**FACILITIES**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Pending Needs and Cost Estimates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Fill cracks and seal coat upper playground</td>
<td>$9,000</td>
</tr>
<tr>
<td>2</td>
<td>Concrete sidewalk replacement - long-term plan pick and choose sections for repair</td>
<td>$100,000</td>
</tr>
<tr>
<td>3</td>
<td>Fill cracks and seal coat gym front parking lot</td>
<td>$19,245</td>
</tr>
<tr>
<td>3</td>
<td>Fill cracks and seal coat gym side parking lot</td>
<td>$8,000</td>
</tr>
<tr>
<td>3</td>
<td>Upgrade, repair and/or Replace PA voice paging and bell system</td>
<td>$20,000</td>
</tr>
<tr>
<td>Item</td>
<td>Cost</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Fill cracks and seal coat front parking lot</td>
<td>$8,000</td>
<td></td>
</tr>
<tr>
<td>Demo old house</td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>Remove trees in gym parking area</td>
<td>$22,000</td>
<td></td>
</tr>
<tr>
<td>Concrete picnic tables behind gym area (each)</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Replace clocks in classroom</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>Kitchen appliances - electrical upgrade</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>Secured front entrance</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>Rail at the bottom of the steps by Kindergarten</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>Replace blue rubber with suitable approved product</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>Bases for storage units</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>Repair landscaping in front of the gym</td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td>Install 1,200 LF of six foot chain link campus perimeter (material only)</td>
<td>$18,000</td>
<td></td>
</tr>
</tbody>
</table>

**PROJECTS IN PROGRESS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attract and retain quality staff</td>
<td>?</td>
</tr>
<tr>
<td>Additional Instructional Aide time</td>
<td>?</td>
</tr>
</tbody>
</table>

**PROJECTS COMPLETED**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Date Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire primary grade teacher - ongoing expense</td>
<td>$47,000</td>
<td></td>
</tr>
<tr>
<td>MAP testing 3rd - 8th grades - ongoing expense</td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td>Study Island Renewal - ongoing expense</td>
<td>$1,925</td>
<td></td>
</tr>
<tr>
<td>Remove and replace carpets in classrooms (per room) - ongoing expense</td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td>Two additional mobile computer carts</td>
<td>$28,000</td>
<td>10/1/20</td>
</tr>
<tr>
<td>Technology replacement - ongoing expense upgrade computer lab, projectors, etc.</td>
<td>$45,000</td>
<td>10/1/20</td>
</tr>
<tr>
<td>Line two fire suppression tanks with liners; money set aside for project</td>
<td>$50,000</td>
<td>6/1/19</td>
</tr>
<tr>
<td>Discovery Education Subscription on-going expense</td>
<td>$1,155</td>
<td></td>
</tr>
<tr>
<td>History/Social Science Curriculum</td>
<td>$25,000</td>
<td>3/1/21</td>
</tr>
<tr>
<td>Upgrade door locks as needed campus wide - budget for five locks per year</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Cost</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>1</td>
<td>Storage area roof repair</td>
<td>$200</td>
</tr>
<tr>
<td>1</td>
<td>Re-design activity room roof/sidewalk area - engineering prospects; start saving at least $3,000 per year after water tank liner project is completed</td>
<td>$8,000</td>
</tr>
<tr>
<td>1</td>
<td>Projectors/document camera for remaining classrooms</td>
<td>$7,000</td>
</tr>
<tr>
<td>3</td>
<td>Video cameras for campus at nighttime - Matching grant received from insurance company</td>
<td>$10,000</td>
</tr>
<tr>
<td>3</td>
<td>Install chain link fence along back fence line of school - Matching grant received from insurance company</td>
<td>$10,000</td>
</tr>
<tr>
<td>1</td>
<td>Meals with fresh nutritional content</td>
<td>?</td>
</tr>
<tr>
<td>3</td>
<td>Art Room - Paid from Arts Grant</td>
<td>$12,000</td>
</tr>
<tr>
<td>3</td>
<td>Bricks around Fred Marino's bench</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Air conditioning in primary classrooms</strong></td>
<td>$75,000</td>
</tr>
<tr>
<td>2</td>
<td>Replace flat roof on the end of the primary building (original estimate $19,380)</td>
<td>$30,000</td>
</tr>
<tr>
<td>1</td>
<td>Lower playground asphalt area - repair, clean fill cracks and seal coat Original estimated cost: $9,800 but full replacement is needed</td>
<td>$87,000</td>
</tr>
<tr>
<td>3</td>
<td><strong>Additional video cameras to provide more campus coverage</strong></td>
<td>$2,000</td>
</tr>
</tbody>
</table>

Note: Items in bold were added or updated in 2021/22
JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES
SPECIAL MEETING
February 8, 2022
MINUTES

MEMBERS PRESENT
Melissa McMullen, Paul Hinkson, JoAnna Harrison, Lee Bailey, Charity Moore and Camille Taylor

MEMBERS ABSENT
None

OTHERS PRESENT
Heather Ethridge, Tiffany Hinkson, Aspen Brown, Jacey Herman, Jacob George, Troy Amrein and Tom Changnon

CALL TO ORDER
President Charity Moore called the meeting to order at 5:31 p.m.

ESTABLISHMENT OF QUORUM
A quorum was established with five members present.

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

APPROVE AGENDA
MSCU (Bailey/McMullen) to approve the agenda.

PUBLIC INPUT FOR CLOSED SESSION
There were no public comments.

ADJOURN TO CLOSED SESSION
MSCU (Bailey/McMullen) to adjourn to closed session at 5:33 p.m. for the Board to discuss:
1. Public Employee Appointment/Discussion Position: Superintendent

RECONVENE IN REGULAR SESSION
MSCU (Bailey/McMullen) to reconvene the meeting into regular session at 5:38 p.m.

REPORT ACTION TAKEN IN CLOSED SESSION
There was nothing to report.

MSCU (Bailey/McMullen) to recess from regular session at 5:39 p.m.

MSCU (Bailey/Hinkson) to return from recess into regular session at 5:50 p.m.
Mr. Changnon discussed the following with the superintendent search conducted by Leadership Associates:

- Overview of search process firstly involves initial meeting with Board
- Gather input and establish dates for timeline
- Two to three months to develop search
- Designate Board representatives as liaison for the process
- President Moore and Member Bailey were nominated
- Online survey will be set up and coordinated by Becky Banning at Leadership Associates and Mrs. Tow
- Stakeholder sessions designated for community members led by consultant planned for February 16, 2022
- Superintendent job will be listed on EdCal
- A special closed session meeting to go over applications will be scheduled March 29 at 5:30 p.m.
- Interviews will be held April 7 starting at 8:00 a.m.
- Interview four candidates approximately 50 minutes each and have candidate answer approximately 12-14 questions
- Discussion all afternoon
- Top two candidates will be called back for a second interview that afternoon
- Decision will be made by approximately 6:00 p.m.
- Candidate will be called and presented with the job opportunity
- Location of interviews will be discussed at a later date
- News release of new superintendent will be released, but will not be appointed until regularly scheduled April Board meeting
- Board may want to conduct a "validation visit" where upcoming superintendent is coming from and visit current school
- Target date for start of employment will be July 1, 2022
- Online survey will start February 14 and run for one week
- Applicants being interviewed will fill out a worksheet of contract parameters listing earnings, contract years, work days, expenses, etc.
- Board discussed they would like all applicants to fill out the same worksheet, not just applicants being interviewed
- President Moore will be in contact with Mr. Changnon if the Board decides to include all applicants
- Current superintendent contract will be used for reference
- Questions asked during input session include desired quality and characteristics, District strengths and challenges
- Coordination, consistent discipline with staff and students, communication and collaboration are the four main characteristics from the past the Board has recognized as desired qualities
- Districts view on vaccine mandates will need to be reviewed with applicants
- Capacity building and community involvement are important to the District
- Prefer to have person live primarily within the District/county
- Strengths of the District include community outreach and care
- Most staff’s “hearts are in it” to do what’s right in times of need
- Discipline seems to be improving this year
- District tends to be rebellious against State regulations—we believe in discipline at this school, including suspensions
- Unity with curriculum should be a priority
- At times, attendance is a problem
- Experience with negotiations, school finance and instructional coaching
- Leadership Associates will do their best to find the most qualified applicants for our District.

**ADJOURNMENT**

MSCU (Bailey/McMullen) to adjourn the formal special meeting at 6:44 p.m. and open the informal meeting to allow dialogue from everybody attending the strategic planning meeting.

**STRATEGIC PLANNING**

Mrs. Taylor distributed information from previous strategic planning meetings and Local Control Accountability Plan actions and expenditures on the following:

- Survey open until the end of the week basically stating where priorities are lining up
- Facilities upgrade/maintenance have been the highest priority on the list in previous years
- Survey states priority of curriculum and instruction as of right now
- Adding additional teacher to prevent combo classes may not continue, not high on the priority list
- Current curriculum for math is Math Expressions and Wonders for Reading/Language Arts
- Teachers feel Math Expressions is not a good math program, some teachers are supplementing with Excel math
- Teaching four different ways to solve math problems is confusing students
- To change from common core math, we would need to choose from the State approved list for different options
- Try to have the school agree on a supplemental math curriculum
- Math Curriculum and professional learning for teachers and paraprofessionals needs to be priority number one
- Possibly add more collaboration days for teachers identifying essential standards and methodology
• No combination classes are still a high priority, where common sense is implied
• Science lab stays at a level three priority
• Intervention teacher level one priority (part/full time)
• Technology upgrade in library leave at level two priority
• Library furniture stay at level three
• Air conditioning completed in primary hallway
• Filling/sealing cracks in concrete on lower playground
• Lower playground blacktop is going out to bid and moving forward
• Mrs. Taylor will look into the parameters of receiving donations for bidding thresholds
• Playground, gym parking lot and front parking lot is what really needs to be addressed
• Possibility to ask Rotary Club to help assist with beautification of landscaping in front of the gymnasium
• PTO can help with advertising to request help from community
• Will revisit the list when survey results are accumulated during the March meeting.

RECONVENE IN REGULAR SESSION

MSCU (McMullen/Hinkson) to reconvene the meeting into regular session at 7:59 p.m.

ADJOURNMENT

MSCU (Bailey/Hinkson) to adjourn the meeting at 8:00 p.m.

______________________________  ______________________________
Clerk of the Board                      Date