



LAGUNA BEACH
UNIFIED SCHOOL DISTRICT

**Regular Meeting
of the
Board of Education**

AGENDA

February 14, 2017

ADMINISTRATION

Jason Vilorio, Ed.D., Superintendent of Schools
Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services
Jeff Dixon, Interim Assistant Superintendent, Business Services
Leisa Winston, Assistant Superintendent, Human Resources and
Public Communications

BOARD OF EDUCATION

Jan Vickers, President
Dee Perry, Clerk
Ketta Brown, Member
Carol Normandin, Member
Peggy Wolff, Member

For information regarding Laguna Beach Unified School District, please visit our website: www.lbusd.org

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT
REGULAR MEETING
550 Blumont
Laguna Beach, CA 92651**

February 14, 2017

**Closed Session 5:00 P.M.
Open Session 6:00 P.M.**

AGENDA

RECORDING OF SCHOOL BOARD MEETINGS

Open Session School Board Meetings will be video recorded.

- 1. CALL TO ORDER**
- 2. ROLL CALL TO ESTABLISH QUORUM**
- 3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**
- 4. ADJOURN TO CLOSED SESSION**
 - A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
Government Code §54957
 - B. NEGOTIATIONS**
Government Code §54957.6
 - i. Employee Organization: LaBUFA
District Negotiator: Leisa Winston
 - ii. Employee Organization: CSEA
District Negotiator: Leisa Winston
 - iii. Employee Organization: Unrepresented Employees
District Negotiator: Leisa Winston
- 5. CALL TO ORDER - REGULAR SESSION**
- 6. PLEDGE OF ALLEGIANCE**
- 7. REPORT ON CLOSED SESSION ACTION**
- 8. ADOPTION OF AGENDA**
- 9. RECOGNITION**

a. Bruce Hopping – Inspiration for Visual and Performing Artists of the Year Award

10. PUBLIC COMMENT (Non- Agenda Items)

Opportunities for public input occur at each agenda item and at Public Comment. Members of the public may address the Board of Education regarding items not on the agenda, yet within the Board's subject matter jurisdiction, during Public Comment. The public may speak about items that are on the agenda during consideration of that item. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic.

Persons wishing to address the Board are asked to complete and submit a public comment card, available on the information table. Matters not on the agenda cannot be acted upon or discussed by the Board. The Board may ask staff to research and respond accordingly.

11. REPORTS

- *Student Representative(s)*
 - *LaBUFA Representative*
 - *CSEA Representative*
 - *Organizations – Boosters, PTA, SchoolPower*
 - *Board Members*
 - *Superintendent*
 - *Cabinet Members*
-

12. PUBLIC HEARING

Public Hearing on Sunshine Proposal with LaBUFA for 2017-2018: Laguna Beach Unified Faculty Association and Laguna Beach Unified School District's Joint Proposal for a Successor Collective Bargaining Agreement. (See Consent Calendar Item 13.k.)

13. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion as listed below. The Superintendent and the Staff recommend approval and or ratification of all Consent Calendar items. Any item may be removed from the Consent Calendar at the request of a Board member and acted on separately.

- a. Approval of Minutes
 - i. January 24, 2017 (Regular Meeting)
 - ii. January 27, 2017 (Special Meeting)
- b. Approval/Ratification of Personnel Report
- c. Approval/Ratification of Conference/Workshop Attendance
- d. Approval of Field Trip(s)
- e. Approval of Agreements for Contracted Services – Special Education
- f. Approval of Agreements for Contracted Services – Technology
- g. Approval of Interdistrict Attendance Agreements – Resident Students to Other District(s)
- h. Acceptance of Gifts-Checks Totaling \$201,600.00
- i. Approval/Ratification of Warrants #389178 through #389407 in the amount of \$1,872,467.79 Dates: 1/13/17 through 2/03/2017
- j. Ratification of Certificated Payroll 7A in the Amount of \$2,168,309.62
Ratification of Classified Payroll 7B in the Amount of \$661,069.77
- k. Approval of Sunshine Proposal with LaBUFA for 2017-2018
- l. Approval of Agreement with Learning for Living, Inc., in an amount of \$5,000.00
- m. Approval of School Connected Organizations – TOW Oceans Awareness Club
- n. Approval of Quarterly Report – Board Policy 3002 – Investments
- o. Approval of Agreement with AALRR in an Amount Not-to-Exceed \$60,000

INFORMATION ITEMS

14. UPDATE ON LCAP GOAL 4 AND SCHOOL CLIMATE

– Alysia Odipo, Ed.D., Assistant Superintendent, Instruction

– Jenny Salberg, Principal, Thurston Middle School

Staff will present information about the importance of student connectedness and school climate in the prevention of bullying in our schools.

15. PRESENTATION ON THE IMPLEMENTATION OF FULL DAY KINDERGARTEN IN LAGUNA BEACH UNIFIED SCHOOL DISTRICT FOR THE 2017-2018 SCHOOL YEAR

– Alysia Odipo, Ed.D., Assistant Superintendent, Instruction

– Chris Duddy, Principal, El Morro Elementary School

– Mike Conlon, Principal, Top of the World Elementary School

Staff will present information to the School Board about the benefits of Full-Day Kindergarten at Laguna Beach Unified School District.

16. JOINT FISCAL MANAGEMENT COMMITTEE REPORT

– Jeff Dixon, Interim Assistant Superintendent, Business Services

Staff will present the information shared at the Joint Fiscal Management Committee meeting held on February 1, 2017.

17. BOARD POLICIES – FIRST READING

The Superintendent recommends a first reading by the Board. The Board may waive a second reading or require an additional reading if necessary.

	Policy/Bylaw	Title	Recommendation	Comment
a.	B.P. 0450	Comprehensive Safety Plans	Recommend for second reading.	New policy for LBUSD. Policy was recently revised at the State level.
b.	B.P. 1240	Volunteer Assistance	Recommend for second reading. Delete BP 1005	BP 1005 was adopted in 2000 and is not in compliance with current regulations.
c.	B.P. 5141.21	Administering Medication and Monitoring Health Conditions	Recommend for second reading. Delete 5026 – Students taking medication	Policy updated in accordance with new laws and regulations.
d.	B.P. 5145.3	Nondiscrimination/ Harassment	Recommend for second reading.	Policy updated in accordance with new laws and regulations.
e.	B.B. 9222	Resignation	Recommend for second reading.	Bylaw updated to clarify several areas regarding Board member resignation.
f.	B.B. 9270	Conflict of Interest	Recommend for second reading.	Bylaw reorganized and updated to expand definitions and explanations of requirements.

ACTION ITEMS

18. APPROVAL OF RESOLUTION NO. 17-04: RECOGNITION OF PTA FOUNDERS DAY 2017

– Jason Vilorio, Ed.D., Superintendent

Staff proposes the Board of Education approve Resolution 17-04 recognizing PTA Founders Day.

19. APPROVAL OF COMPREHENSIVE SCHOOL SAFETY PLANS, MARCH 2017 THROUGH FEBRUARY 2018

Staff proposes the Board of Education approve the Comprehensive School Safety Plans for March 2017 through February 2018.

20. BOARD MEMBER REQUESTS FOR ITEMS FOR FUTURE MEETINGS, FUTURE TOPICS, OR GENERAL COMMENTS

– Jan Vickers, President, Board of Education

21. ADJOURNMENT

– Jan Vickers, President, Board of Education

The next Regular Meeting of the Board of Education is **Tuesday, March 14, 2017, 6:00 PM**
at the Laguna Beach Unified School District Office Board Room
550 Blumont St., Laguna Beach, California

For information regarding Laguna Beach Unified School District, please visit our website:
www.lbusd.org

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS PRESENT AT THIS MEETING

We are pleased you have joined us for this meeting. Community interest in our schools is welcome and valued.

The members of the LBUSD Board of Education are locally elected officials, serve four-year terms of office, and are responsible for the schools' educational programs, grades kindergarten through twelve. The Board is a policy-making body whose actions are guided by the District's vision, mission, and goals. Administration of the District is delegated to a professional administrative staff led by the Superintendent. Board members are required to conduct the programs of the schools in accordance with the Constitution of the State of California, the California Education Code, and other laws relating to schools enacted by the Legislature, in addition to policies and procedures adopted by the Board of Education.

Materials that are public records related to open session agenda items are occasionally distributed to Board members after the agenda has been posted. These materials will be available for public inspection in the Office of the Superintendent between the hours of 7:30 a.m. and 4:30 p.m.

WHAT TO DO IF YOU WISH TO ADDRESS THE BOARD OF TRUSTEES

ITEMS ON THE AGENDA: Members of the public may address the Board of Education on agenda items during consideration of that item. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic, unless the time limit is waived by a majority of the Board.

Persons wishing to address the Board are asked to complete and submit a public comment card, available on the information table.

PUBLIC COMMENT (Non-Agenda Items): Members of the public may address the Board of Education regarding items not on the agenda, yet within the Board's subject matter jurisdiction during public comment. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic, unless the time limit waived by a majority of the Board. Legally, the Board cannot take action on topics raised by speakers and discussion may not be held by the Board. The Board may ask staff to research and respond accordingly.

REASONABLE ACCOMMODATION

In accordance with the Americans with Disability Act, members of the public who require disability accommodation to participate in the meeting should contact the Office of the Superintendent in writing by noon on the Friday before the scheduled meeting.

Laguna Beach Unified School District

12. PUBLIC HEARING

February 14, 2017

Approval: Presentation of the Laguna Beach Unified Faculty Association and Laguna Beach Unified School District's Joint Proposal for a Successor Collective Bargaining Agreement and Announcement of a Requisite Public Hearing

Proposal

Staff propose that in accordance with Board Policy 4104, the Board of Education publicly present the Laguna Beach Unified Faculty Association and Laguna Beach Unified School District's Joint Proposal for a Successor Collective Bargaining Agreement and hold the requisite public hearing to allow the public to comment on the proposals.

Background

After the Public Hearing, the Board will direct administration to acknowledge public comments; subsequently representatives of the District and the employee organization shall begin formal negotiations.

Included with the agenda item, please find the Initial Proposals for the 2017-2018 school year, which reflect Interest-based Bargaining as the anticipated process. This is a required step in the formal negotiations process.

Budget Impact

There is no budget impact at this time.

Recommended Action

Staff recommends the Board of Education officially present the District and Association's Initial Proposals for a Successor Collective Bargaining Agreement and hold the requisite public hearing to allow the public to comment on the proposals. Subsequently, the Board of Education should officially close the public hearing and direct administration to acknowledge public comments and commence negotiations.



LABUFA
LAGUNA BEACH UNIFIED FACULTY ASSOC.

**Initial Interest Statements for Bargaining
From the
Laguna Beach Unified Faculty Association
To the
Laguna Beach Unified School District
February 9, 2017**

The Laguna Beach Unified Faculty Association looks forward to opening contract negotiations for the 2017-18 school year within the framework of the principles of Interest Based Bargaining and the cooperative relationship that the Association and the District have enjoyed for many years. We have an interest in reaching an agreement that will continue to provide our members with a competitive salary and current benefits that help to attract outstanding teachers from across the state and the nation. We will also be opening conversations on the following points: contract language, stipends, calendar, sick leave bank, and district initiated programs.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Interest-Based Bargaining Proposal
Sunshine Hearing: Tuesday, February 14, 2017

The Laguna Beach Unified School District has four interest-based issues:

Student Achievement: All students will demonstrate academic growth across content areas.

The District wishes to explore contractual modifications, which result in the following impact:

- A. Bargaining unit positions are designed to ensure optimal student success in all areas, including academic achievement, athletics and social-emotional skills.
- B. Programs and services are provided to address achievement gaps, enrichment and social-emotional needs of students.

School Culture: Each student will strengthen connections to the school, the community, and the world by engaging in activities that build skills and responsibility.

The District wishes to explore contractual modifications, which result in the following impacts:

- C. Instructional time is valued and class time is maximized.
- D. Students and parents have access to instructional and support staff to support student needs.
- E. Professional Learning Communities (PLCs) and school-wide collaboration function at an optimal level.

Staffing: The District will recruit, hire, train, and retain high performing staff.

The District wishes to explore contractual modifications, which result in the following impacts:

- F. Every employee understands that other than the health and safety of every person in the District, no priority is higher than delivery of quality education to each and every student.
- G. Every employee understands his/her role and responsibilities and consistently demonstrates the initiative, efficiency, and skills necessary to deliver the highest quality work.
- H. Initial salary placement and benefits are designed to result in acquiring the best candidates available for all positions.
- I. Development of a meaningful evaluation system used to strengthen the knowledge, skills and practices of teachers to improve student learning.

Fiscal Responsibility: The District will maintain fiscal solvency and transparency to ensure support of student learning.

The District wishes to explore contractual modifications, which result in the following impacts:

- J. The District's finances reflect the best business practices and careful long-range planning that is reassessed on a yearly basis.
- K. Yearly budgets are never more than yearly income unless funds accumulated for a one-time purpose are being expended.
- L. All resources are maximized and allocated efficiently, with delivery of quality education as the guiding principle for every expenditure.
- M. The District complies with all State and Federal laws and regulations.

Learning Environment: Safe, attractive, clean, and well-equipped learning environments will be provided for each student.

The District wishes to explore contractual modifications, which result in the following impacts:

- N. The District provides physical and emotional safety for every student and every staff member.
- O. Honesty, integrity, good citizenship, respect and courtesy are valued and consistently practiced at every level of the organization.
- P. Employee input is encouraged through an atmosphere conducive to spirited discussions because productive collaboration, continuous improvement and lifelong learning are cherished.
- Q. The District is absent any institutional biases toward any race, sex, ethnicity, religion, or sexual orientation and there are intense and unified efforts to promote compassion for individual differences and to advance appreciation of diversity.

Laguna Beach Unified School District

13.a.i. CONSENT/ACTION

February 14, 2017

Approve/Ratify: Minutes

Board of Education Minutes of Regular Meeting January 24, 2017

Call to Order

The Regular Meeting of the Board of Education was called to order by President Vickers at 5:16 p.m., at the Central Offices for Laguna Beach Unified, 550 Blumont, Laguna Beach, California.

Roll Call to Establish Quorum

Quorum was established.

Members Present: Jan Vickers
Dee Perry
Ketta Brown
Carol Normandin.
Peggy Wolff

Public Comment on Closed Session Items

There were no public comments.

Adjourn to Closed Session

Member Brown moved to adjourn to Closed Session. Member Normandin seconded. President Vickers called for the vote. Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and

The following topics were discussed.

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code §54957

B. NEGOTIATIONS

Government Code §54957.6

- | | |
|-----------------------------|-------------------------|
| i. Employee Organization: | LaBUFA |
| District Negotiator: | Leisa Winston |
| ii. Employee Organization: | CSEA |
| District Negotiator: | Leisa Winston |
| iii. Employee Organization: | Unrepresented Employees |
| District Negotiator: | Leisa Winston |

Member Normandin moved to adjourn from Closed Session. Member Brown seconded.

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Brown, Normandin, Perry, and Wolff voted yes to adjourn from Closed Session. The Board adjourned Closed Session at 5:55 p.m.

Present at Board Meeting

Members Present: Jan Vickers
Ketta Brown
Carol Normandin
Dee Perry
Peggy Wolff

Employee Group
Representatives: Mindy Hawkins, President LaBUFA
Margaret Warder, President, CSEA

Staff: Jason Vilorio, Ed.D., Superintendent
Dean West, Assistant Superintendent, Business Services
Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services
Leisa Winston, Assistant Superintendent, Human Resources and Public Communications
Victoria Webber, Executive Assistant
Jeff Dixon, Director, Facilities
Mike Morrison, Chief Technology Officer
Shannon Soto, Ed.D., Director, Fiscal Services
Irene White, Director, Special Education
Amy Kernan, Coordinator, Assessment & Accountability
Chris Herzfeld, Principal, Laguna Beach High School
Jenny Salberg, Principal, Thurston Middle School
Chris Duddy, Principal, El Morro Elementary
Mike Conlon, Principal, Top of the World Elementary
Anahi Velasco, Public Relations and Communications Liaison
Liaison

Pledge of Allegiance

President Vickers led the Board, staff, and members of the audience in reciting The Pledge of Allegiance to the Flag of the United States of America.

Report of Closed Session Action

President Vickers stated there was no report from Closed Session.

Adoption of Agenda

Public Comment: None

Staff requested the Board add action item 21, approval of a second Hanover Research contract, which staff only determined was necessary today in light of current events at the high school.

Member Brown moved to adopt the agenda as revised. Member Normandin seconded.

Discussion: None

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Brown, Normandin, Perry, and Wolff voted yes to adopt the agenda.

Public Comment (Non- Agenda Items)

Sheri Morgan addressed the Board regarding the racial incident that occurred during the holiday break.

The student report was given prior to the Study Session to accommodate her schedule.

Student Representative – Colette Hammett

Colette reported on the following:

- LBHS House of Representatives meeting
- Kindness Week February 13-17
- Keith Hawkins Assembly February 14
- Final Exams
- Shap Show January 28
- Winter sports update

STUDY SESSION: LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

Assistant Superintendent, Alysia Odipo, Ed.D., and Coordinator, Amy Kernan involved attendees in an interactive session regarding the Local Control Accountability Plan (LCAP). The presentation included the nine critical features of strong districts, the cyclical process for data, review of the new State accountability system and the LCFF Rubrics. All in attendance were invited to participate in a group activity utilizing data to draw insights and conclusions.

Board members engaged in questions throughout the study session.

Reports

SchoolPower – Robin Rounaghi

- Excited to get started with teacher grants
- Excited to see Fund-A-Need video

LaBUFA Representative – Mindy Hawkins, LaBUFA President

- Commented on the positive collaboration with district administration
- Preparing for negotiations
- LaBUFA was randomly selected for an audit

CSEA Representative – Elizabeth Phillips, CSEA Vice President

- CSEA members will receive a survey the week of January 30
- The first reading of the revised CSEA bylaws was held January 11. The second reading will be held February 8
- Locations for CSEA meetings are rotating throughout the district
- Instructional assistants met with Dr. Odipo
- Reclassification meeting scheduled for January 25
- CSEA officer training scheduled for February 4
- Insurance University part 2 scheduled in March

Board Members

Board members reported as follows:

Member Wolff

- Attended TMS PTA meeting
- Attended PTA Council meeting. PTA volunteer numbers are down throughout the County
- Attended PTA Coffee Break – “No Regrets Parenting”

Member Normandin

- Attended ELD Path to Proficiency meeting

Member Brown

- Attended NGSS professional development at the Ocean Institute. Jenn McCluan facilitated and was fantastic
- Attended SchoolPower Endowment meeting Mike Morrison presented and was awarded a \$50,000 check to use for the Rocket Ready professional development program
- Attended the SchoolPower meeting and anxiously awaiting the teacher grant process
- Attended the high school English department meeting to say thank you to English teachers

Clerk Perry

- Attended PTA Coffee Break
- Attended math meeting at TMS
- Met with high school students
- Met with community members
- Attended JV soccer game

President Vickers

- Thanked Dr. Odipo and Dustin Gowan for presenting NGSS information to PTA members at the PTA Council meeting
- Thanked Bridget Porter for presenting art information
- Attended TMS PTA meeting

Superintendent Viloria

- Commented on the Joint Meeting with held with the City of Laguna Beach prior to the regular meeting: Appreciative of John Pietig and City staff. Meeting was informative and productive
- Attended TOW musical performance
- Continued classroom visits
- TMS staff welcomed speaker Rushton Hurley, the founder and executive director of Next Vista for Learning
- Outlined proactive steps being taken to strengthen school culture and climate
 - Keith Hawkins of Real Inspirations scheduled to address students on February 14
 - Phil Boyte of Learning for Life scheduled to address leadership and teacher leaders on February 27
 - Mindy Hawkins and Bridget Porter working on diversity logo

Cabinet

Jeff Dixon, Interim Assistant Superintendent, Business Services

- Attended Governor's Budget Workshop. Anticipate revenue will be lower than expected, which will affect retirement costs for district
- Reported on recent storm damage; only a few leaks and high school field drained beautifully

Alysia Odipo, Assistant Superintendent, Instructional Services

- Thanked Irene White for facilitating the Understanding Dyslexia training
- Thanked Mike Conlon and TOW staff for hosting paint out
- Congratulated Mike Morrison for all the positive work and responses to the Rocket Ready professional development program

Leisa Winston, Assistant Superintendent, Human Resources and Public Communications

- Attended ACSA negotiators symposium with five other leadership members
- Attended Insurance Committee meeting last week
- Reclassification committee will focus on special education series

- Upcoming committee meetings include
 - Professional development
 - Launch Pad
- Commended Mike Morrison for his vision of inspirational learning environments

CONSENT CALENDAR

Public Comment: None

Member Brown and Victoria Webber noted corrections to the minutes.

Member Brown moved approval of Consent Calendar items a – l as corrected. Member Wolff seconded.

Discussion:

- a. Approval of Minutes – January 10, 2017 (Regular Meeting)
- b. Approval/Ratification of Personnel Report
- c. Approval/Ratification of Conference/Workshop Attendance
- d. Approval of Field Trip(s)
- e. Approval of Agreements for Contracted Services – Special Education
- f. Acceptance of Gifts-Checks Totaling \$58,283.00
- g. Approval/Ratification of Warrants #389016 through #389177 in the amount of \$1,448,293.55 Dates: 12/22/2016 through 1/02/2017
- h. Ratification of Certificated Payroll 6A in the Amount of \$2,239,276.55
Ratification of Classified Payroll 6B in the Amount of \$691,885.90
Ratification of Classified Payroll 6C in the Amount of \$800.00
- i. Approval of Agreement with South Orange County Community College District for participation and reimbursement of the 2016-17 Adult Education Block Grant
- j. Authorize the Interim Assistant Superintendent of Business Services to File a Notice of Completion (NOC) for the Installation of Playground Turf at Top of the World Elementary School by KYA Services LLC, for Recording by the County Clerk-Recorder
- k. Approval of Independent Contractor Agreement with Brian Shay in an Amount Not-to-Exceed \$4,500.00
- l. Approval of Agreement for Contracted Services with Nicole Miller & Associates, Inc., to Conduct Investigations into the Legal Residency of Enrolled Students Within the Jurisdiction of Laguna Beach Unified School District as well as Risk Management Investigations with a Not-to-Exceed Amount of \$50,000

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Brown, Normandin, Perry, and Wolff voted yes to approve the consent calendar, items a – l as corrected.

INFORMATION ITEMS

Second Quarter Report of Uniform Complaints for the Williams Case Settlement

Mrs. Winston stated there were no complaints filed.

Presentation of Monthly Financial Report

Mr. Dixon presented the Monthly Financial Report for December 2016.

Report on Facilities Master Plan

Mr. Dixon presented an update on the Facilities Master Plan, which included demographic data, proposed changes, and information on Proposition 51.

ACTION ITEMS

Approval to Change the October 24, 2017 Board Of Education Meeting Date to Monday, October 23, 2017.

Dr. Vilorio introduced the item advising that the Orange County Teacher of the Year banquet will be held Tuesday, October 24.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval to change the October 24, 2017 Board Meeting date to October 23, 2017. Member Brown seconded.

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to change the October 24, 2017 Board Meeting date to October 23, 2017.

Approval of Job Descriptions for Student Support Specialist and Director, Social Emotional Support, and Revised Job Descriptions for Director, Assessment and Accountability and Director, Special Education

Mrs. Winston presented information on the proposed new job descriptions and changes to current job descriptions. Mrs. Winston stated the need for the additional positions and restructuring of current positions was in direct relation to the social emotional needs of our students and based on research based best practices.

Public Comment: None

Board Member Questions: Board members asked questions regarding responsibilities of personnel and funding.

Member Normandin moved to approve job descriptions as listed. Member Brown seconded.

The following chart summarizes the proposed changes:

Current Position Title	Proposed Position Title	Current Salary Range	Proposed Salary Range	Revisions to Job Description
a. Student Support Specialist	n/a	n/a	Certificated counselor salary schedule	n/a
b. Director, Social Emotional Support	n/a	n/a	Management Salary Schedule (see attached)	n/a
c. Director, Special Education and Student Services	Director, Special Education	No change	No change	Yes
d. Coordinator, Accountability, Assessment, and Special Projects	Director, Assessment and Accountability	No change	No change	Yes

Board Member Discussion: Board members discussed the work that had been done through the Guidance Plan and asked additional questions about the Student Support Specialist and Director, Social Emotional Support positions.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to approve job descriptions as listed.

Second Reading and Approval of Board Policies

Dr. Vilorio introduced the item, reminding Board members and staff that all policies were before the Board for a first reading on January 10, 2017.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval of all policies as listed, including new, revised, and deletions. Member Brown seconded.

	Policy/Bylaw	Title	Recommendation
a.	BP 0410	Nondiscrimination in District Programs and Activities	Approve policy
b.	BP 1230	School Connected Organizations	Approve policy
c.	BP 1260	Educational Foundation	Approve policy
d.	BP 1325	Advertising and Promotion	Approve policy
e.	BP 3540	Transportation	Approve policy
f.	BP 3580	District Records	Approve policy
g.	BP 4135 4235 4335	Soliciting and Selling	Approve policy
h.	BP 6020	Parent Involvement	Approve policy and delete current BP 6006 and BP 6007
i.	BP 6158	Independent Study	Approve policy and delete BP 6025
j.	BB 9321	Closed Session	Approve revisions to bylaw

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to all policies as listed, including new, revised, and deletions.

Approval of Resolution #17-03: Custodian of Revolving Cash Fund

Mr. Dixon introduced the item stating Dr. Vilorio had been added to the fund and Mr. West was removed.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval Resolution #17-03: Custodian of Revolving Cash Fund. Member Brown seconded.

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to approve Resolution 17-03: Custodian of Revolving Cash Fund.

Board Member Requests for Items for Next Meeting, Future Topics, or General Comments

Member Brown thanked staff for answering all Board members' questions and asked that all Board members be mindful of staff time.

Clerk Perry thanked staff for answering questions. She requested the following items be considered as Board meeting topics: Computer classes, coding; STEM lab at TMS; and, Student voice. She also asked about diversity training for athletes. Superintendent Vilorio commented the high school has already committed to having Keith Hawkins address the student body.

Member Normandin stated she personally will not tolerate racism and read a statement on the topic.

Hanover Research Contract

Dr. Vilorio introduced the item stating he believes there is a need to conduct a comprehensive school climate study. Staff is currently utilizing the Hanover Research Contract that was previously approved at full capacity and a second contract is requested to allow additional studies to be run concurrently.

Public Comment: None

Board Member Questions: None

Member Brown moved approval of the Hanover Research Contract. Member Wolff seconded.

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to approve the Hanover Research Contract.

Adjournment

Member Brown moved to adjourn. Member Normandin seconded.

President Vickers announced the next regular meeting is February 14, 2017 and a Special meeting is scheduled for Friday, January 27 from 8:00 – 11:00 a.m. for the Superintendent's Evaluation.

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to adjourn the meeting. The meeting adjourned at 9:08 p.m.

Dee Perry
Clerk of the Board
February 14, 2017

Laguna Beach Unified School District

13.a.ii. CONSENT/ACTION

February 14, 2017

Approve/Ratify: Minutes

Board of Education Minutes of Special Meeting January 27, 2017

Call to Order

The meeting was called to order at 8:01 a.m.

Roll Call to Establish Quorum

Roll call to establish Quorum:

Members Present: Jan Vickers
Dee Perry – arrived at 8:03 a.m.
Ketta Brown
Carol Normandin
Peggy Wolff

Staff Present: Jason Vilorio, Ed.D., Superintendent
Victoria Webber, Executive Assistant

Pledge of Allegiance

President Vickers led the Board, staff, and members of the audience in reciting the Pledge of Allegiance.

Adoption of Agenda

Member Brown moved adoption of the agenda. Member Normandin seconded.

Discussion: None

President Vickers called for the vote.

Motion carried 4-0-1. Members Vickers, Brown, Normandin, and Wolff voted yes to adopt the agenda. Member Perry had not arrived yet.

Public Comment (Items Not on the Agenda)

None.

Webber/Viloria

Public Comment on Closed Session Agenda Item

None.

Adjourn to Closed Session

Member Normandin moved to adjourn to Closed Session. Member Brown seconded.

Discussion: None.

President Vickers called for the vote.

Motion carried by a vote of 4-0-1. Members Vickers, Brown, Normandin, and Wolff voted yes to adjourn to closed session. Member Perry had not arrived yet.

The meeting adjourned to Closed Session at 8:02 am for the second quarterly Superintendent evaluation session.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GOAL SETTING

Government code 54957

Title: Superintendent of Schools

Victoria Webber was not in attendance for closed session.

Member Perry arrived at 8:03 a.m.

Adjournment of Closed Session

Member Brown moved adjournment of Closed Session. Member Normandin seconded.

No discussion occurred. President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff, voted yes to adjourn. Closed Session was adjourned at 10:25 a.m.

Report Out of Closed Session

There was no report out of Closed Session.

Member Brown moved to adjourn the meeting. Member Normandin seconded.

Discussion: None

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff, voted yes to adjourn. Closed Session was adjourned at 10:25 a.m.

Dee Perry
Clerk of the Board
February 14, 2017

Laguna Beach Unified School District

13.b. CONSENT/ACTION

February 14, 2017

Approval/Ratification: Personnel Report

Proposal

Staff proposes the Board of Education approve the Personnel Report, including various actions that are required to meet the needs of the District.

Background

It is necessary to process various personnel actions to meet staffing and operational needs. Compensation to personnel is within budgeted amounts in accordance with Board of Education policy.

Budget Impact

Expenditures are within budgeted appropriations as indicated.

Recommended Action

Staff recommends the Board of Education approve/ratify the Personnel Report and direct the Superintendent to authorize the actions requested in the report.

PERSONNEL REPORT**February 14, 2017****I. RESIGNATIONS**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Aaron Contreras	Instructional Assistant, Special Education Thurston Middle School	January 26, 2017

II. RELEASES:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Brandon Clark	Campus Supervisor Thurston Middle School	January 22, 2017

III. LEAVE OF ABSENCES

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Jennifer Lundblad	High School Teacher Laguna Beach High School	February 1, 2017 to March 22, 2017

IV. EMPLOYMENT:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
James Crawford PC04SE0112	Instructional Assistant/Special Education Thurston Middle School 0104612310-2115 Range: 23 Step: A 5.75 hours per day, 5 days per week, 10 month academic work calendar Replaces: Aaron Contreras	January 30, 2017 Special Ed Funds Probationary Employee \$19.23 per hour

Alexander Maxwell PC06SA0911	Campus Supervisor Thurston Middle School 0106011008-2910 Range: 24 Step: A 3.5 hours per day, 5 days per week, 10 month academic work calendar Replaces: Brandon Clark	January 30, 2017 General Funds Probationary Employee \$19.72 per hour
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Stacy Yelland PC04SE0124	Instructional Assistant, Special Education Top of the World Elementary 0104622510-2115 Range: 23 Step: C Replaces: Nikki Romano	January 31, 2017 Special Ed Funds Probationary Employee \$21.31 per hour
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PERSONNEL REPORT**February 14, 2017****IV. EMPLOYMENT: (continued)**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Eunice Yi	Instructional Assistant, Special Education	January 30, 2017
PC04SE0134	Thurston Middle School	Special Ed Funds
	0104613150-2115	Probationary Employee
	Range: 23 Step: D	\$22.43 per hour
	5.75 hours per day, 5 days per week, 10 month academic work calendar	
	Replaces: Elizabeth Yoder-Hale	

V. EMPLOYMENT: Stipends

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Alexis Csiszer	Toileting Stipend	October 1, 2016 to
	El Morro Elementary	Special Ed Funds June 22 2017
	0104612310-2170	NTE: \$150* per month
	* Increased from \$75 to \$150 per month	

See Committee List	Insurance Committee	January 1, 2017 to
	Districtwide	General Fund June 30, 2017
	0101377130-1170/2470	Short Term/Intermittent Work Hours
	NTE: \$1131 each	
	Committee List: James Brusky, Kris	
	Hammerquist, Mindy Hawkins, Kim	
	Mattson, Jackie Parker, Elizabeth	
	Phillips, Stacy Quirarte, Margaret Warder	

VI. EMPLOYMENT: Short Term Assignments - Extra Duty

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Michele Hilger	DIBELS Testing	January 17, 2017 to
	Top of the World Elementary	General Fund Januaary 27, 2017
	0108091005-1280	Short Term/Intermittent Work Hours
	NTE: 27 hours	\$26.25 per hour
David Brobeck	High School Teacher	January 30, 2017 to
	Laguna Beach High School	General Fund February 7, 2017
	0105011012-1180	Short Term/Intermittent Work Hours
	NTE: 4 hours	\$39.58 per hour
	Reason: Grading exams for employee on leave	

PERSONNEL REPORT**February 14, 2017****VI. EMPLOYMENT: Short Term Assignments - Extra Duty (continued)**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Dori Bunting	Instructional Assistant, Special Education Laguna Beach High School Range: 23 Step: F 0104602120-2115 NTE: 3 hours per week Reason: 6th period coverage	February 6, 2017 to April 7, 2017 Special Ed Funds \$25.83 per hour
Connie Byrnes	Campus Supervisor Laguna Beach High School 0105011012-2450 Range: 24 Step: B NTE: 50 hours Reason: Extra campus supervisor duty as needed	February 1, 2017 to June 23, 2017 General Fund Short Term/Intermittent Work Hours \$20.75 per hour
Jennifer deEncio	Launch Pad Training Instructor Central Office 0110035380-2970 NTE: 20 hours	January 20, 2017 to June 30, 2017 General Fund Short Term/Intermittent Work Hours \$26.25 per hour
Barbara Garcia	Instructional Assistant, Bilingual Laguna Beach High School 0105011500-2110 Range: 22 Step: E NTE: 18 hours Reason: Support for new English Learner student	February 1, 2017 to February 24, 2017 General Fund Short Term/Intermittent Work Hours \$24.53 per hour
Jon Hendrickson	High School Teacher Laguna Beach High School 0105011012-1180 NTE: 4 hours Reason: Grading exams for employee on leave	January 30, 2017 to February 7, 2017 General Fund Short Term/Intermittent Work Hours \$39.58 per hour
Carlos Iglesias	Destination Imagination - Extra Custodial Support Thurston Middle School 0106477409-2290 NTE: 8 hours	January 1, 2017 to February 28, 2017 General Fund Short Term/Intermittent Work Hours \$26.25 per hour
Carlos Iglesias	Juntos Field Trip and DELAC meeting supervision Districtwide 0102013040-2110 NTE: 20 hours	January 7, 2017 to June 22, 2017 General Fund Short Term/Intermittent Work Hours \$26.25 per hour

PERSONNEL REPORT**February 14, 2017****VI. EMPLOYMENT: Short Term Assignments - Extra Duty (continued)**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Amy McNeely	Launchpad Lead Thurston Middle School 0110035380-2970 NTE: 20 hours	General Fund January 26, 2017 to June 30, 2017 Short Term/Intermittent Work Hours \$26.25 per hour
Kelli Merda	Launch Pad Training Instructor Central Office 0110035380-2970 NTE: 20 hours	General Fund January 20, 2017 to June 30, 2017 Short Term/Intermittent Work Hours \$26.25 per hour
Eric Moore	Destination Imagination - Extra Custodial Support Thurston Middle School 0106477409-2290 NTE: 8 hours	General Fund January 1, 2017 to February 28, 2017 Short Term/Intermittent Work Hours \$26.25 per hour
See Attendee List	Attendance at Dr. Rankin Presentation Districtwide 0102014011-2150 NTE: 1.25 hours Attendees: Eva Boni, Dori Bunting, Marlo Jensma	General Fund January 25, 2017 \$26.25 per hour
See Attendee List	Attendance at Dr. Rankin Presentation Districtwide 0102014011-1130 NTE: 1.25 hours Attendees: Alexis Karol, Annie Bochenek, Cory Day, Debbie Finnerty, Heather Besecker, Ina Inouye, Jolene Dugan, Jon Mann, Kari Damato, Laura Silver, Marianne Bynum, Marianne Lawson, Marie Bammer, Maryann Thomas, Melinda Vogel, Mindy Hawkins, Patti Rabun, Robert Hogrebe, Sally Jo, Sarah Wolsey, Dustin Gowan, Stacy Quirarte	General Fund January 25, 2017 \$39.58 per hour
Jennifer Valousky	Campus Supervisor Laguna Beach High School 0105011012-2450 Range: 24 Step: D NTE: 50 hours Reason: Extra campus supervisor duty as needed	General Fund February 1, 2017 to June 23, 2017 Short Term/Intermittent Work Hours \$22.99 per hour

PERSONNEL REPORT**February 14, 2017****VII. EMPLOYMENT: Short Term Assignments - Performing Arts**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Alfredo Hernandez	Brass Instructor Laguna Beach High School 0102315890-2970 NTE: \$1500	February 1, 2017 to June 23, 2017 PA Funds Short Term/Intermittent Work Hours
Paul Nygro	Guest Drama Director Laguna Beach High School 0102315890-2970 NTE: \$1250	February 1, 2017 to May 31, 2017 PA Funds Short Term/Intermittent Work Hours
Roxanna Ward	Guest Drama Director Laguna Beach High School 0102315890-2970 NTE: \$1250	February 1, 2017 to May 31, 2017 PA Funds Short Term/Intermittent Work Hours

VIII. EMPLOYMENT: Short Term Assignments - Performing Arts/Booster Funds

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
None		

IX. EMPLOYMENT: Short Term Assignments - ASB Funds

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Brian Bishop	Soccer - Stadium Scoreboard Laguna Beach High School 0105311155-2990 NTE: 40 hours	February 23, 2017 to March 1, 2017 ASB Funds \$26.25 per hour

X. EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/General Fund

Work Site: Laguna Beach High School
General Fund Account: 0105311075-1185/2140

Fall Sports Calendar 2016/17:

Pre-Season: July 5 - July 29, 2016
In-Season: August 1 - November 4, 2016
CIF Playoff: November 7 - December 3, 2016

Winter Sports Calendar 2016/17:

Pre-Season: September 5 - November 4, 2016
In-Season: November 7 - February 10, 2017
CIF Playoff: February 13 to March 4, 2017

Spring Sports Calendar 2016/17:

Pre-Season: November 7 - February 10, 2017
In-Season: February 13 - May 12, 2017
CIF Playoff: May 15 to June 3, 2017

PERSONNEL REPORT

February 14, 2017

Resignation:

<u>Name:</u>	<u>Sport:</u>	<u>Date:</u>
Scott Finn	Varsity Boys Golf	January 12, 2017

Fall Sport

Volleyball - Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Ryan Murphy	Assistant Coach, CIF	\$307.50
Joey Pillon	Assistant Coach, CIF	\$307.50

Waterpolo - Boys

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Nathan McConnell	Assistant Coach, CIF	\$656.70

XI. EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/Booster Funded

Work Site: Laguna Beach High School

Booster Account: 0105315310-1185/2140

Fall Sports Calendar 2016/17:

Pre-Season:	July 5 - July 29, 2016
In-Season:	August 1 - November 4, 2016
CIF Playoff:	November 7 - December 3, 2016

Winter Sports Calendar 2016/17:

Pre-Season:	September 5 - November 4, 2016
In-Season:	November 7 - February 10, 2017
CIF Playoff:	February 13 to March 4, 2017

Spring Sports Calendar 2016/17:

Pre-Season:	November 7 - February 10, 2017
In-Season:	February 13 - May 12, 2017
CIF Playoff:	May 15 to June 3, 2017

Fall Sport

Cross Country - Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Steve Lalim	Head Coach, Post Season	\$500.00

Golf - Girls

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Jon Hendrickson	Head Coach, Post Season	\$2,500.00

Winter Sport

Soccer - Boys

<u>Name:</u>	<u>Position:</u>	<u>Stipend:</u>
Alec Williams	Assistant Coach, In Season	\$500.00

PERSONNEL REPORT**February 14, 2017****XII. SUBSTITUTES: Employment and Resignations****Employment:**

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Emine Akkus	Substitute Teacher	January 9, 2017
Chelsea Black	Substitute Teacher	January 30, 2017
Jennifer Cyphers	Substitute Teacher	January 9, 2017
Ryan Dack	Substitute Teacher	January 9, 2017
Mila Evanovich	Substitute Classified	January 9, 2017
Hannah Goldie	Substitute Teacher	January 9, 2017
Taylor Graves	Substitute Classified	January 9, 2017
Sabrina Johnson	Substitute Classified	January 9, 2017
Brenda Joyce	Substitute Classified	January 9, 2017
April Keller	Substitute Classified	January 9, 2017
Petah Kelsey	Substitute Teacher	January 9, 2017
Kimberly Layne	Substitute Teacher	January 9, 2017
Terry Leonard	Substitute Teacher	January 9, 2017
Jennifer Lyson	Substitute Teacher	January 9, 2017
Frederick Mehrrens	Substitute Teacher	January 24, 2017
Theresa Marino	Substitute Classified	January 9, 2017
Tracy Micallizzi	Substitute Classified	January 9, 2017
Jasmine Miramadi	Substitute Teacher	January 9, 2017
Rhonda Parks	Substitute Teacher	January 9, 2017
Erika Rojas	Substitute Teacher	January 31, 2017
Nick Saber	Substitute Teacher	January 9, 2017
Roshaunie Sirianni	Substitute Classified	January 9, 2017
Donna Stegall	Substitute Teacher	January 9, 2017
Jason Tierney	Substitute Teacher	January 9, 2017
Liana Waterbury	Substitute Classified	January 9, 2017
Linda Williams	Substitute Teacher	January 9, 2017
Joy Zembruski	Substitute Teacher	January 9, 2017

Resignations:

<u>Name:</u>	<u>Position/Site:</u>	<u>Effective Date:</u>
Noah Montes	Substitute Instructional Assistant, Special Education	January 20, 2017
Gemma Diaz Garcia	Student Worker	January 20, 2017
Kyle Hedden	Student Worker	January 20, 2017
Andrew Kemp	Student Worker	January 20, 2017
Anna Law	Student Worker	January 20, 2017
Sydney Oliveto	Student Worker	January 20, 2017
Jeffrey Perez	Substitute Teacher	January 27, 2017
Sophie Tabrizi	Student Worker	January 20, 2017

Laguna Beach Unified School District

13.c. CONSENT/ACTION

February 14, 2017

Approve/Ratify: Conference/Workshop Attendance

Maria Hoffman - "UCI GATE Certification Program" - April 2015 – May 2016, Irvine, CA. This program provided teachers with a new skill set and a deeper understanding of the needs of GATE students. Teachers earned a GATE certification upon completion.

Fiscal Impact:

\$ 1,783.75 Registration

\$ 1,783.75 TOTAL

Account #0102014011-5220 GATE - Travel & Conference

Grace Jones, Jolene Dugan, Amanda Myregard, and Michelle Douglass - "S-1 An Introduction to the What's & Not's of Attention Deficit Hyperactivity Disorder (ADHD): Implications for Behavior and Instruction" - January 19, 2017, Mission Viejo, CA. This training was an introduction to understanding the complexity and multifaceted aspects of ADHD. Cognitive, behavioral, social, and academic issues associated with the condition were discussed.

Fiscal Impact:

\$ 50.88 Transportation

\$ 250.00 Substitutes

\$ 300.88 TOTAL

Account #0104292600-5220 Special Education - Travel & Conference

Account #0108091005-5220 TOW - Travel & Conference

Account #0104612310-1190 Special Education Substitutes

Account #0108091005-1190 TOW Substitutes

Sylvia Waimrin, Amy Arnesen, Anastasia Booher, Max Messinger, Jeff Snyder, Andrew Palacios, and Jeff Sears - "SELPA Staff Development Training" - January 30, 2017, Mission Viejo, CA. Topics for participants include: Facilitating Social Interaction, Positive Behavior Supports, Facilitating Independence, and Executive Functioning.

Fiscal Impact:

\$ 94.36 Transportation

\$ 94.36 TOTAL

Account #Various budget numbers – Travel & Conference

Lila Samia - "Autism from 2 to 24" - February 2, 2017, Irvine, CA. Participants will hear Dr. Catherine Lord on the topics of diagnosis, social and communication development, and intervention in autism spectrum disorders.

Fiscal Impact:

\$ 15.00 Transportation

\$ 15.00 TOTAL

Account #0104613150-5220 Special Education – Travel & Conference

Alysia Odipo, Ed.D., Amy Kernan, Nikol King, and Angela Pilon - "2017 UC Articulation Conference A-G Learning Labs" - February 16, 2017, Riverside, CA. The "Learning Lab" workshop is designed to help administrators build and maintain a robust a-g course list.

Fiscal Impact:

\$ 200.00	Registration
\$ 28.00	Transportation
\$ 20.00	Parking
\$ 248.00	TOTAL

Account #0109397150-5220 Instruction - Travel & Conference

Jason Vilorio, Ed.D. - "CALSSD Meeting" - February 17, 2017, Sacramento, CA. Attendees will discuss a variety of financial issues related to education budgets.

Fiscal Impact:

\$ 60.00	Registration
\$ 303.90	Transportation
\$ 100.00	Taxi/Shuttle
\$ 40.00	Parking
\$ 503.90	TOTAL

Account #0101377100-5220 Superintendent – Travel & Conference

Stacy Quirate and Azadeh Baghai - "55th Annual California Association of the Gifted Conference" - March 3-5, 2017, San Diego, CA. Annual conference for GATE teachers.

Fiscal Impact:

\$ 690.00	Registration
\$ 160.00	Transportation
\$ 1,000.00	Lodging
\$ 200.00	Meals
\$ 250.00	Substitute
\$ 50.00	Parking
\$ 2,350.00	TOTAL

Account #0102014011- 5220 GATE - Travel & Conference

Amy Kernan, Suzy Capano, Mary Stinnett, Theresa Chavez, Ellen Oxales, Nikol King, Christie Olsen, Mike Morrison, and Roi Brignac - "Aeries User Conference" - March 6-7, 2017, Ontario, CA. Attendees will enhance user knowledge of Aeries through workshops over a two day period. Workshops include CALPADS, attendance, scheduling, administration, and more.

Fiscal Impact:

\$ 4,800.00	Registration
\$ 514.65	Transportation
\$ 780.40	Lodging
\$ 200.00	Meals
\$ 703.21	Substitutes
\$ 120.00	Parking
\$ 7,118.26	TOTAL

Account #Various Budget Numbers - Travel & Conference

Account #Various Budget Numbers - Substitutes

Carolyn Sadler – “SoCal History-Social Science Framework” - March 9, 2017, Long Beach, CA. Participants will receive an overview of changes to the Social Studies Framework adoption.

Fiscal Impact:

\$	225.00	Registration
\$	125.00	Substitutes
\$	350.00	TOTAL

Account #0102015380 - 5220 Staff Development - Travel & Conference

Jayne Greenwalt, Max Messinger, Betsy Klein, Dori Bunting, Eva Boni, Sarah Finch, Alexis Csiszer, Marlo Jensma, and Margaret Warder - “20th Annual CSEA Paraeducator Conference” - March 14-16, 2017, Ontario, CA. Attendees will participate in a variety of classes to learn to better assist students.

Fiscal Impact:

\$	872.00	Registration
\$	574.36	Transportation
\$	1,200.00	Lodging
\$	1,350.00	Meals
\$	3,225.00	Substitutes
\$	60.00	Parking
\$	7,281.36	TOTAL

Account #Various Budget Numbers - Travel & Conference

Account #Various Budget Numbers - Substitutes

Nichole Rosa, Lila Samia, Jeanne Brown, Angela Pilon, Jennifer DeMark, Nance Morrissey, and Brad Rush – “Mindfulness Based Stress Reduction for Teens” - March 17, 2017, Costa Mesa, CA. Attendees will gain techniques in mindfulness stress reduction to help working with teens.

Fiscal Impact:

\$	693.00	Registration
\$	80.25	Transportation
\$	150.00	Meals
\$	30.00	Parking
\$	953.25	TOTAL

Account #0105111012- 5220 Counseling - Travel & Conference

Account #0106091008-5220 TMS – Travel & Conference

Jason Vilorio, Ed.D., and Jeff Dixon – “2017 Schools for Sound Finance Spring Symposium” - March 23, 2017, Sacramento, CA. The symposium will provide important information for community-funded districts on topics that include State Budget debates, legislative issues and relations, an economic update, and other important topics.

Fiscal Impact:

\$	700.00	Transportation
\$	100.00	Meals
\$	100.00	Taxi/Shuttle
\$	100.00	Parking
\$	1,000.00	TOTAL

Account #0101377100-5220 Superintendent - Travel & Conference

Account #0102477408-5220 Business - Travel & Conference

Lila Samia and Brad Rush – “Clearing up the Confusion with Science Through Valid Special Education Assessments” - March 28, 2017, Anaheim, CA. Attendees will gain knowledge on assessment processes based on best practices that are theoretically sound, scientifically validated and legally defensible.

Fiscal Impact:

\$	66.34	Transportation
\$	66.34	TOTAL

Account #0104292600- 5220 Special Education - Travel & Conference

Cyndi Kimball and Chris Costley - “Workability Spring Training” - April 24-25, 2017, Dana Point, CA. Mandatory biannual training for Workability grant.

Fiscal Impact:

\$	390.00	Registration
\$	18.75	Transportation
\$	48.00	Parking
\$	456.75	TOTAL

Account #0104644575-5220 Workability - Travel & Conference

Penny Dressler and Michael Bair. - “Positive Prevention Plus” - April 25-26, 2017, Los Angeles, CA. Per the Comprehensive Sexual Health Act, all students in grades 7-12 must receive specific content in sexual health education. Additionally teachers must receive training regarding the content. Curriculum from Positive Prevention Plus meets State requirements.

Fiscal Impact:

\$	440.00	Registration
\$	231.12	Transportation
\$	100.00	Meals
\$	500.00	Substitutes
\$	660.00	Curriculum for Conference
\$	2,031.12	TOTAL

Account #0102013080-5220 Teacher Quality – Travel & Conference

Account #0102013080-1190 Teacher Quality – Travel & Conference

Jason Viloria, Ed.D., Jeff Dixon, and Raymond Lee – “May Revision Workshop” - May 18, 2017, Ontario, CA. The workshop will incorporate the results of revised revenue estimates, finalize the LCFF provisions for 2017-18, incorporate any revision to the state’s LCFF/LCAP model for 2017-18, and revise the out-year estimates for LCFF funding for multi-year projections

Fiscal Impact:

\$	495.00	Transportation
\$	495.00	TOTAL

Account #0101377100-5220 Superintendent - Travel & Conference

Account #0102477408-5220 Business - Travel & Conference

Shannon Soto – “Safe Schools Conference” - July 19-21, 2017, Garden Grove, CA. The conference will provide information on critical issues schools will be facing and cost effective strategies to deal with these issues. The conference will discuss the direct link between school safety, learning, attendance, and higher test scores.

Fiscal Impact:

\$ 349.00 Transportation

\$ 349.00 TOTAL

Account #0102397406-5220 Fiscal Services - Travel & Conference

Total Expenses: \$25,396.97

13.d. CONSENT/ACTION

February 14, 2017

Approval: Student Field Trips

Proposal

Staff proposes the Board of Education approve the following student field trip:

1. Top of the World Elementary

Destination: Brig Pilgrim, Dana Point
Date: March 13-14, 2017
Chaperone(s): Maryann Thomas and six parent chaperones
Cost to Student: \$98.50
Number of Students: 4th Grade class
Transportation: Parents
Accommodations: Brig Pilgrim Ship

Students will learn the history of Dana Point as it relates to two years before the mast.

2. Top of the World Elementary

Destination: Brig Pilgrim, Dana Point
Date: March 14-15, 2017
Chaperone(s): Katie Dwight and six parent chaperones
Cost to Student: \$98.50
Number of Students: 4th Grade class
Transportation: Parents
Accommodations: Brig Pilgrim Ship

Students will learn the history of Dana Point as it relates to two years before the mast.

3. Top of the World Elementary

Destination: Brig Pilgrim, Dana Point
Date: March 15-16, 2017
Chaperone(s): Kari Damato, Melanie Whitenack, and six parent chaperones
Cost to Student: \$98.50
Number of Students: 4th Grade class
Transportation: Parents
Accommodations: Brig Pilgrim Ship

Students will learn the history of Dana Point as it relates to two years before the mast.

4. Top of the World Elementary

Destination:	Brig Pilgrim, Dana Point
Date:	March 16-17, 2017
Chaperone(s):	Marie Bammer and six parent chaperones
Cost to Student:	\$98.50
Number of Students:	4 th Grade class
Transportation:	Parents
Accommodations:	Brig Pilgrim Ship

Students will learn the history of Dana Point as it relates to two years before the mast.

Background

The principal of Top of the World Elementary has approved the Applications for Field Trip requests and submitted the application for approval in accordance with Board Policy 6019. This policy provides forms for use by parents/guardians that give permission for their student(s) to participate in field trips, along with authorization for medical care and a waiver in conformance with Education Code Section 35330.

The District's liability insurance through ASCIP provides field trip coverage in the following areas: (1) coverage against claims by a parent for negligence by the District if the student is injured, and (2) coverage for any damage caused by a student.

Laguna Beach Unified School District

13.e. CONSENT/ACTION

February 14, 2017

Approval: Agreements and Contracts – Special Education

Proposal

Staff proposes the Board of Education approve the attached list of contracts required to secure necessary special education students.

Background

Approval by the Board of Education will provide needed services for eligible special education students that cannot presently be provided by District staff. Approval will maintain District compliance with Education Codes.

Budget Impact

The expenses associated with the attached contracts are included in current and special education budget.

Recommended Action

Staff recommends the Board of Education authorize the following contracts.

Laguna Beach Unified School District

Contracts/Licenses – February 14, 2017

Contractor	Description of Services	Term	Funding	Cost
Individual Contract Ocean View School	Day School tuition for a special education student	01/31/17 – 06/30/17	Non-Public School 0104632210-5875	\$ 21,600
Independent Contract Cindy Cottier, SLP	Training on use of learning applications for a special education student	02/02/17 – 06/22/17	Outside Agency 0104192430-5895	\$ 1,240

Laguna Beach Unified School District

13.f. CONSENT/ACTION

February 14, 2017

Approval: Agreements and Contracts – Technology Services

Proposal

Staff proposes the Board of Education approve the attached list of contracts required to secure necessary technology and services for Technology Services.

Background

Approval by the Board of Education will provide needed technology and services for the Students, Teachers and staff.

Budget Impact

The expenses associated with the attached contracts are included in current and proposed Technology Services budgets.

Recommended Action

Staff recommends the Board of Education authorize the following contracts.

Laguna Beach Unified School District

Contracts/Licenses – February 14, 2017

Contractor	Description of Services	Term	Funding	Cost
BrightBytes	Technology Survey Tool District-wide Students/Parents/Staff	4/22/17 – 4/22/18 Renewal	01130171755805	\$3,591.18
Lucid Software	Lucidpress Design Software for 5 th Grade	1/04/17 – 1/04/18 Renewal	01130171755805	\$960.00
Mystery Science Inc.	Mystery Science online software for elementary (El Morro)	2/01/17 – 6/30/17 New	01130171755805	\$499.00
Scientific Learning Corporation	Fast ForWord Results Now! MySciLEARN Reading Program for TOW	1/05/17 – 1/05/18 Renewal	01130171755805	\$3,378.00
US Games	PE Curriculum and track PFT Scores – Pilot for TMS	01/20/17 – 01/20/18 New	01130171755805	\$599.00

Laguna Beach Unified School District

13.g. CONSENT/ACTION

February 14, 2017

Approval: Interdistrict Attendance Agreements – Resident Students to Other District(s)

Proposal

Staff proposes that the Board of Education approve the following Interdistrict Attendance Agreement(s) for resident student(s) to attend another school district.

Background

Board Policy 5035 and Education Code 48204 delineate the conditions for Interdistrict Attendance Agreements. These agreements are based upon factors intended to positively affect student achievement and welfare. The Agreement must also be approved by the Board of Education of the cooperating district.

Implications

The action will allow resident student(s) to attend another school district. It is the practice of staff to recommend approval as per Board policy; however, Board members have the option to consider each case separately and approve or deny requests. These requests are for the 2016/2017 school year.

Budget Impact

The District will have reduced expenditures as a result of reduced student enrollment as follows:

<u>Summary of Projected IDT's Out of District</u> Based on students who are enrolling in other CA Public Schools Does not include Laguna Beach students enrolled in private schools				
School	IDT's Out for 2015/16	2015/16 Est. Reduced Cost (\$8500 per student)	IDT's Out for 2016/17 (to date)	2016/17 Est. Reduced Cost (\$8500 per student)
LBHS	10	\$ 85,000.00	9	\$ 76,500.00
TMS	4	\$ 34,000.00	4	\$ 34,000.00
TOW/ELM	8	\$ 68,000.00	14	\$ 119,000.00
Total	22	\$ 187,000.00	27	\$ 229,500.00

Recommended Action

Staff recommends the Board of Education approve the attached list of students requesting Interdistrict Attendance Agreements as presented.

Laguna Beach Unified School District

Interdistrict Attendance Agreements – Student(s) to Other District(s)

February 14, 2017

<u>Name</u>	<u>Grade</u>	<u>District</u>	<u>Reason</u>
Taylor H.	12	Capo District	3
Morgan H.	10	Capo District	3
Kendall D.	10	Capo District	3

- (1) Employee - Renewal
- (2) Employee - New
- (3) Special Need/Request

Laguna Beach Unified School District

13.h. CONSENT/ACTION

February 14, 2017

Approval: Acceptance of Gifts – Checks Totaling \$201,0600.00

Proposal

Staff proposes the Board of Education accept the following gift(s) to the District – checks totaling \$201,600.00.

Background

After acceptance by the Board of Education, a letter of thanks and acknowledgement will be mailed to the donor(s).

Recommended Action

Staff recommends the Board of Education accept the following gift(s), as presented:

Type of Gift	Donor	Amount/Gift	Disposition
Check	SchoolPower-Endowment	\$50,000.00	Rocket Ready
Check	SchoolPower	\$150,000.00	Annual Donation
Checks	Multiple Donors	\$1,600.00	TOW CLC Aide Donation
Total		\$201,600.00	

Laguna Beach Unified School District

13.i. CONSENT/ACTION

February 14, 2017

Approval: Warrants #389178 Through #389407 In The Amount of \$1,872,467.79
Dates: 1/13/2017 through 2/3/2017

Proposal

Staff proposes the Board of Education approve/ratify Warrants #389178 through #389407 in the amount of \$1,872,467.79.

Background

Warrants are issued for necessary equipment, supplies and services. The warrants processed include previously Board approved contracts and/or budgeted expenditures within the Board approved operating budget.

The warrant list is generated in our business office in accordance with supporting documentation and coded in compliance with the State Account Code Structure (SACS). The list is then transmitted to the Orange County Department of Education where requests are audited and warrants are ultimately issued.

Budget Impact

The warrants are in accordance with the approved 2016/2017 District Operating Budgets.

Recommended Action

Staff recommends the Board of Education approve/ratify the warrants in the amount of \$1,872,467.79.

SELECT Check ID's and Numbers: 760 ; Check Dates: 011317

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389178	01/13/17	Acorn Media	EQUIPMENT - NEW	0113457175	4410	EQUIPMENT - NEW	1,895.40
						CHECK TOTAL:	1,895.40
00389179	01/13/17	Apple Computer Inc.	EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	3,491.32
						CHECK TOTAL:	3,491.32
00389180	01/13/17		JANUARY 2016	0104602150	5877	PRESCHOOL TUITION	625.00
						CHECK TOTAL:	625.00
00389181	01/13/17	BESTBLANKS	EQUIPMENT - NEW	0105114695	4410	EQUIPMENT - NEW	1,922.15
						CHECK TOTAL:	1,922.15
00389182	01/13/17	BLICK ART MATERIALS	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	591.01
						CHECK TOTAL:	591.01
00389183	01/13/17	Carrie Jenal	REFRESHMENTS - NOT FOOD SERV	0104072000	4325	REFRESHMENTS - NOT FOOD	79.97
						CHECK TOTAL:	79.97
00389184	01/13/17	CDW GOVERNMENT LLC	EQUIPMENT - NEW	0113457175	4410	EQUIPMENT - NEW	4,437.72
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	444.79
			EQUIPMENT - NEW	0113457175	4410	EQUIPMENT - NEW	2,644.53
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	-444.79
						CHECK TOTAL:	7,082.25
00389185	01/13/17		2016-2017	0104632900	5878	PARENT REIMBURSEMENT (LE	25.00
						CHECK TOTAL:	25.00
00389186	01/13/17	Coyne & Associates Inc	NOVEMBER 2016	0104602140	5894	IBI SUPERVISION	5,956.88
						CHECK TOTAL:	5,956.88
00389187	01/13/17	ECOLA TERMITE & PEST S	PEST CONTROL	0102477408	5550	PEST CONTROL	4,362.00
						CHECK TOTAL:	4,362.00
00389188	01/13/17	Fisher Scientific	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	62.19
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	441.19
						CHECK TOTAL:	503.38
00389189	01/13/17	Follett Educational Se	LIBRARY BOOKS	0106054356	4210	LIBRARY BOOKS	-3,206.81
			LIBRARY BOOKS	0106054356	4210	LIBRARY BOOKS	-473.48
			LIBRARY BOOKS	0106054356	4210	LIBRARY BOOKS	-398.11
			LIBRARY BOOKS	0106054356	4210	LIBRARY BOOKS	-13.06
			LIBRARY BOOKS	0106054356	4210	LIBRARY BOOKS	-32.13
			LIBRARY BOOKS	0106054356	4210	LIBRARY BOOKS	722.30
			LIBRARY BOOKS	0106054356	4210	LIBRARY BOOKS	628.83

SELECT Check ID's and Numbers: 760 ; Check Dates: 011317

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			LIBRARY BOOKS	0106054356	4210	LIBRARY BOOKS	2,777.85
						CHECK TOTAL:	5.39
00389190	01/13/17	HD SUPPLY CONSTRUCTION	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	344.73
						CHECK TOTAL:	344.73
00389191	01/13/17		DECEMBER 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	2,590.00
						CHECK TOTAL:	2,590.00
00389192	01/13/17	Jenny Salberg	REFRESHMENTS - NOT FOOD SERV	0106095825	4325	REFRESHMENTS - NOT FOOD	456.50
						CHECK TOTAL:	456.50
00389193	01/13/17	Maintex	OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	124.48
						CHECK TOTAL:	124.48
00389194	01/13/17	MULTI-HEALTH SYSTEMS I	TESTS/SCORING	0104613150	4330	TESTS/SCORING	79.92
						CHECK TOTAL:	79.92
00389195	01/13/17	OCC GATE	TRAVEL & CONFERENCE	0107014011	5220	TRAVEL & CONFERENCE	270.00
						CHECK TOTAL:	270.00
00389196	01/13/17	Pitney Bowes	GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	141.35
						CHECK TOTAL:	141.35
00389197	01/13/17	Quality Office Furnish	EQUIPMENT - NEW	0104032000	6410	EQUIPMENT - NEW	10,463.68
						CHECK TOTAL:	10,463.68
00389198	01/13/17		DECEMBER 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	2,350.00
						CHECK TOTAL:	2,350.00
00389199	01/13/17	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	34.75
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	465.70
			COMPUTER PRINTERS \$250-\$5,000	0105011012	4462	COMPUTER PRINTERS \$250-\$	874.77
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	21.88
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	34.75
						CHECK TOTAL:	1,431.85
00389200	01/13/17	Tangram Interiors	EQUIPMENT - NEW	0109397150	4410	EQUIPMENT - NEW	2,479.91
						CHECK TOTAL:	2,479.91
00389201	01/13/17	WLC LLC	CONSULTANTS-OTHER	0101377100	5831	CONSULTANTS-OTHER	2,995.00
						CHECK TOTAL:	2,995.00

LAGUNA BEACH USD 01/13/17 Commercial Check Register Page 3
FRI, JAN 13, 2017, 8:23 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST

SELECT Check ID's and Numbers: 76@ ; Check Dates: 011317

<u>Check #</u>	<u>Register</u>	<u>Payee Name</u>	<u>Description</u>	<u>Key</u>	<u>Object</u>	<u>Object Description</u>	<u>Check Amount</u>
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	50,267.17
			GRAND TOTAL				50,267.17

SELECT Check ID's and Numbers: 760 ; Check Dates: 011817

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389202	01/18/17	Aardvark Clay & Suppli	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	12.01
						CHECK TOTAL:	12.01
00389203	01/18/17	BOCHENEK, ANNIE	SUBSCRIPTIONS - ONLINE	0107011005	5813	SUBSCRIPTIONS - ONLINE	44.00
						CHECK TOTAL:	44.00
00389204	01/18/17	Chris Duddy	SUBSCRIPTIONS - ONLINE	0107011005	5813	SUBSCRIPTIONS - ONLINE	111.96
						CHECK TOTAL:	111.96
00389205	01/18/17	COAST TO COAST COMPUTE	PRINTERS <\$250 & INK/SUPPLIES	0105011012	4322	PRINTERS <\$250 & INK/SUP	563.76
						CHECK TOTAL:	563.76
00389206	01/18/17	Dave Bang Assoc.	EQUIPMENT - NEW	0105011012	4410	EQUIPMENT - NEW	4,456.75
						CHECK TOTAL:	4,456.75
00389207	01/18/17	Durham School Services	11/8 LBHS - TMS	0106015570	5865	CHARTER BUS-ATHLETIC/FIE	23.36
			11/18 OC CRIM LABS	0106015040	5865	CHARTER BUS-ATHLETIC/FIE	248.00
			NOVEMBER 2016	0108011005	5855	CHARTER BUS-HOME TO SCHO	491.04
			NOVEMBER 2016	0106015600	5855	CHARTER BUS-HOME TO SCHO	768.93
			NOVEMBER 2016	0106011008	5855	CHARTER BUS-HOME TO SCHO	768.94
			NOVEMBER 2016	0108015600	5855	CHARTER BUS-HOME TO SCHO	429.77
			NOVEMBER 2016	0104256700	5100	SUBAGREEMENTS FOR SERVIC	23,969.23
			12/12 FOOD PANTRY	0106015570	5865	CHARTER BUS-ATHLETIC/FIE	150.92
			DECEMBER 2016	0104256700	5100	SUBAGREEMENTS FOR SERVIC	21,908.93
						CHECK TOTAL:	48,759.12
00389208	01/18/17	FOOTE, TODD	OTHER CUSTODIAL SUPPLIES	0106477409	4361	OTHER CUSTODIAL SUPPLIES	32.39
						CHECK TOTAL:	32.39
00389209	01/18/17	Ganahl Lumber	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	242.28
						CHECK TOTAL:	242.28
00389210	01/18/17	Grainger	MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	945.27
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	693.58
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	65.70
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	-945.27
						CHECK TOTAL:	759.28
00389211	01/18/17	Heather Besecker Evans	SUBSCRIPTIONS - ONLINE	0107011005	5813	SUBSCRIPTIONS - ONLINE	44.00
						CHECK TOTAL:	44.00
00389212	01/18/17	Home Depot	MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	234.98
			MAINTENANCE SUPPLIES	0107477408	4362	MAINTENANCE SUPPLIES	413.93
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	20.41

SELECT Check ID's and Numbers: 76@ ; Check Dates: 011817

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			PLUMBING REPAIRS	0108477408	4362	MAINTENANCE SUPPLIES	193.27
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	50.79
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	49.64
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	309.39
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	257.28
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	321.82
						CHECK TOTAL:	1,851.51
00389213	01/18/17	Jim's Music Center Inc	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	20.00
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	49.31
						CHECK TOTAL:	69.31
00389214	01/18/17	Jonathan Todd	MISC OUTSIDE VENDOR	0105015590	5860	MISC OUTSIDE VENDOR	4,920.00
						CHECK TOTAL:	4,920.00
00389215	01/18/17	JW Pepper	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	436.98
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	163.09
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	48.60
						CHECK TOTAL:	648.67
00389216	01/18/17	LBUSD Revolving Cash F	BANK SERVICE CHRG - NOV 2016	0102397400	5820	BANKING SERVICES	26.57
			MISC OUTSIDE VENDOR	0101377100	5860	MISC OUTSIDE VENDOR	25.00
			REFRESHMENTS - NOT FOOD SERV	0110397140	4325	REFRESHMENTS - NOT FOOD	6.20
			POSTAGE	0104072000	5910	POSTAGE	22.95
			MATERIALS & SUPPLIES-INSTRUCT	0112011055	4310	MATERIALS & SUPPLIES-INS	14.30
			GENERAL SUPPLIES-NON INSTRUCT	0104605040	4340	GENERAL SUPPLIES-NON INS	26.36
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	10.00
			MATERIALS & SUPPLIES-INSTRUCT	0104292600	4310	MATERIALS & SUPPLIES-INS	13.45
			MATERIALS & SUPPLIES-INSTRUCT	0104292600	4310	MATERIALS & SUPPLIES-INS	7.62
			MATERIALS & SUPPLIES-INSTRUCT	0104613150	4310	MATERIALS & SUPPLIES-INS	23.94
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	10.00
			MATERIALS & SUPPLIES-INSTRUCT	0104292600	4310	MATERIALS & SUPPLIES-INS	14.77
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	10.00
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	10.00
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	10.00
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	171.66
			REFRESHMENTS - NOT FOOD SERV	0107011005	4325	REFRESHMENTS - NOT FOOD	31.90
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	10.78
						CHECK TOTAL:	445.50
00389217	01/18/17	Leader Services	CONSULTANTS-OTHER	0104292600	5831	CONSULTANTS-OTHER	2.43
						CHECK TOTAL:	2.43
00389218	01/18/17	Maintex	CUSTODIAL CONSUMABLES(PAPER)	0106477409	4360	CUSTODIAL CONSUMABLES(PA	118.44

SELECT Check ID's and Numbers: 76@ ; Check Dates: 011817

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
						CHECK TOTAL:	118.44
00389219	01/18/17	Melaragno, Albert J.	CONSULTANTS-OTHER	0104292600	5831	CONSULTANTS-OTHER	87.50
						CHECK TOTAL:	87.50
00389220	01/18/17		DECEMBER 2016	0104602150	5877	PRESCHOOL TUITION	210.00
						CHECK TOTAL:	210.00
00389221	01/18/17	OCDE	IAA-PAYMENTS TO COUNTY OFFICES	0104542110	7142	IAA-PAYMENTS TO COUNTY O	8,848.80
			IAA-PAYMENTS TO COUNTY OFFICES	0104542110	7142	IAA-PAYMENTS TO COUNTY O	8,031.16
			IAA-PAYMENTS TO COUNTY OFFICES	0104542110	7142	IAA-PAYMENTS TO COUNTY O	2,801.59
						CHECK TOTAL:	19,681.55
00389222	01/18/17	Pitney Bowes	JANUARY 2017	0106091008	5620	RENTAL EXPENSE	26.94
						CHECK TOTAL:	26.94
00389223	01/18/17	PORTER, BRIDGET	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	46.88
						CHECK TOTAL:	46.88
00389224	01/18/17	Practi-Cal Inc.	CONSULTANTS-OTHER	0104292600	5831	CONSULTANTS-OTHER	845.25
						CHECK TOTAL:	845.25
00389225	01/18/17		SUMMER 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	1,527.75
			FALL 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	830.25
			FALL 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	4,366.75
			PARENT REIMBURSEMENT (LEGAL)	0104632900	5878	PARENT REIMBURSEMENT (LE	4,366.75
			SPRING 2017	0104632900	5878	PARENT REIMBURSEMENT (LE	10,233.50
						CHECK TOTAL:	21,325.00
00389226	01/18/17	Seaside Solutions	DECEMBER 2016	0104132980	5889	OTHER THERAPY	275.00
						CHECK TOTAL:	275.00
00389227	01/18/17	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	124.06
						CHECK TOTAL:	124.06
00389228	01/18/17	THINKING MAPS INC.	MATERIALS & SUPPLIES-INSTRUCT	0102013040	4310	MATERIALS & SUPPLIES-INS	6,882.56
						CHECK TOTAL:	6,882.56
00389229	01/18/17	Ward's Natural Science	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	354.45
						CHECK TOTAL:	354.45
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							112,940.60

LAGUNA BEACH USD 01/18/17 Commercial Check Register Page 4
WED, JAN 18, 2017, 8:23 AM --req: ADMIN-----leg: 76 ----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST

SELECT Check ID's and Numbers: 760 ; Check Dates: 011817

<u>Check #</u>	<u>Register</u>	<u>Payee Name</u>	<u>Description</u>	<u>Key</u>	<u>Object</u>	<u>Object Description</u>	<u>Check Amount</u>
GRAND TOTAL							112,940.60

SELECT Check ID's and Numbers: 760 ; Check Dates: 011917

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389230	01/19/17	ACSA	DUES & MEMBERSHIPS	0113457175	5310	DUES & MEMBERSHIPS	1,525.00
						CHECK TOTAL:	1,525.00
00389231	01/19/17	Advanced Alarm Inc.	ALARM MONITORING	0106477408	5560	ALARM MONITORING	741.34
						CHECK TOTAL:	741.34
00389232	01/19/17	ALL CITY MANAGEMENT SE	MISC OUTSIDE VENDOR	0106098040	5860	MISC OUTSIDE VENDOR	479.92
						CHECK TOTAL:	479.92
00389233	01/19/17	American Leak Detectio	SITE IMPROVEMNT-OTHER(SPECIFY)	0106497408	6135	SITE IMPROVEMNT-OTHER(SP	52,408.28
						CHECK TOTAL:	52,408.28
00389234	01/19/17	Andrew Crisp	TRAVEL & CONFERENCE	0113457175	5220	TRAVEL & CONFERENCE	15.44
						CHECK TOTAL:	15.44
00389235	01/19/17	AT&T	TELEPHONE SERVICE	0107477409	5920	TELEPHONE SERVICE	30.29
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	6.31
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	-1.12
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	31.87
			TELEPHONE SERVICE	0106477409	5920	TELEPHONE SERVICE	29.02
						CHECK TOTAL:	96.37
00389236	01/19/17	Boys & Girls Club of L	MISC OUTSIDE VENDOR	0104116100	5860	MISC OUTSIDE VENDOR	16,200.00
						CHECK TOTAL:	16,200.00
00389237	01/19/17	CATHEDRAL HOME FOR CHI	DECEMBER 2016	0104632210	5875	TUITION	2,374.96
			DECEMBER 2016	0104632210	5889	OTHER THERAPY	3,697.60
			DECEMBER 2016	0104632210	5898	AB3632 ROOM & BOARD	5,140.00
			DECEMBER 2016	0104632210	5898	AB3632 ROOM & BOARD	7,967.00
			DECEMBER 2016	0104632210	5875	TUITION	2,374.96
			DECEMBER 2016	0104632210	5889	OTHER THERAPY	5,731.28
						CHECK TOTAL:	27,285.80
00389238	01/19/17	Cox Communications	JANUARY 2017	0113457175	5940	INTERNET CONNECTIVITY	30.08
			JANUARY 2017	0113457175	5940	INTERNET CONNECTIVITY	8,365.10
			JANUARY 2017	0113457175	5940	INTERNET CONNECTIVITY	280.20
			JANUARY 2017	0113457175	5940	INTERNET CONNECTIVITY	192.46
			DECEMBER 2016	0113457175	5940	INTERNET CONNECTIVITY	1,521.83
						CHECK TOTAL:	10,389.67
00389239	01/19/17	Dvorak, Kim	FEES TRANSPORTATION FR INDIV	0100006700	8675	FEES TRANSPORTATION FR I	223.80
						CHECK TOTAL:	223.80
00389240	01/19/17	Ganahl Lumber	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	5.38

SELECT Check ID's and Numbers: 76@ ; Check Dates: 011917

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	22.20
						CHECK TOTAL:	27.58
00389241	01/19/17	Konica Minolta	SOFTWARE/COPIER MAINTENANCE	FE	0102397400	5650 SOFTWARE/COPIER MAINTENA	9.11
			SOFTWARE/COPIER MAINTENANCE	FE	0108091005	5650 SOFTWARE/COPIER MAINTENA	240.71
			SOFTWARE/COPIER MAINTENANCE	FE	0106091008	5650 SOFTWARE/COPIER MAINTENA	275.45
			SOFTWARE/COPIER MAINTENANCE	FE	0105091012	5650 SOFTWARE/COPIER MAINTENA	49.20
			SOFTWARE/COPIER MAINTENANCE	FE	0105091012	5650 SOFTWARE/COPIER MAINTENA	878.69
			SOFTWARE/COPIER MAINTENANCE	FE	0108091005	5650 SOFTWARE/COPIER MAINTENA	180.66
			SOFTWARE/COPIER MAINTENANCE	FE	0102397400	5650 SOFTWARE/COPIER MAINTENA	61.92
			SOFTWARE/COPIER MAINTENANCE	FE	0107091005	5650 SOFTWARE/COPIER MAINTENA	149.69
			SOFTWARE/COPIER MAINTENANCE	FE	0105091012	5650 SOFTWARE/COPIER MAINTENA	87.03
			SOFTWARE/COPIER MAINTENANCE	FE	0107091005	5650 SOFTWARE/COPIER MAINTENA	202.80
			SOFTWARE/COPIER MAINTENANCE	FE	0102397400	5650 SOFTWARE/COPIER MAINTENA	32.00
			SOFTWARE/COPIER MAINTENANCE	FE	0102397400	5650 SOFTWARE/COPIER MAINTENA	47.23
			SOFTWARE/COPIER MAINTENANCE	FE	0106091008	5650 SOFTWARE/COPIER MAINTENA	183.78
			SOFTWARE/COPIER MAINTENANCE	FE	0102397400	5650 SOFTWARE/COPIER MAINTENA	49.03
						CHECK TOTAL:	2,447.30
00389242	01/19/17	Laguna Beach Water Dis	WATER - UTILITIES		0107477409	5530 WATER - UTILITIES	442.28
			WATER - UTILITIES		0107477409	5530 WATER - UTILITIES	1,521.29
			WATER - UTILITIES		0107477409	5530 WATER - UTILITIES	1,406.04
			WATER - UTILITIES		0107477409	5530 WATER - UTILITIES	428.72
						CHECK TOTAL:	3,798.33
00389243	01/19/17	LIGHTSPEED TECHNOLOGIE	EQUIPMENT - NEW		0113018640	4410 EQUIPMENT - NEW	2,220.00
						CHECK TOTAL:	2,220.00
00389244	01/19/17	Maintex	MAINTENANCE SUPPLIES		0102477408	4362 MAINTENANCE SUPPLIES	53.62
						CHECK TOTAL:	53.62
00389245	01/19/17	NORMANDIN,CAROL	TRAVEL & CONFERENCE		0101377100	5220 TRAVEL & CONFERENCE	721.37
						CHECK TOTAL:	721.37
00389246	01/19/17	Resilient Communicatio	REPLACE NON-INSTRUCT EQUIPMENT	0113057175	6520	REPLACE NON-INSTRUCT EQU	13,124.59
			REPLACE NON-INSTRUCT EQUIPMENT	0113057175	6520	REPLACE NON-INSTRUCT EQU	32,610.38
			REPLACE NON-INSTRUCT EQUIPMENT	0113057175	6520	REPLACE NON-INSTRUCT EQU	3,281.15
			REPLACE NON-INSTRUCT EQUIPMENT	0113057175	6520	REPLACE NON-INSTRUCT EQU	59,364.36
						CHECK TOTAL:	108,380.48
00389247	01/19/17	SimplexGrinnell	ALARM MONITORING		0105477409	5560 ALARM MONITORING	1,485.92
			ALARM MONITORING		0105477409	5560 ALARM MONITORING	178.09
			ALARM MONITORING		0106477409	5560 ALARM MONITORING	482.25
			ALARM MONITORING		0102477409	5560 ALARM MONITORING	190.00

SELECT Check ID's and Numbers: 768 ; Check Dates: 011917

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			ALARM MONITORING	0107477409	5560	ALARM MONITORING	327.25
			ALARM MONITORING	0108477409	5560	ALARM MONITORING	272.25
			ALARM MONITORING	0102477409	5560	ALARM MONITORING	186.00
			ALARM MONITORING	0105477409	5560	ALARM MONITORING	420.00
						CHECK TOTAL:	3,541.76
00389248	01/19/17		DECEMBER 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	2,350.00
			DECEMBER 2016 -ENRICHMENT	0104632900	5878	PARENT REIMBURSEMENT (LE	690.00
						CHECK TOTAL:	3,040.00
00389249	01/19/17	Southern California Ed	LIGHT & POWER	0107477409	5520	LIGHT & POWER	3,483.50
						CHECK TOTAL:	3,483.50
00389250	01/19/17	TOTAL RECALL CAPTIONIN	JANUARY 2017	0104622510	5860	MISC OUTSIDE VENDOR	2,681.25
						CHECK TOTAL:	2,681.25
00389251	01/19/17	UPS	POSTAGE	0110397140	5910	POSTAGE	1.56
						CHECK TOTAL:	1.56
00389252	01/19/17	World Wide Constructio	CONTRACT SERVICES	0105477408	5610	CONTRACT SERVICES	26,058.59
						CHECK TOTAL:	26,058.59
00389253	01/19/17	River City Testing	SITE IMPROVEMENT	4205498510	6110	SITE IMPROVEMENT	300.00
						CHECK TOTAL:	300.00
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	266,120.96
			GRAND TOTAL				266,120.96

SELECT Check ID's and Numbers: 758 ; Check Dates: 012017

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389254	01/20/17	B & H Photo Video Inc.	EQUIPMENT - NEW	0113457175	4410	EQUIPMENT - NEW	244.99
			EQUIPMENT - NEW	0113457175	4410	EQUIPMENT - NEW	671.36
			EQUIPMENT - NEW	0113457175	4410	EQUIPMENT - NEW	1,110.40
			EQUIPMENT - NEW	0113457175	4410	EQUIPMENT - NEW	1,506.78
						CHECK TOTAL:	3,533.53
00389255	01/20/17	CUE	TRAVEL & CONFERENCE	0113017175	5220	TRAVEL & CONFERENCE	2,130.00
			TRAVEL & CONFERENCE	0113457175	5220	TRAVEL & CONFERENCE	340.00
						CHECK TOTAL:	2,470.00
00389256	01/20/17	Durham School Services	SUBAGREEMENTS FOR SERVICES	0102256700	5100	SUBAGREEMENTS FOR SERVIC	755.85
						CHECK TOTAL:	755.85
00389257	01/20/17	Durinda Klein	GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	84.57
			REFRESHMENTS - NOT FOOD SERV	0105091012	4325	REFRESHMENTS - NOT FOOD	219.23
						CHECK TOTAL:	303.80
00389258	01/20/17	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	118.11
						CHECK TOTAL:	118.11
00389259	01/20/17	Michelle Martinez	MATERIALS & SUPPLIES-INSTRUCT	0102014105	4310	MATERIALS & SUPPLIES-INS	119.96
						CHECK TOTAL:	119.96
00389260	01/20/17	ROTARY CLUB OF LAGUNA	DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	184.10
						CHECK TOTAL:	184.10
00389261	01/20/17	Sparkletts	MISC OUTSIDE VENDOR	0102397400	5860	MISC OUTSIDE VENDOR	122.38
						CHECK TOTAL:	122.38
00389262	01/20/17	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	18.99
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	131.74
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	10.52
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	162.52
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	23.47
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	669.96
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	127.39
						CHECK TOTAL:	1,144.59
00389263	01/20/17	Steven Sogo	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	457.27
						CHECK TOTAL:	457.27
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							9,209.59

LAGUNA BEACH USD 01/20/17 Commercial Check Register Page 2
FRI, JAN 20, 2017, 8:35 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>---report id: CKOCLIST

SELECT Check ID's and Numbers: 76@ ; Check Dates: 012017

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			GRAND TOTAL				9,209.59

SELECT Check ID's and Numbers: 760 ; Check Dates: 012317

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389264	01/23/17	First Student Inc.	CHARTER BUS-ATHLETIC/FIELD TRP	0105015060	5865	CHARTER BUS-ATHLETIC/FIE	221.95
						CHECK TOTAL:	221.95
00389265	01/23/17	Ganahl Lumber	MATERIALS & SUPPLIES-INSTRUCT	0105114695	4310	MATERIALS & SUPPLIES-INS	167.39
						CHECK TOTAL:	167.39
00389266	01/23/17	GILLINGER, MELINDA	DECEMBER 2016 - CONSULTATION	0104632900	5889	OTHER THERAPY	150.00
			DECEMBER 2016	0104632900	5889	OTHER THERAPY	1,312.50
						CHECK TOTAL:	1,462.50
00389267	01/23/17	HERITAGE MUSEUM	2/7-JOURNEY IN TIME	0108015570	5860	MISC OUTSIDE VENDOR	1,455.00
						CHECK TOTAL:	1,455.00
00389268	01/23/17	Home Depot	PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	78.44
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	51.72
			MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	139.32
			MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	81.71
			MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	183.83
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	285.52
			PLUMBING REPAIRS	0102477408	5662	PLUMBING REPAIRS	59.04
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	146.46
			MAINTENANCE SUPPLIES	0106477408	4362	MAINTENANCE SUPPLIES	136.54
			MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	-40.85
			MAINTENANCE SUPPLIES	0108477408	4362	MAINTENANCE SUPPLIES	-40.86
						CHECK TOTAL:	1,080.87
00389269	01/23/17	MAXIM HEALTHCARE SERVI	DECEMBER 2016	0104172860	5831	CONSULTANTS-OTHER	4,304.70
						CHECK TOTAL:	4,304.70
00389270	01/23/17	OCEAN Institute	3/14 - BEFORE THE MAST	0108015575	5860	MISC OUTSIDE VENDOR	2,900.00
			3/13 -BEFPRE TJE ,AST	0108015575	5860	MISC OUTSIDE VENDOR	2,900.00
			3/15 - BEFORE THE MAST	0108015575	5860	MISC OUTSIDE VENDOR	2,900.00
			3/16 -BEFORE THE MAST	0108015575	5860	MISC OUTSIDE VENDOR	2,900.00
						CHECK TOTAL:	11,600.00
00389271	01/23/17	Roadtrip Nation	MISC OUTSIDE VENDOR	0105014730	5860	MISC OUTSIDE VENDOR	1,500.00
						CHECK TOTAL:	1,500.00
00389272	01/23/17		DECEMBER 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	210.00
						CHECK TOTAL:	210.00
00389273	01/23/17	US Games	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	58.19
						CHECK TOTAL:	58.19

LAGUNA BEACH USD 01/23/17 Commercial Check Register Page 2
 MON, JAN 23, 2017, 7:56 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST

SELECT Check ID's and Numbers: 760 ; Check Dates: 012317

<u>Check #</u>	<u>Register</u>	<u>Payee Name</u>	<u>Description</u>	<u>Key</u>	<u>Object</u>	<u>Object Description</u>	<u>Check Amount</u>
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	22,060.60
						GRAND TOTAL	22,060.60

SELECT Check ID's and Numbers: 76@ ; Check Dates: 012417

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389274	01/24/17	Airwolf 3D	EQUIPMENT - NEW	0105015040	4410	EQUIPMENT - NEW	4,680.60
						CHECK TOTAL:	4,680.60
00389275	01/24/17	Apperson Education Pro	TESTS/SCORING	0105011012	4330	TESTS/SCORING	94.88
						CHECK TOTAL:	94.88
00389276	01/24/17	BLICK ART MATERIALS	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	347.99
						CHECK TOTAL:	347.99
00389277	01/24/17	CDW GOVERNMENT LLC	EQUIPMENT-COMPUTER	0113457175	4460	EQUIPMENT-COMPUTER	270.85
			COMPUTER PRINTERS \$250-\$5,000	0105091012	4462	COMPUTER PRINTERS \$250-\$	317.79
			PRINTERS <\$250 & INK/SUPPLIES	0105011012	4322	PRINTERS <\$250 & INK/SUP	154.72
			COMPUTER PRINTERS \$250-\$5,000	0105011012	4462	COMPUTER PRINTERS \$250-\$	2,580.83
						CHECK TOTAL:	3,324.19
00389278	01/24/17	Diamond Fitness System	MISC REPAIR	0105011075	5690	MISC REPAIR	899.56
						CHECK TOTAL:	899.56
00389279	01/24/17	Follett School Solutio	MATERIALS & SUPPLIES-INSTRUCT	0102014100	4310	MATERIALS & SUPPLIES-INS	219.13
						CHECK TOTAL:	219.13
00389280	01/24/17	Maintex	OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	88.78
			OTHER CUSTODIAL SUPPLIES	0105477409	4361	OTHER CUSTODIAL SUPPLIES	3,178.44
						CHECK TOTAL:	3,267.22
00389281	01/24/17	Medco Supply Co.	MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	29.53
						CHECK TOTAL:	29.53
00389282	01/24/17	MULTI-HEALTH SYSTEMS I	TESTS/SCORING	0104613150	4330	TESTS/SCORING	231.12
						CHECK TOTAL:	231.12
00389283	01/24/17	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	104.03
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	59.25
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	87.55
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	165.83
			COPIER PAPER	0102397400	4312	COPIER PAPER	337.95
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	45.54
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	18.18
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	6.45
						CHECK TOTAL:	824.78
00389284	01/24/17	Pioneer Revere	GENERAL SUPPLIES-NON INSTRUCT	0105091075	4340	GENERAL SUPPLIES-NON INS	928.81
						CHECK TOTAL:	928.81

SELECT Check ID's and Numbers: 760 ; Check Dates: 012417

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389285	01/24/17	Precision Data Product	TESTS/SCORING	0105011012	4330	TESTS/SCORING	585.17
CHECK TOTAL:							585.17
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							15,432.98
GRAND TOTAL							15,432.98

SELECT Check ID's and Numbers: 760 ; Check Dates: 012517

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389286	01/25/17	AMERICAN LOGISTICS COM	DECEMBER 2016	0104256700	5100	SUBAGREEMENTS FOR SERVIC	23,920.00
						CHECK TOTAL:	23,920.00
00389287	01/25/17	Blue Shield of Califor	HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	166,127.97
			HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	81,824.22
						CHECK TOTAL:	247,952.19
00389288	01/25/17	BSN Sport	MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	115.21
						CHECK TOTAL:	115.21
00389289	01/25/17	Cintas Corporation Loc	GENERAL SUPPLIES-NON INSTRUCT	0105477408	4340	GENERAL SUPPLIES-NON INS	-29.07
			GENERAL SUPPLIES-NON INSTRUCT	0105477408	4340	GENERAL SUPPLIES-NON INS	111.88
						CHECK TOTAL:	82.81
00389290	01/25/17	Dan's Thermal Services	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	267.50
						CHECK TOTAL:	267.50
00389291	01/25/17	FAGEN, FRIEDMAN & FULF	LEGAL EXPENSE	0101377100	5835	LEGAL EXPENSE	27.50
						CHECK TOTAL:	27.50
00389292	01/25/17	Harbottle Law Group	DECEMBER 2016	0109156100	5835	LEGAL EXPENSE	1,083.00
						CHECK TOTAL:	1,083.00
00389293	01/25/17	Jim's Music Center Inc	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	8.62
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	97.78
						CHECK TOTAL:	106.40
00389294	01/25/17	JW Pepper	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	-48.60
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	118.75
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	70.20
						CHECK TOTAL:	140.35
00389295	01/25/17	Kaiser Foundation Heal	HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	101,934.17
			HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	178.94
			HEALTH & WELFARE, CERTIFICATED	0102017400	3401	HEALTH & WELFARE, CERTIF	363.30
			HEALTH & WELFARE,CLASSIFIED	0102397400	3402	HEALTH & WELFARE,CLASSIF	50,206.38
						CHECK TOTAL:	152,682.79
00389296	01/25/17	King, Nikol	TRAVEL & CONFERENCE	0105111012	5220	TRAVEL & CONFERENCE	115.84
			TRAVEL & CONFERENCE	0109397150	5220	TRAVEL & CONFERENCE	435.27
						CHECK TOTAL:	551.11
00389297	01/25/17	Learning for Living In	CONSULTANTS-OTHER	0101377100	5831	CONSULTANTS-OTHER	1,000.00
						CHECK TOTAL:	1,000.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 012517

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389298	01/25/17	Los Angeles Van Rental	CHARTER BUS-ATHLETIC/FIELD TRP	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	955.76
						CHECK TOTAL:	955.76
00389299	01/25/17	Midas of Laguna Beach	VEHICLE REPAIR	0102477408	5640	VEHICLE REPAIR	1,887.56
						CHECK TOTAL:	1,887.56
00389300	01/25/17	Office Depot	MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	11.44
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	-11.44
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	46.97
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	32.29
						CHECK TOTAL:	79.26
00389301	01/25/17	PAPER RECYCLING AND SH	OTHER MAINTENANCE SERVICES	0101377100	5692	OTHER MAINTENANCE SERVIC	50.00
						CHECK TOTAL:	50.00
00389302	01/25/17	Pearson Assessments	TESTS/SCORING	0104613150	4330	TESTS/SCORING	98.36
						CHECK TOTAL:	98.36
00389303	01/25/17	Purchase Power	POSTAGE	0105091012	5910	POSTAGE	5,050.00
						CHECK TOTAL:	5,050.00
00389304	01/25/17	REAL INSPIRATIONS INC.	CONSULTANTS-OTHER	0101377100	5831	CONSULTANTS-OTHER	500.00
						CHECK TOTAL:	500.00
00389305	01/25/17	Torrance Unified Schoo	CONSULTANTS-INSTRUCTIONAL	0102013080	5830	CONSULTANTS-INSTRUCTIONA	900.00
						CHECK TOTAL:	900.00
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							437,449.80
GRAND TOTAL							437,449.80

SELECT Check ID's and Numbers: 750 ; Check Dates: 012717

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389306	01/27/17	A-Z Office Resource In	PRINTERS <\$250 & INK/SUPPLIES	0107011005	4322	PRINTERS <\$250 & INK/SUP	2,442.96
						CHECK TOTAL:	2,442.96
00389307	01/27/17	Aardvark Clay & Suppli	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	-77.76
			MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	185.59
						CHECK TOTAL:	107.83
00389308	01/27/17	ANCHOR ELECTRIC	ELECTRICAL REPAIRS	0108477408	5661	ELECTRICAL REPAIRS	286.00
			ELECTRICAL REPAIRS	0102477408	5661	ELECTRICAL REPAIRS	160.00
						CHECK TOTAL:	446.00
00389309	01/27/17	Bergen, Ann	TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	484.04
						CHECK TOTAL:	484.04
00389310	01/27/17	BLICK ART MATERIALS	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	268.42
						CHECK TOTAL:	268.42
00389311	01/27/17	BrightView Landscape S	LANDSCAPE/IRRIGATION	0102477409	5680	LANDSCAPE/IRRIGATION	1,020.10
			LANDSCAPE/IRRIGATION	0102477409	5680	LANDSCAPE/IRRIGATION	1,560.00
			LANDSCAPE/IRRIGATION	0106477409	5680	LANDSCAPE/IRRIGATION	341.01
			LANDSCAPE/IRRIGATION	0102477409	5680	LANDSCAPE/IRRIGATION	1,103.94
			LANDSCAPE/IRRIGATION	0108477409	5680	LANDSCAPE/IRRIGATION	3,500.00
			LANDSCAPE/IRRIGATION	0107477409	5680	LANDSCAPE/IRRIGATION	4,100.00
			LANDSCAPE/IRRIGATION	0107477409	5680	LANDSCAPE/IRRIGATION	3,000.00
			LANDSCAPE/IRRIGATION	0105477409	5680	LANDSCAPE/IRRIGATION	3,950.00
			LANDSCAPE/IRRIGATION	0102477409	5680	LANDSCAPE/IRRIGATION	600.00
			LANDSCAPE/IRRIGATION	0105477409	5680	LANDSCAPE/IRRIGATION	1,495.00
						CHECK TOTAL:	20,670.05
00389312	01/27/17	BSN Sport	EQUIPMENT - NEW	0105011075	4410	EQUIPMENT - NEW	7,766.80
						CHECK TOTAL:	7,766.80
00389313	01/27/17	Cindy Cottier	JANUARY 2017	0104192430	5895	OUTSIDE ASSESSMENT FEES	950.00
						CHECK TOTAL:	950.00
00389314	01/27/17	Fisher Scientific	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	14.63
						CHECK TOTAL:	14.63
00389315	01/27/17	Ganahl Lumber	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	236.96
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	270.12
			MATERIALS & SUPPLIES-INSTRUCT	0105114695	4310	MATERIALS & SUPPLIES-INS	335.27
			MATERIALS & SUPPLIES-INSTRUCT	0105114695	4310	MATERIALS & SUPPLIES-INS	27.10
						CHECK TOTAL:	869.45

SELECT Check ID's and Numbers: 760 ; Check Dates: 012717

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389316	01/27/17	Grammarly Inc	ANNUAL SOFTWARE LICENSE FEE	0113017175	5805	ANNUAL SOFTWARE LICENSE	1,100.00
						CHECK TOTAL:	1,100.00
00389317	01/27/17	KIMBALL, CYNDI	TRAVEL & CONFERENCE	0104644575	5220	TRAVEL & CONFERENCE	533.46
						CHECK TOTAL:	533.46
00389318	01/27/17	Legoland California LL	2/17 LEGOLAND	0108015081	5860	MISC OUTSIDE VENDOR	1,060.00
						CHECK TOTAL:	1,060.00
00389319	01/27/17	Maintex	CUSTODIAL CONSUMABLES(PAPER)	0106477409	4360	CUSTODIAL CONSUMABLES(PA	260.65
						CHECK TOTAL:	260.65
00389320	01/27/17	OCDE	TRAVEL & CONFERENCE	0102013080	5220	TRAVEL & CONFERENCE	399.00
						CHECK TOTAL:	399.00
00389321	01/27/17	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	21.53
			GENERAL SUPPLIES-NON INSTRUCT	0113457175	4340	GENERAL SUPPLIES-NON INS	34.79
			GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	65.60
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	105.55
						CHECK TOTAL:	227.47
00389322	01/27/17	PITNEY BOWES GLOEAL FI	RENTAL EXPENSE	0102397400	5620	RENTAL EXPENSE	328.76
						CHECK TOTAL:	328.76
00389323	01/27/17	Prax Air	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	137.17
						CHECK TOTAL:	137.17
00389324	01/27/17	Rutan & Tucker	DECEMBER 2016	0104072000	5835	LEGAL EXPENSE	1,419.77
						CHECK TOTAL:	1,419.77
00389325	01/27/17	School Savers	MATERIALS & SUPPLIES-INSTRUCT	0102016300	4310	MATERIALS & SUPPLIES-INS	2,668.20
						CHECK TOTAL:	2,668.20
00389326	01/27/17	SECURE LIVE SCAN	GENERAL SUPPLIES-NON INSTRUCT	0105095040	4340	GENERAL SUPPLIES-NON INS	160.00
						CHECK TOTAL:	160.00
00389327	01/27/17	Seneca Family of Agenc	NOVEMBER 2016	0104132430	5895	OUTSIDE ASSESSMENT FEES	3,550.00
			DECEMBER 2016	0104132430	5895	OUTSIDE ASSESSMENT FEES	911.00
						CHECK TOTAL:	4,461.00
00389328	01/27/17	Southern Calif Gas Co.	UTILITIES - HEAT	0107477409	5510	UTILITIES - HEAT	228.78
						CHECK TOTAL:	228.78
00389329	01/27/17	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	71.20

SELECT Check ID's and Numbers: 760 ; Check Dates: 012717

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			COPIER PAPER	0105011012	4312	COPIER PAPER	1,334.38
						CHECK TOTAL:	1,405.58
00389330	01/27/17	Western Psychological	TESTS/SCORING	0104613150	4330	TESTS/SCORING	124.45
						CHECK TOTAL:	124.45
00389331	01/27/17	WESTERN YOUTH SERVICES	DECEMBER 2016	0104132980	5889	OTHER THERAFY	840.00
						CHECK TOTAL:	840.00
00389332	01/27/17		JANUARY 2017	0104632900	5878	PARENT REIMEURSEMENT (LE	1,802.50
						CHECK TOTAL:	1,802.50
00389333	01/27/17	Yamaha Golf Cars of Ca	VEHICLE REPAIR	0105477408	5640	VEHICLE REPAIR	453.99
						CHECK TOTAL:	453.99
00389334	01/27/17	A&R Wholesale Distribu	FOOD	1302277426	4700	FOOD	-28.20
			FOOD	1302277426	4700	FOOD	35.77
			FOOD	1302277426	4700	FOOD	287.67
			FOOD	1302277426	4700	FOOD	23.99
			FOOD	1302277426	4700	FOOD	344.90
			FOOD	1302277426	4700	FOOD	908.75
			FOOD	1302277426	4700	FOOD	48.60
			FOOD	1302277426	4700	FOOD	71.11
			FOOD	1302277426	4700	FOOD	650.78
			FOOD	1302277426	4700	FOOD	290.45
			FOOD	1302277426	4700	FOOD	73.97
						CHECK TOTAL:	2,707.79
00389335	01/27/17	Bread Artisan Bakery L	FOOD	1302277426	4700	FOOD	257.10
						CHECK TOTAL:	257.10
00389336	01/27/17	Gold Star Foods	FOOD	1302277426	4700	FOOD	-67.71
			FOOD	1302277426	4700	FOOD	885.86
			FOOD	1302277426	4700	FOOD	801.80
			FOOD	1302277426	4700	FOOD	567.31
			FOOD	1302277426	4700	FOOD	549.03
			FOOD	1302277426	4700	FOOD	231.38
			FOOD	1302277426	4700	FOOD	721.20
			FOOD	1302277426	4700	FOOD	465.49
			FOOD	1302277426	4700	FOOD	197.15
			FOOD	1302277426	4700	FOOD	127.56
			FOOD	1302277426	4700	FOOD	23.83
			FOOD	1302277426	4700	FOOD	214.11
			FOOD	1302277426	4700	FOOD	741.72

SELECT Check ID's and Numbers: 76@ ; Check Dates: 012717

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			FOOD	1302277426	4700	FOOD	203.77
			FOOD	1302277426	4700	FOOD	187.73
			FOOD	1302277426	4700	FOOD	18.02
						CHECK TOTAL:	5,868.25
00389337	01/27/17	Hollandia Dairy Inc	FOOD	1302277426	4700	FOOD	89.57
			FOOD	1302277426	4700	FOOD	176.16
			FOOD	1302277426	4700	FOOD	55.69
			FOOD	1302277426	4700	FOOD	108.90
			FOOD	1302277426	4700	FOOD	111.44
			FOOD	1302277426	4700	FOOD	105.20
			FOOD	1302277426	4700	FOOD	124.21
			FOOD	1302277426	4700	FOOD	53.37
			FOOD	1302277426	4700	FOOD	164.51
			FOOD	1302277426	4700	FOOD	99.14
			FOOD	1302277426	4700	FOOD	135.97
			FOOD	1302277426	4700	FOOD	52.51
			FOOD	1302277426	4700	FOOD	173.81
			FOOD	1302277426	4700	FOOD	131.12
			FOOD	1302277426	4700	FOOD	137.32
			FOOD	1302277426	4700	FOOD	131.12
			FOOD	1302277426	4700	FOOD	79.00
			FOOD	1302277426	4700	FOOD	159.35
			FOOD	1302277426	4700	FOOD	39.17
			FOOD	1302277426	4700	FOOD	48.83
						CHECK TOTAL:	2,176.39
00389338	01/27/17	Mandarin King	FOOD	1302277426	4700	FOOD	250.00
			FOOD	1302277426	4700	FOOD	220.00
						CHECK TOTAL:	470.00
00389339	01/27/17	P & R Paper Supply Co	FOOD	1302277426	4340	GENERAL SUPPLIES-NON INS	3,211.88
						CHECK TOTAL:	3,211.88
00389340	01/27/17	Quick Dispense Inc.	FOOD	1302277426	4700	FOOD	242.65
			FOOD	1302277426	4700	FOOD	305.55
						CHECK TOTAL:	548.20
00389341	01/27/17	STIX HOLDINGS LLC	FOOD	1302277426	4700	FOOD	198.00
			FOOD	1302277426	4700	FOOD	126.50
			FOOD	1302277426	4700	FOOD	181.50
						CHECK TOTAL:	506.00
00389342	01/27/17	STRAUB DISTRIBUTING CO	FOOD	1302277426	4700	FOOD	119.10

SELECT Check ID's and Numbers: 76@ ; Check Dates: 012717

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
CHECK TOTAL:							119.10
00389343	01/27/17	SUNRISE PRODUCE	FOOD	1302277426	4700	FOOD	38.90
			FOOD	1302277426	4700	FOOD	42.95
			FOOD	1302277426	4700	FOOD	263.04
			FOOD	1302277426	4700	FOOD	30.17
			FOOD	1302277426	4700	FOOD	265.60
			FOOD	1302277426	4700	FOOD	52.05
			FOOD	1302277426	4700	FOOD	-7.95
			FOOD	1302277426	4700	FOOD	198.95
			FOOD	1302277426	4700	FOOD	88.70
			FOOD	1302277426	4700	FOOD	-53.25
			FOOD	1302277426	4700	FOOD	162.03
			FOOD	1302277426	4700	FOOD	140.74
			FOOD	1302277426	4700	FOOD	264.43
			FOOD	1302277426	4700	FOOD	61.29
			FOOD	1302277426	4700	FOOD	37.22
			FOOD	1302277426	4700	FOOD	193.86
			FOOD	1302277426	4700	FOOD	174.84
			FOOD	1302277426	4700	FOOD	41.95
			FOOD	1302277426	4700	FOOD	86.02
			FOOD	1302277426	4700	FOOD	-27.65
			FOOD	1302277426	4700	FOOD	59.92
			FOOD	1302277426	4700	FOOD	104.92
			FOOD	1302277426	4700	FOOD	14.13
CHECK TOTAL:							2,232.86
00389344	01/27/17	Z PIZZA INC	FOOD	1302277426	4700	FOOD	180.00
			FOOD	1302277426	4700	FOOD	171.00
			FOOD	1302277426	4700	FOOD	216.00
			FOOD	1302277426	4700	FOOD	140.00
			FOOD	1302277426	4700	FOOD	204.00
			FOOD	1302277426	4700	FOOD	171.00
			FOOD	1302277426	4700	FOOD	162.00
			FOOD	1302277426	4700	FOOD	140.00
CHECK TOTAL:							1,384.00
00389345	01/27/17	American Modular Syste	BUILDING IMPROVEMENTS	4208498675	6230	BUILDING IMPROVEMENTS	752,020.00
			BUILDING IMPROVEMENTS	4208498675	6230	BUILDING IMPROVEMENTS	30,840.04
CHECK TOTAL:							782,860.04
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							853,972

LAGUNA BEACH USD 01/27/17 Commercial Check Register Page 6
FRI, JAN 27, 2017, 8:21 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST

SELECT Check ID's and Numbers: 76@ ; Check Dates: 012717

<u>Check #</u>	<u>Register</u>	<u>Payee Name</u>	<u>Description</u>	<u>Key</u>	<u>Object</u>	<u>Object Description</u>	<u>Check Amount</u>
GRAND TOTAL							853,972.57

SELECT Check ID's and Numbers: 76@ ; Check Dates: 013117

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389359	01/31/17	Coyne & Associates Inc	DECEMBER 2016	0104602140	5894	IBI SUPERVISION	7,689.40
			DECEMBER 2016	0104602140	5894	IBI SUPERVISION	452.80
						CHECK TOTAL:	8,142.20
00389360	01/31/17		JANUARY 2017	0104632900	5878	PARENT REIMBURSEMENT (LE	2,680.00
						CHECK TOTAL:	2,680.00
00389361	01/31/17		OCTOBER 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	6,150.00
			SEPTEMBER 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	6,150.00
			NOVEMBER 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	6,150.00
						CHECK TOTAL:	18,450.00
00389362	01/31/17		JANUARY 2017	0104632900	5878	PARENT REIMBURSEMENT (LE	2,680.00
						CHECK TOTAL:	2,680.00
00389363	01/31/17	RUHNAU RUHNAU CLARKE	ARCHITECTURAL DESIGN FEES	2508498410	6220	ARCHITECTURAL DESIGN FEE	320.40
						CHECK TOTAL:	320.40
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	32,272.60
			GRAND TOTAL				32,272.60

LAGUNA BEACH USD 02/01/17 Commercial Check Register Page 1
WED, FEB 01, 2017, 8:28 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST

SELECT Check ID's and Numbers: 76@ ; Check Dates: 020117

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389364	02/01/17	U.S. Bank National Ass	MATERIALS & SUPPLIES-INSTRUCT	0102017400	4310	MATERIALS & SUPPLIES-INS	12,884.29
						CHECK TOTAL:	12,884.29
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	12,884.29
			GRAND TOTAL				12,884.29

SELECT Check ID's and Numbers: 760 ; Check Dates: 020317

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00389400	02/03/17	ALL CITY MANAGEMENT SE	MISC OUTSIDE VENDOR	0106098040	5860	MISC OUTSIDE VENDOR	342.80
						CHECK TOTAL:	342.80
00389401	02/03/17	Blue Ice Air and Heati	HVAC	0105477408	5660	HVAC	220.00
						CHECK TOTAL:	220.00
00389402	02/03/17	Costley, Chris	TRAVEL & CONFERENCE	0104644575	5220	TRAVEL & CONFERENCE	440.23
						CHECK TOTAL:	440.23
00389403	02/03/17	Dabby Nash	MILEAGE REIMBURSEMENT	0104072050	5210	MILEAGE REIMBURSEMENT	9.52
			MILEAGE REIMBURSEMENT	0104072050	5210	MILEAGE REIMBURSEMENT	19.22
						CHECK TOTAL:	28.74
00389404	02/03/17	Laguna Beach Water Dis	WATER - UTILITIES	0106477409	5530	WATER - UTILITIES	2,347.05
			WATER - UTILITIES	0105477409	5530	WATER - UTILITIES	778.30
			WATER - UTILITIES	0106477409	5530	WATER - UTILITIES	32.00
			WATER - UTILITIES	0105477409	5530	WATER - UTILITIES	66.75
			WATER - UTILITIES	0105477409	5530	WATER - UTILITIES	280.42
			WATER - UTILITIES	0105477409	5530	WATER - UTILITIES	43.70
			WATER - UTILITIES	0105477409	5530	WATER - UTILITIES	781.04
			WATER - UTILITIES	0102477409	5530	WATER - UTILITIES	48.31
			WATER - UTILITIES	0105477409	5530	WATER - UTILITIES	306.07
			WATER - UTILITIES	0105477409	5530	WATER - UTILITIES	737.48
			WATER - UTILITIES	0105477409	5530	WATER - UTILITIES	372.52
			WATER - UTILITIES	0105477409	5530	WATER - UTILITIES	1,453.93
						CHECK TOTAL:	7,247.57
00389405	02/03/17	National Construction	RENTAL EXPENSE	0105477408	5620	RENTAL EXPENSE	170.55
						CHECK TOTAL:	170.55
00389406	02/03/17	Southern California Ed	LIGHT & POWER	0102477409	5520	LIGHT & POWER	1,189.47
			LIGHT & POWER	0102477409	5520	LIGHT & POWER	801.48
			LIGHT & POWER	0102477409	5520	LIGHT & POWER	27.67
			LIGHT & POWER	0102477409	5520	LIGHT & POWER	79.09
			LIGHT & POWER	0106477409	5520	LIGHT & POWER	4,346.26
			LIGHT & POWER	0105477409	5520	LIGHT & POWER	3,021.48
			LIGHT & POWER	0105477409	5520	LIGHT & POWER	272.95
			LIGHT & POWER	0102477409	5520	LIGHT & POWER	174.08
			LIGHT & POWER	0107477409	5520	LIGHT & POWER	31.30
			LIGHT & POWER	0105477409	5520	LIGHT & POWER	4,962.96
						CHECK TOTAL:	14,906.74
00389407	02/03/17	The Hanover Research C	CONSULTANTS-OTHER	0101377105	5831	CONSULTANTS-OTHER	36,500.00
						CHECK TOTAL:	36,500.00

LAGUNA BEACH USD 02/03/17 Commercial Check Register Page 2
FRI, FEB 03, 2017, 8:24 AM --req: ADMIN-----leg: 76 -----loc: ISSTAFF---job: 10660941 #J302--prog: CK514 <1.02>--report id: CKOCLIST

SELECT Check ID's and Numbers: 76@ ; Check Dates: 020317

<u>Check #</u>	<u>Register</u>	<u>Payee Name</u>	<u>Description</u>	<u>Key</u>	<u>Object</u>	<u>Object Description</u>	<u>Check Amount</u>
TOTAL FOR STOCK 76 Laguna Beach's check stock ID							59,856.63
GRAND TOTAL							59,856.63

Laguna Beach Unified School District

13.j. CONSENT/ACTION

February 14, 2017

**Approval: Ratification of Certificated Payroll 7A in the Amount of \$2,168,309.62
Ratification of Classified Payroll 7B in the Amount of \$661,069.77**

Proposal

It is proposed that the Board of Education ratify the expenditure of funds from the General Fund to cover:

1. Certificated Payroll 7A in the amount of \$2,168,309.62; and,
2. Classified Payroll 7B in the amount of \$661,069.77 for the month of January 2017 totaling \$2,829,379.39.

Background

Payroll is in conformity with the annual All Funds Budget adopted by the Board of Education.

Recommended Action

It is recommended that the Board of Education approve:

1. Certificated Payroll 7A in the amount of \$2,168,309.62; and,
2. Classified Payroll 7B in the amount of \$661,069.77 for the month of January 2017 totaling \$2,829,379.39.

Laguna Beach Unified School District

13.k. CONSENT/ACTION

February 14, 2017

Approval: Laguna Beach Unified Faculty Association and Laguna Beach Unified School District's (LABUFA/LBUSD) Joint Proposal for a Successor Collective Bargaining Agreement and Announcement of a Requisite Public Hearing

Proposal

A public hearing was held to present the Laguna Beach Unified Faculty Association and Laguna Beach Unified School District's Joint Proposal for a Successor Collective Bargaining Agreement.

Staff proposes the Board of Education take action to approve the LABUFA/LBUSD Joint Proposal for a Successor Collaborative Bargaining Agreement that was presented during the Public Hearing.

Background

Included with the agenda item, please find the Initial Proposals for the 2017-2018 school year, which reflect Interest-based Bargaining as the anticipated process. This is a required step in the formal negotiations process.

Budget Impact

There is no budget impact at this time.

Recommended Action

Staff recommends the Board of Education approve the LABUFA/LBUSD Joint Proposal for a Successor Collaborative Bargaining Agreement.



**Initial Interest Statements for Bargaining
From the
Laguna Beach Unified Faculty Association
To the
Laguna Beach Unified School District
February 9, 2017**

The Laguna Beach Unified Faculty Association looks forward to opening contract negotiations for the 2017-18 school year within the framework of the principles of Interest Based Bargaining and the cooperative relationship that the Association and the District have enjoyed for many years. We have an interest in reaching an agreement that will continue to provide our members with a competitive salary and current benefits that help to attract outstanding teachers from across the state and the nation. We will also be opening conversations on the following points: contract language, stipends, calendar, sick leave bank, and district initiated programs.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Interest-Based Bargaining Proposal
Sunshine Hearing: Tuesday, February 14, 2017

The Laguna Beach Unified School District has four interest-based issues:

Student Achievement: All students will demonstrate academic growth across content areas.

The District wishes to explore contractual modifications, which result in the following impact:

- A. Bargaining unit positions are designed to ensure optimal student success in all areas, including academic achievement, athletics and social-emotional skills.
- B. Programs and services are provided to address achievement gaps, enrichment and social-emotional needs of students.

School Culture: Each student will strengthen connections to the school, the community, and the world by engaging in activities that build skills and responsibility.

The District wishes to explore contractual modifications, which result in the following impacts:

- C. Instructional time is valued and class time is maximized.
- D. Students and parents have access to instructional and support staff to support student needs.
- E. Professional Learning Communities (PLCs) and school-wide collaboration function at an optimal level.

Staffing: The District will recruit, hire, train, and retain high performing staff.

The District wishes to explore contractual modifications, which result in the following impacts:

- F. Every employee understands that other than the health and safety of every person in the District, no priority is higher than delivery of quality education to each and every student.
- G. Every employee understands his/her role and responsibilities and consistently demonstrates the initiative, efficiency, and skills necessary to deliver the highest quality work.
- H. Initial salary placement and benefits are designed to result in acquiring the best candidates available for all positions.
- I. Development of a meaningful evaluation system used to strengthen the knowledge, skills and practices of teachers to improve student learning.

Fiscal Responsibility: The District will maintain fiscal solvency and transparency to ensure support of student learning.

The District wishes to explore contractual modifications, which result in the following impacts:

- J. The District's finances reflect the best business practices and careful long-range planning that is reassessed on a yearly basis.
- K. Yearly budgets are never more than yearly income unless funds accumulated for a one-time purpose are being expended.
- L. All resources are maximized and allocated efficiently, with delivery of quality education as the guiding principle for every expenditure.
- M. The District complies with all State and Federal laws and regulations.

Learning Environment: Safe, attractive, clean, and well-equipped learning environments will be provided for each student.

The District wishes to explore contractual modifications, which result in the following impacts:

- N. The District provides physical and emotional safety for every student and every staff member.
- O. Honesty, integrity, good citizenship, respect and courtesy are valued and consistently practiced at every level of the organization.
- P. Employee input is encouraged through an atmosphere conducive to spirited discussions because productive collaboration, continuous improvement and lifelong learning are cherished.
- Q. The District is absent any institutional biases toward any race, sex, ethnicity, religion, or sexual orientation and there are intense and unified efforts to promote compassion for individual differences and to advance appreciation of diversity.

Laguna Beach Unified School District

13.1. CONSENT/ACTION

February 14, 2017

Approval: Agreement for the Services of Learning For Living, Inc. at a Cost of \$5,000.00

Proposal

Staff recommends approval of the agreement for the services of Learning for Living, Inc.

Background

Mr. Phil Boyte of Learning for Living will facilitate a six hour School Culture Workshop for 30 members of the Laguna Beach Unified School District administrative team. The workshop is designed especially for school leaders who know how critical a great culture is to the success of students, teachers, and parents. Participants will engage in a blend of large group collaboration, short presentations, and time to work together in a team environment. Workshop topics and outcomes will include:

- Who and what drives school culture, making positive shifts in school culture & building a community of trust.
- Moving staff from silos to collaboration in creating positive school culture. How to genuinely create meaningful engagement.
- Practical tools to evaluate where your school culture is currently and where your team wants it to be and the tools to create an initial plan.

Workshop Outcomes:

- Administrators will have a foundation for what makes great school culture and be more reflective of their role in building culture on their own campus.
- Administrators will have the opportunity to work alongside peers to evaluate what is working and what could get even better on their campus.
- Administrators will walk away with tools they can use to create short and long term culture goals.

Budget Impact

The cost of the workshop is \$5,000.00 and will be paid from the general fund.

Recommended Action

Staff recommends the Board of Education approve the agreement for the services of Learning for Living, Inc. at a cost of \$5,000.00

SCHOOL CULTURE WORKSHOP

MODULE 1: CREATING THE FOUNDATION

LOCATION:

We recommend an off-site location away from the school environment to create a neutral space.

A facility such as a church, hotel or event center might offer space for free or low budget.



PRICING:

4 or 6 hour School Culture Workshop

Fee: \$5,000 inclusive

NEXT STEPS

If you are ready to book a date, feel free to contact us here:

OVERALL GOAL:

Our School Culture Workshops are designed especially for school administrators who know how critical a great culture is to the success of students, teachers and parents alike. This highly interactive workshop will consist of a blend of large group collaboration; short presentations and time to work with your team on your school culture journey.

We offer both 4 and 6-hour workshops. We highly recommend the full day (6-hour) experience.

6 Hour Workshop Topics:

- Who and what drives school culture, making positive shifts in school culture & building a community of trust.
- Moving staff from silos to collaboration in creating positive school culture. How to genuinely create meaningful engagement.
- Practical tools to evaluate where your school culture is currently and where your team wants it to be and the tools to create an initial plan.

Outcomes from Module 1:

- Administrators will have a foundation for what makes great school culture and be more reflective of their role in building culture on their own campus.
- Administrators will have the opportunity to work alongside peers to evaluate what is working and what could get even better on their campus.
- Administrators will walk away with tools they can use to create short and long term culture goals.

Laguna Beach Unified School District

13.m. CONSENT

February 14, 2017

Approval: School Connected Organizations

Proposal

Staff proposes the Board of Education authorize Top of the World Elementary School, Ocean Awareness Club, to schedule an Ocean Awareness Night benefitting the Pacific Marine Mammal Center.

Background

Staff considers the impact of fundraising on the educational experience and is responsible for enhancing engagement that supports the district mission while minimizing infringement from educational objectives. Ocean Awareness Night will include students performing a skit, having TED Talks, selling baked goods, and possibly a silent auction. The Humpback Whale by MacGillvary will be shown as well. Donations will be collected at the door. All proceeds will be donated to Pacific Marine Mammal Center.

Budget Impact

No budget impact will occur as a result of this action.

Recommended Action

Staff recommends the Board of Education authorize Top of the World Elementary School, Ocean Awareness Club, to schedule an Ocean Awareness Night benefitting the Pacific Marine Mammal Center.

Laguna Beach Unified School District

13.n. CONSENT/ACTION

February 14, 2017

Approval: Quarterly Report – Board Policy 3002 – Investments

Proposal

Staff proposes the Board of Education approve the attached Investment Report as per Board Policy No. 3002 – Investments.

Background

Senate Bill 564 added Government Code section 53646 requiring the chief fiscal officer of each local agency in California to annually render a statement of investment policy and to render quarterly reports to the governing board with respect to the agency's investments. A District Investment Policy was adopted at the October 22, 2002 regular Board meeting.

In addition to reviewing the wording in the bill, there has been an advisory issued from School Legal Services regarding implementation of the requirements in SB564.

Government Code Section 53646 (e) states: "If a local agency has placed all of its investments in...a county investment pool...the chief fiscal officer may supply to the governing body...the most recent statement or statements received by the local agency from these institutions..."

A memo from School Legal Services to districts says, "In most cases, districts in Orange County would be able to rely on the provisions of Section 53646 (e) and provide the most recent statements received by the local agency from the county treasurer. Only in cases where districts have invested surplus funds outside the county treasury, LAIF, or a bank or savings and loan will districts be required to prepare an individualized written report."

On July 3, 1995, the Office of the Treasury-Tax Collector established a separate bank and custody account entitled the Orange County Educational Investment Pool for public education funds. Available at the District Office for review is the December 2016 Treasurer's Management Report from the Orange County Treasurer's Office and the December 2016, bank statements for District funds held outside the County Treasury.

Government Section 53646 (b)(2) states: "the quarterly report shall state compliance of the portfolio to the statement of investment policy." Under section 3430(b), the investment policy specified that the District shall deposit in the Orange County Treasury, pursuant to Education Code section 41001, to be placed to the credit of the proper fund, all General funds, Adult Education funds, Cafeteria funds, Deferred Maintenance funds, General Obligation Bond funds, Capital Facilities funds, Developer Fees, School Facilities funds, Special Reserve funds, and Foundation Trust funds.

The District and the Orange County Treasury shall make investments of all such funds within the requirements of the "Prudent Investor Rule" in California Probate Code section 16045 et seq.

Budget Impact

District monies are deposited in compliance with Board Policy 3002 – Investments.

Recommended Action

Staff recommends the Board of Education approve the report on District investments and certify that the method of investments is in compliance with the District investment policy.

Quarterly Financial Investment Report
Pursuant to Government Code Section 53646 and
Board Policy No. 3002 – Investments

December 31, 2017

As of December 31, 2017, Laguna Beach Unified School District had the following deposits:

<u>At the Orange County Treasury</u>	
General Fund	\$ 14,244,213
Adult Education	67,174
Cafeteria Fund	29,233
Special Reserve Other Than C/O	16,052,494
Capital Facilities Fund	200,945
Special Reserve Fund – FRRP	4,884,620
Special Reserve – Aliso Property	5,199,102
Special Reserve – Capital Imp Plan	<u>3,059,811</u>
Total in County Treasury	\$43,737,592
<u>At Wells Fargo Bank</u>	
LBUSD Revolving Cash Account	\$ 46,504
Miscellaneous Clearing Account	177,549
Cafeteria Fund Clearing Account	100,412
Thurston Student Body Account – Checking	<u>13,714</u>
Total in Wells Fargo Bank	\$ 337,179
<u>At Citizen's Business Bank</u>	
Laguna Beach High School Student Body Account – Checking	\$ 95,940
Laguna Beach High School Student Body Account - Savings	<u>79,797</u>
Total in Citizen's Business Bank	\$ 175,737
<u>At U.S. Bank</u>	
Community Facilities District No. 98-1 (Crystal Cove)	
Bond Administration Fund	\$ 22,429
<u>CalPERS</u>	
CERBT Strategy 3	\$ 2,325,277

Laguna Beach Unified School District

13.o. CONSENT/ACTION

February 14, 2017

Approval: Authorize a Three Year Agreement with Atkinson, Andelson, Loya, Ruud & Romo for Legal Services for the Period of February 1, 2017 through January 31, 2020 with an Annual Not-to-Exceed Amount of \$60,000.00

Proposal

Staff proposes the Board of Education authorize a three year agreement with Atkinson, Andelson, Loya, Ruud & Romo for legal services for the period of February 1, 2017 through January 31, 2020 with an annual not-to-exceed amount of \$60,000.00.

Background

The firm of Atkinson, Andelson, Loya, Ruud & Romo is engaged by the District to assist with legal services relating; but, not limited to:

FACILITIES	HUMAN RESOURCES	ADMINISTRATION
Contracts	Investigations	Public Information Requests
Construction	Terminations	Board Policies
Architecture/Infrastructure	Discipline	Compliance with Regulations & Codes
School Fees	Ed Code & Labor Law Interpretation	
City Joint Use Agreement		

Recommended Action

Staff recommends the Board of Education authorize a three year agreement with Atkinson, Andelson, Loya, Ruud & Romo for legal services for the period of February 1, 2017 through January 31, 2020, with an annual not-to-exceed amount of \$60,000.00.

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (the "Agreement") is made this 1st day of February, 2017, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as the "Law Firm," and LAGUNA BEACH UNIFIED SCHOOL DISTRICT, hereinafter referred to as "District."

II. RECITALS; PURPOSE; MATTERS

The District desires to retain and engage the Law Firm to perform legal and, upon request, non-legal consultant services on the District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. The Law Firm agrees to provide such services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Superintendent of the District or designee.

III. TERMS AND CONDITIONS

A. The term of this Agreement shall be for three years, commencing February 1, 2017, through January 31, 2020. For the period February 1, 2017, through January 31, 2020, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates:

	<u>Feb. 1, 2017- Jan 31, 2018</u>	<u>Feb. 1, 2018- Jan. 31, 2019</u>	<u>Feb. 1, 2019- Jan. 31, 2020</u>
Senior Partners	\$280.00	\$290.00	\$300.00
Partners/Senior Counsel	\$265.00	\$275.00	\$285.00
Senior Associates	\$260.00	\$270.00	\$280.00
Associates	\$235.00	\$245.00	\$255.00
Non-Legal Consultants	\$200.00	\$200.00	\$200.00
Senior Paralegals/Law Clerks	\$165.00	\$170.00	\$170.00
Paralegals/Legal Assistants	\$155.00	\$160.00	\$160.00

The Law Firm shall bill in quarter-hour increments. A fixed rate may be established for specially identified projects, subject to prior approval by the District.

B. In addition, the District hereby agrees to pay a 5% per month administrative charge calculated and based on monthly fees billed to cover related operational expenses incurred by the Law Firm. This administrative fee is in lieu of charging the District for Westlaw,

photocopies, automobile mileage, parking, facsimiles, telephone, document preparation, and postage. This does not include items listed in paragraph D below.

C. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

D. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent's or designee's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals \$2,000.00 or less. Typical cost advances include, but are not limited to, messenger fees, travel costs, bonds, witness fees, overnight delivery, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts or consultants for the benefit of the District, rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee ("consultant processing fee") on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

E. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from the District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

F. The District agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the District's receipt thereof shall be deemed to signify the District's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

G. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

H. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District's attorneys. In the event of such a discharge of the Law

Firm by the District, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the District shall be immediately due and payable.

I. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;

3. Upon the failure of the District to perform any of the District's obligations hereunder with respect to the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the District to perform any of the District's obligations hereunder with respect to cooperation with the Law Firm in connection with the Law Firm's representation of the District.

J. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

K. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

L. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

IV. SPECIALIZED LEGAL SERVICES

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, intellectual property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, trademark, non-profit organizations, immigration, and appellate law, the District agrees to pay the Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the District of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.

V. RELATED POST-INVESTIGATION SERVICES

If an attorney who conducted an investigation for the District is subsequently asked or required to prepare for and/or testify, including, without limitation, at deposition, trial, arbitration or any other proceeding, because of services rendered under this Agreement, and/or if the investigating attorney must respond to subpoenas or discovery or otherwise respond or perform services with respect to any matter relating to or arising out of services performed for the District, the District agrees to pay the Law Firm for all time expended (including preparation time) at the investigating attorney's then current regular hourly rate and to reimburse the Law Firm for reasonable costs and expenses incurred.

VI. CONSENT TO JOINT REPRESENTATION

The District acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, Law Firm shall provide the District with a written disclosure of the relevant circumstances and of the actual and reasonably foreseeable adverse consequences to the District, and shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The District acknowledges that it is often in the best interest of the District for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, the Governing Board of the District hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph, and to execute such written consent on behalf of the Board and District.

VII. SERVICES PERFORMED BY LAW FIRM-PROVIDED NON-LEGAL CONSULTANTS

The Law Firm has an affiliation with non-legal education consultants who are available to assist the District in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, special education, student discipline, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the District's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the District provide its informed written consent to this arrangement prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purposes of this paragraph. The District is hereby advised that it may seek the advice of an independent attorney of its choice prior to providing such written consent.

Please also be advised that because the services of these non-legal consultants are provided to the District outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

VIII. CONSENT TO LAW FIRM COMMUNICATION

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the District administrators apprised of important legal changes. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

IX. BINDING ARBITRATION

If any dispute arises out of, or related to, a claimed breach of this Agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

X. DURATION

This Agreement shall be effective February 1, 2017, through January 31, 2020, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

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XI. EXECUTION DATE

This Agreement is entered into this ____ day of _____, 2017.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: _____

By: _____
TERRY T. TAO

“District”

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Dated: _____

By: _____

14. INFORMATION

February 14, 2017

Update on LCAP Goal 4 and School Climate

Proposal:

Staff will present information about the importance of student connectedness and school climate in the prevention of bullying in our schools.

Background

The LBUSD Local Control Accountability Plan (LCAP) Plan highlights our work around safe schools, which includes our goal to provide safe, attractive, clean, well equipped learning environments for all students. Students must feel safe and supported at school in order to succeed and focus on learning. One of the District's Core Values, *Courtesy*, is defined as "treating everyone with dignity and respect, seeking to understand each point of view without making assumptions." By raising awareness of bullying and its effects, the District hopes to inspire a positive school climate and culture that promotes and supports student success and engagement. Our schools work collaboratively to provide a continuum of support for students to ensure students grow academically and develop social-emotional skills to thrive. While all schools throughout the District have implemented positive programs to support anti-bullying, Thurston Middle School's efforts will be highlighted during this presentation.

Budget Impact

There is no budget impact at this time.

Recommended Action

This presentation is for information only, there is no action required.

15. INFORMATION

February 14, 2017

Presentation on the Implementation of Full Day Kindergarten at Laguna Beach Unified School District for the 2017/2018 School Year

Proposal

Staff will present information to the School Board about the benefits of Full-Day Kindergarten at Laguna Beach Unified School District.

Background

Laguna Beach Unified School District will transition to a full-day kindergarten program in response to community input, as well as to research that supports its educational benefit. Because more and more children participate in preschool programs, kindergarten is no longer the first school experience for many children. Research shows that full-day programs had a stronger impact on language and academic learning and that children who attended the full-day program were more able to adapt to the “academic” setting of further schooling than those attending half-day. Surrounding districts such as Saddleback Valley, Ocean View, and Newport Mesa are piloting and/or implementing full-day kindergarten.

The District used specific data from the Early Developmental Index (EDI), which our teachers complete on behalf of each of their students every two years to assist in their decision making. The EDI identifies the percentage of children who are vulnerable and on track by developmental domain and compares this information by target community. Our specific results identify large numbers of children that are vulnerable in two of the five key domain areas including general knowledge/communication as well as gross and fine motor skills.

Budget Impact

There is no budget impact at this time.

Recommended Action

This presentation is for information only, there is no action required.

Laguna Beach Unified School District

16. INFORMATION

February 14, 2017

Joint Fiscal Management Committee Reports

Proposal

Staff will present the information shared at the Joint Fiscal Management Committee meeting held on February 1, 2017.

Background

The District maintains quarterly meetings of the Joint Fiscal Management Committee. The committee consists of Board members, union representatives, and District administrators.

Budget Impact

There is no budget impact for these reports.

Recommended Action

No action is required. This Joint Fiscal Management Committee Reports are prepared for information purposes only.

LAGUNA BEACH
UNIFIED SCHOOL DISTRICT

JOINT FISCAL MANAGEMENT
COMMITTEE
REPORT

JOINT FISCAL MANAGEMENT COMMITTEE

The JFMC committee was designed to promote communication of District fiscal operations to interested parties. The JFMC committee includes District bargaining units.

COMMITTEE PARAMETERS

The Committee parameters include:

1. Reviewing the District's fiscal information and providing ongoing assistance and input regarding the short and long-term financial integrity of the District;
2. Facilitating ongoing communication regarding the District's budget both within and beyond the District; and,
3. Reviewing the annual audit.

COMMITTEE MEMBERS

The Committee members are:

1. Jeff Dixon, Chair
2. Ketta Brown, Board of Education Member
3. Jan Vickers, Board of Education Member (Alternate)
4. Jason Vilorio, Superintendent
5. Alysia Odipo, Asst. Supt. Instructional Services

6. Leisa Winston, Asst. Supt. of Human Resources and Public Communications
7. Shannon Soto, Director of Fiscal Services
8. Mindy Hawkins, LaBUFA President
9. Sara Hopper, LaBUFA Member
10. Val Quigley, LaBUFA Member
11. Margaret Warder, CSEA President
12. Elizabeth Phillips, CSEA Member
13. Lynda Davis, CSEA Member (Alternate)

MEETING DETAILS

The last meeting was held on February 1, 2017. The topics discussed were as follows:

- ❖ 2017-18 Governor's State Budget Proposal
- ❖ 2015-16 Audit Report
- ❖ 2016-17 First Interim Report

MEETING ATTENDANCE

Ketta Brown
Leisa Winston
Margaret Warder
Stacy Quirarte

Jason Vilorio
Alysia Odipo
Elizabeth Phillips

Jeff Dixon
Shannon Soto
Val Quigley

NEXT MEETING DATE

The next meeting date is tentatively set for May 31, 2017.

Laguna Beach Unified School District

17. INFORMATION

February 14, 2017

Board Policies – First Reading of Board Policies

Proposal

The Superintendent recommends a first reading by the Board of Education of the policies listed below. The Board may waive a second reading or require an additional reading if necessary. Board policies are brought forward for a first reading by the Board, as described in Board Bylaw 9310.

	Policy/Bylaw	Title	Recommendation	Comment
a.	B.P. 0450	Comprehensive Safety Plans	Recommend for second reading.	New policy for LBUSD. Policy was recently revised at the State level.
b.	B.P. 1240	Volunteer Assistance	Recommend for second reading. Delete BP 1005	BP 1005 was adopted in 2000 and is not in compliance with current regulations.
c.	B.P. 5141.21	Administering Medication and Monitoring Health Conditions	Recommend for second reading. Delete 5026 – Students taking medication	Policy updated in accordance with new laws and regulations.
d.	B.P. 5145.3	Nondiscrimination/ Harassment	Recommend for second reading.	Policy updated in accordance with new laws and regulations.
e.	B.B. 9222	Resignation	Recommend for second reading.	Bylaw updated to clarify several areas regarding Board member resignation.
f.	B.B. 9270	Conflict of Interest	Recommend for second reading.	Bylaw reorganized and updated to expand definitions and explanations of requirements.

Recommended Action

Staff recommends the Board review, discuss, and amend policies as needed and move them forward for a second reading and approval.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

COMPREHENSIVE SAFETY PLAN

BP 0450

Philosophy, Goals, Objectives, and Comprehensive Plans

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations.

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval.

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281.

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session.

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public.

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

7111-7122 Student Support and Academic Enrichment Grants

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Date Policy Adopted by the Board:

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

VOLUNTEER ASSISTANCE

BP 1240

Community Relations

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program and strengthen the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with employee negotiated agreements.

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district.

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45125.01 Interagency agreements for criminal record information

45340-45349 Instructional aides

45360-45367 Teacher aides

48981 Parental notifications

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

12940 Prohibited discrimination and harassment

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3352 Workers' compensation; definitions

3364.5 Authority to provide workers' compensation insurance for volunteers

PENAL CODE

290 Registration of sex offenders

290.4 Information re: sex offenders

290.95 Disclosure by person required to register as sex offender

626.81 Sex offender; permission to volunteer at school

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

Date Policy Adopted by the Board:

(Replaces BP 1005)

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Board Policy No. 1005: VOLUNTEER ASSISTANCE

- A. The Superintendent may authorize the use of unpaid volunteers for the following purposes:
 - 1. To serve as a non-teaching volunteer aide under the immediate supervision and direction of a Certificated employee of the District to perform non-instructional work which serves to assist Certificated personnel in performance of teaching and administrative responsibilities;
 - 2. To supervise the pupils of the District during the school lunch period;
- B. It is the policy of the School District that any unpaid volunteer be deemed an employee of the District for the purpose of the Workers' Compensation Statutes of the State of California for any injury sustained by him or her while engaged in their performance of any service under the direction and control of the Board of the School District.

Legal Reference:
Education Code sections 35021, 44814, 44815, 45349.
Labor Code section 3364.5

Date Policy Adopted By The Board: January 25, 2000.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

BP 5141.21

Students

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan as applicable.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction.

~~In addition,~~ The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

~~Any medication prescribed by an authorized health care provider, including, but not limited to, emergency anti-seizure medication for a student who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon, may be administered by the school nurse or other designated~~

~~school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider~~

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

~~When medically unlicensed school personnel are authorized by law to administer any medication to students, such as emergency anti-seizure medication, auto-injectable epinephrine, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training, including CPR training for Epipen administration, and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.~~

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

~~School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.~~

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.5 Providing school personnel with voluntary emergency training

49414.7 Emergency medical assistance: administration of epilepsy medication

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

Date Policy Adopted by the Board: December 9, 2014

Revised:

(Deleted BP 5026)

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Board Policy No. 5026: **STUDENTS TAKING MEDICATION**

- A. Any student who is required to take, during the regular school day, medication prescribed for the student by a licensed physician or licensed practitioner, may be assisted by a school nurse or other employee designated by the Superintendent only if:
1. The District receives a written statement from the prescribing licensed physician or licensed practitioner detailing the method, amount and time schedules by which such medication is to be taken; and
 2. The District receives a written statement from the parent/guardian of the student specifically requesting that the District assist the student in the matters set forth in the physician's or licensed practitioner's statement.

No employee shall assist a student take medication unless this Board Policy is complied with.

- B. Any student who is required to take, during the regular school day, medication prescribed for the student by a licensed physician or licensed practitioner, who does not seek assistance from the District must file a written statement with the District regarding the need for the student to take medication at school.
- C. No student may carry prescribed medication during the school day, but must give it to the designated employee(s) who will maintain it in a secure place. All such medication must be in clearly identified containers with the following information: student's name, physician's or licensed practitioner's name, physician's or licensed practitioner's telephone number, name of medication, warnings about improper use, dosage and schedule for medication.

Legal Reference:
Education Code sections 49423, 49480

Date Policy Adopted By The Board: October 10, 2000.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

NONDISCRIMINATION/HARASSMENT

BP 5145.3

Students

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, **extracurricular**, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying **targeted at any student by anyone**, ~~of any student~~ based on the student's actual **or perceived** race, color, ancestry, national origin, **nationality, ethnicity**, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; ~~the perception of one or more of such characteristics~~; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

~~Prohibited~~ **Unlawful discrimination, including** discrimination, harassment, intimidation, or bullying ~~includes~~ **may result from** physical, verbal, nonverbal, or written conduct based on one of the categories listed above. **Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct** that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any student **who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint investigates or participates in the investigation of a complaint or report alleging unlawful discrimination.** ~~regarding an incident of discrimination, harassment, intimidation, or bullying.~~ Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

~~The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes~~

~~prohibited behavior, how to report incidents, and to whom such reports should be made.~~

~~In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.~~

~~The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.~~

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, up to and including counseling, suspension, and/or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Grievance Procedures

The following position is the designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Director, Assistant Superintendent, Human Resources and Public Communications
550 Blumont Street, Laguna Beach, CA 92651
949-497-7700 ext. 5219

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Continued on next page

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Date Policy Adopted by the Board: August 27, 2013

(Replaced BP 5001)

Revised:

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

RESIGNATION

BB 9222

Board Bylaws

A Governing Board member who wishes to resign may do so by filing a written resignation with the County Superintendent of Schools.

The resigning Board member shall also notify the Board and give a copy of his/her written resignation to the Board secretary. ~~A copy shall be given to the Board secretary.~~

The resignation shall become effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. ~~The written resignation is effective when filed, except when a deferred effective date is specified in the resignation.~~

Once filed, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable.

A Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office, except that he/she shall not have the right to vote for his/her successor in an action taken by the Board to make a provisional appointment. ~~A Board member may not defer the effective date of his/her resignation for more than 60 days after filing~~

~~A written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable upon being filed.~~

~~Upon resignation, the Board member may continue to exercise all his/her powers, save that of voting for a successor, until the effective date of resignation.~~

A Board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement required to be filed and the date he/she leaves office.

Legal Reference:

EDUCATION CODE

5090 Definition (vacancy)

5091 Special Election

35178 Resignation with deferred effective date

Date approved by the Board: April 8, 2014

Revised:

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

CONFLICT OF INTEREST

BB 9270

Board Bylaws

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. **Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.** ~~In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.~~

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree.

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

~~The Board shall maintain policy that specifies the terms of the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.~~

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect.

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent.

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views.

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment.

Conflict of Interest under the Political Reform Act

A Board member, ~~or designated employee,~~ **or other person in a designated position** shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. **A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700.** ~~A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required~~

A Board member, designated employee, **or other person in a designated position** makes a governmental decision when, acting within the authority of his/her office or position, he/she **authorizes or directs any action** ~~votes on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes other action as specified in 2 CCR 18704.~~ ~~appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district.~~

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue.

Additional Requirements for Boards that Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward

achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

Conflict of Interest under Government Code 1090

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. [If a contract is made by the Board, the contract is void.](#)

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment.

A Board member shall not be considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

~~Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree.~~

~~A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.~~

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Rule of Necessity or Legally Required Participation

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district.

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals.

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees.

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include:

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches.
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes.

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices, especially:

35233 Prohibitions applicable to members of governing boards

41000-41003 Moneys received by school districts

FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91014 Political Reform Act of 1974, especially:

82011 Code reviewing body

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

Date Bylaw Adopted By the Board: June 10, 2014

Revised:

Laguna Beach Unified School District

18. ACTION

February 14, 2017

Approval: Resolution No. 17-04: Recognition of PTA Founders Day 2017

Proposal

Staff proposes the Board of Education approve Resolution 17-04 recognizing PTA Founders Day.

Background

Traditionally celebrated February 17, Founders Day may be observed any day of the year. PTA Founders Day recognizes the substantial role that PTA plays in supporting parent involvement and working on behalf of all children and families. It is an opportune time to reflect and take pride in our PTAs and their accomplishments, as well as honor their commitment as a powerful voice for all children, a useful resource for parents, and a strong advocate for public education.

PTA founders Phoebe Apperson Hearst, Alice McLellan Birney, and Selena Sloan Butler (the founder of Georgia's Congress of Colored Parents and Teachers), were women of imagination and courage. They understood the power of individual action, worked beyond the accepted barriers of their day, and took action to literally change the world. They had a simple idea - to improve the lives and futures of our children. They founded the PTA as part of a nationwide movement when social activism was scorned and women did not have the vote. They felt it was up to mothers to eliminate threats that endangered children. When they called for action in 1897, more than 2,000 people responded. Many were mothers, but fathers, teachers, laborers, and legislators also responded.

Support grew from that first meeting in Washington D.C. Problems were identified and strategies devised. Through hard work and perseverance, dreams became reality: the creation of kindergarten classes, child labor laws, public health service, hot lunch programs, a juvenile justice system, and mandatory immunization. These programs and many more were instituted across the nation. Between 1897 and 1919, 37 state-level congresses were chartered to help carry out the work of the PTA.

Today, PTA is the largest volunteer child advocacy organization in the nation and represents the diversity of our nation. PTA members come from traditional and non-traditional families, single-parent households, blended families, grandparents, and other caring adults. Our students, our schools, and our nation benefit from the strong partnership between school districts and PTAs.

Recommended Action

Staff recommends the Board of Education approve Resolution 17-xx recognizing PTA Founders Day.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 17-04
PTA FOUNDERS DAY
2017

WHEREAS, school districts are accountable for setting clear standards for student performance and ensuring that those standards are met with limited resources; and

WHEREAS, the PTA Founders Alice McLellan Birney, Phoebe Apperson Hearst, and Selena Sloan Butler were women of imagination and courage who understood the power of individual action, worked beyond the accepted barriers of their day and took action to literally change the world; and

WHEREAS, these remarkable individuals had a simple idea – to improve the lives and futures of all children; and

WHEREAS, founded in Washington, D.C. as the National Congress of Mothers, the Parent Teacher Association celebrates the one hundred fifty-fourth anniversary of its founding in 1916; since its inception in 1897, the organization has stood firm in its purpose of providing families with support, information, and resources to improve the health and education of children; and

WHEREAS, PTA members donate countless hours and resources that supplement educational programs; and

WHEREAS, these men and women deserve recognition and thanks for their countless hours of volunteer service to public education and the children of our community; and

WHEREAS, today, PTA is the largest volunteer child advocacy organization in the nation, whose members represent the ethnic diversity of the nation and come from the ranks of traditional and non-traditional families, single-parent households, blended families, grandparents, and other caring adults who serve as the conscience of the country for children and youth; and

WHEREAS, through PTA advocacy to enact and enforce laws, children's health is better protected and children are better fed, housed and educated; and

WHEREAS, issues concerning needy students, homeless children and families, the unemployed and uneducated, and numerous health and safety concerns still need attention; and

WHEREAS, the PTA provides a platform and support for parents and adults who are concerned about children; and

NOW, THEREFORE, the vision of PTA Founders has been realized in many ways, and continues through the dedication and service of current members, therefore we honor PTA Founders Recognition Day in the Laguna Beach Unified School District, Laguna Beach, California this fourteenth day of February 2017.

Jan Vickers, President
Board of Education

Jason Vilorio, Ed.D.
Superintendent of Schools
and Secretary to the Board of Education

Laguna Beach Unified School District

19. **ACTION**

February 14, 2017

Approval: **Comprehensive School Safety Plans March 2017 Through February 2018**

Proposal

Staff proposes the Board of Education approve the Comprehensive School Safety Plans for March 2017 through February 2018.

Background

According to California Education Code 32286, a Comprehensive School Safety Plan will be evaluated and amended by a School Site Council or a School Safety Planning Committee prior to March 1st of every year. A "safety plan" is defined as a plan aimed at appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety.

California Education Code 32282 states that the Comprehensive School Safety Plan shall include, but is not limited to, both of the following:

1. Assessing the current status of school crime committed on school campuses and at school-related functions.
2. Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety.

Each year, schools are asked to revise and make current their Comprehensive School Safety Plan so that the plans are dynamic and result in continuous improvement at each school site. The goal is a safe and positive school environment that supports and encourages student learning.

Each school is required to forward its Comprehensive School Safety Plan to the school district for approval. These Safety Plans will be implemented from March 2017 through February 2018.

Budget Impact

There is no fiscal impact as a result of this item.

Recommended Action

Staff recommends the Board of Education approve the annual submission of Comprehensive School Safety Plans for March 2017 through February 2018.



LAGUNA BEACH
UNIFIED SCHOOL DISTRICT

LBUSD 2017-18 Comprehensive District & School Safety Plan

Laguna Beach Unified School District
550 Blumont

Laguna Beach, CA 92651

Preface

The Comprehensive District and School Safety Plan is designed to be utilized as a school resource for prevention, preparedness, response and recovery planning and training as well as functioning as a template for meeting the requirements for the annual Safety Plan Process under SB 187, in compliance with California Education Code 32286 and Board Policy 6021, and the National Incident Management System. It is designed to be an electronic or hard-copy Safety Plan.

This document is also designed as a living document to be updated as necessary to meet site, district and community needs, forms or requirements.

It is *NOT* intended to be a “grab and go” guide in an actual emergency.

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SB 187: School Safety Plan

Introduction

Individual schools in districts over 2,500 students must adopt a comprehensive school safety plan by March 1, 2000, and must review and update the plan by March 1 of every year thereafter. (Amended Ed. Codes 35294.1 & 35294.6)

Beginning July 1, 2000, each individual school must report on the status of its school safety plan, including a description of its key elements in the school accountability report card, and must continue to do so every July thereafter (Amended Ed. Code 35294.6)

The following guideline may be utilized to support the annual review and evaluation of the individual school safety plan. This guide will also provide a timeline and related administrative tasks to provide a process to ensure compliance with the requirements of Senate Bill 187, Comprehensive School Safety Plan.

The guideline/checklist has been organized into two parts:

1. An assessment by the School Safety Planning Committee of the School Site Council, the School Site Council or LBUSD Safety Committee. Based on this assessment, safety goals will be set for the upcoming school year.
2. The annual review and evaluation of the school comprehensive safety plan which is certified by the members of the School Safety Planning Committee, the School Site Council President, and the school Principal before being presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Senate Bill 187:

- Child Abuse reporting procedures
- Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
- Procedures to notify teachers and counselors of dangerous students
- Sexual Harassment Policy
- Safe ingress and egress to and from school
- Rules and procedures on school discipline in order to create a safe and orderly environment conducive to learning
- Dress Code
- Routine and emergency disaster procedures including natural disasters, human created disasters or power outages.

IMPLEMENTATION OF PLAN

The written plan will be distributed to all departments and will be made available to all staff, students, parents, and the community to review in the school library and the main offices.

School Safety Planning Committee

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. Ed. Code 35294.1

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Local law enforcement has been consulted (Ed. Code 39294.1) Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)

Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee. Additional members may include:

- a representative from the local law enforcement agency
- Guidance counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Staff leaders
- Additional parent representatives

**LAGUNA BEACH HIGH SCHOOL
Safety Plan Signature Page
2017 - 2018**

The undersigned members of the LAGUNA BEACH HIGH SCHOOL Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

Principal

President, School Site Council

Teachers Association Representative

Classified Association Representative

Parent Representative

**THURSTON MIDDLE SCHOOL
Safety Plan Signature Page
2017 - 2018**

The undersigned members of the THURSTON MIDDLE SCHOOL Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

Principal

President, School Site Council

Teachers Association Representative

Classified Association Representative

Parent Representative

TOP Of The WORLD ELEMENTARY SCHOOL
Safety Plan Signature Page
2017 - 2018

The undersigned members of the TOP of the WORLD ELEMENTARY SCHOOL Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

Principal

President, School Site Council

Teachers Association Representative

Classified Association Representative

Parent Representative

EL MORRO ELEMENTARY SCHOOL
Safety Plan Signature Page
2017 - 2018

The undersigned members of the EL MORRO ELEMENTARY SCHOOL Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

Principal

President, School Site Council

Teachers Association Representative

Classified Association Representative

Parent Representative

Mandated Policies and Procedures

The School Safety Planning Committee has reviewed the site safety plan and made necessary updates and revision. The safety plan must include the following components: (Ed Code 35294.2)

- ☐ Child abuse reporting consistent with Penal Code 11164.
- ☐ Policies pursuant to Educational Code 48915 and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations.
- ☐ Procedures to notify teachers and counselors (amended Welfare and Institutions Code 827) of dangerous students pursuant to Education Code 49079.
- ☐ A sexual harassment policy pursuant to Education Code 212.6
- ☐ Procedures for safe entrance and exit of students, parents/guardians and employees to and from the school
- ☐ The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5 (5411-discipline) in order to create a safe and orderly environment conducive to learning at school.
- ☐ Routine and Emergency Disaster Procedures that include:
 - Emergency and Disaster Preparedness Plan
 - Fire Drills
 - Bomb Threats
 - Earthquake Emergency Procedure System
 - Transportation Safety and Emergencies

**EL MORRO ELEMENTARY SCHOOL
Safety Plan Signature Page
2017 - 2018**

The undersigned members of the EL MORRO ELEMENTARY SCHOOL Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

Principal

President, School Site Council

Teachers Association Representative

Classified Association Representative

Parent Representative

Child Abuse Reporting

A. Definition of Child Abuse

Child abuse means a physical injury that is inflicted by other than accidental on a child by another person. Child abuse also means the sexual abuse of a child or any act or omission pertaining to child abuse reporting laws (willful cruelty, unjustifiable punishment of a child, unlawful corporal punishment or injury). Child abuse includes the physical or emotional neglect of a child or abuse in out-of-home care.

1. Child Abuse

- a. Injury inflicted by another person.
- b. Sexual abuse.
- c. Neglect of child's physical, health, and emotional needs.
- d. Unusual and willful cruelty; unjustifiable punishment.
- e. Unlawful corporal punishment.

2. Not Considered Child Abuse

- a. Mutual affray between minors
- b. Injury caused by reasonable and necessary force used by a peace officer:
 - To quell a disturbance threatening physical injury to a person or damage property
 - To prevent physical injury to another person or damage to property
 - For the purposes of self-defense
 - To obtain possession of weapons or other dangerous objects within the control of a child
 - To apprehend an escapee

B. Mandated Child Abuse Reporting

- a. Mandated child abuse reporting is governed by the Child Abuse and Neglect Reporting Act, P.C. 11164.
- b. Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency by telephone and written report:

The telephone call must be made immediately or as soon as practicably possible by telephone.

AND

A written report must be sent within 36 hours of the telephone call to the child protective agency.

- c. Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects mental suffering has been inflicted on a child or his or her emotional well-being is endangered in any other way, may report such known or suspected instance of child abuse to a child protective agency.
- d. When two or more persons who are required to report are present and jointly knowledge of a known or suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to make the report failed to do so, shall thereafter make such a report.
- e. The intent and purpose of the law is to protect children from abuse. The definition of a child is any person under 18 years of age.
- f. This entire section on Child Abuse was been taken from *California Laws Relating To Minors* manual.

C. Sexual Activity

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school administrators to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code § 2200).
- c. Voluntary sexual activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older, lewd & lascivious acts committed by partner are alleged.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship there is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship

- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Orange County Child Protective Services or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

D. Failure to Report Known or Suspected Child Abuse

Failure to report known or reasonable suspicion of child abuse, including sexual abuse, is a misdemeanor. Mandated reporters are provided with immunity from civil or criminal liability as a result of making a mandated report of child abuse.

This information has been taken directly from the Orange County Child Protective Services Informational Handout.

E. Child Abuse Reporting Number: (800) 207-4464 or (714) 940-1000

Suspension and Expulsion Policies

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified by law, Education Code, and Board Policy 5144.1.

Grounds for suspension which fall under Education Code 48900:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any 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 any controlled substance.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school or private property.
- h. Possessed or used tobacco, or any 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 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. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- 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 as to 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 sexual assault.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process right under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

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

- a. While on school grounds.
- b. While going to or coming from school.
- c. During the lunch period, whether on or off the campus.
- d. During, or in route to and from, a school sponsored activity.

Expulsion Policies under Education Code 48915:

The principal shall recommend the expulsion of a pupil for any of the following committed at school or school activity off school grounds, unless the principal or superintendent finds an expulsion is inappropriate, due to the particular circumstance:

- a. Causing serious physical injury to another person, except in self-defense.
- b. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- c. Unlawful possession of any controlled substance, as defined under Ed. Code.
- d. Robbery or extortion.
- e. Assault or battery on any school employee, as defined in Sections 240 and 242 of the Penal Code.

Mandatory Recommendation for Expulsion

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:

- a. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.
- b. Brandishing a knife at another person.
- c. Unlawfully selling a controlled substance as defined by Education Code.
- d. Committing or attempting to commit a sexual assault as defined in the Education Code.

Staff Notification of Dangerous Students

In accordance with Board Policy 5025, the Superintendent or designee shall take reasonable steps to ensure that the teacher of a student is informed in writing if a student has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions of Education Code section 48900, except subdivision (h). The information provided to the teacher shall be based upon any records that LBUSD maintains in its ordinary course of business or receives from a law enforcement agency.

Any information received by an employee pursuant to Board Policy 5025 shall be received confidence in and shall not be further disseminated.

CA Codes (edc:48900-48926) EDUCATION
CODE SECTION 48900-48926

48900. A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any 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 any 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 then either sold, delivered, or otherwise furnished to any 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) Stolen or attempted to steal school property or private property.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 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.
- (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 witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent 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 school activity or 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.
- (q) It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in

kindergarten and grades 1 to 3, inclusive.

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.7. (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.

(b) For the purposes of this section, "terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Sexual Harassment Policy

A. Definition

"Sexual harassment includes 'unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature,' when **any of four conditions** are met:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education;
2. Submission or rejection of the conduct or communication is used as a factor in decisions affecting that person's education;
3. The conduct or communication has either the purpose or effect of 'substantially interfering' with a person's education;
4. The conduct or communication creates an 'intimidating, hostile, or offensive' educational environment."

B. Policy Pertaining to Sexual Harassment

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to Board Policy 4119.11/4219.11/4319.11.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to any of the following individuals: his/her supervisor, the principal, district administrator, or Superintendent.

Complaints of sexual harassment shall be filed in accordance with AR 4031 – Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of aforementioned Board Policy and is subject to disciplinary action, up to and including dismissal.

In accordance with Board Policy 5145.7, the Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complaint in alleging sexual harassment.

LBUSD strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. An employee who receives a report or observes an incident of sexual harassment shall notify the principal or district compliance officer.

Emergency Evacuation Routes

Beyond planning for daily ingress/egress routes and emergency evacuation routes, schools must plan for assisting students, staff and visitors with disabilities. Under the Americans with Disabilities Act of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted.

This section provides the emergency evacuation routes for each school site and District Office.

Pages 145 – 149 have been pulled from the online posting of the Safety Plan for the safety of our students and staff.

School Discipline

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

A. Statement of Rules and Procedures On School Discipline

Education Code 44807:

"Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning."

B. Notification to Students and Parents

Education Code 35291:

- a. Parents and students shall be notified of the District and school site rules pertaining to student discipline at the beginning of the first semester, and at the time of enrollment for students who enroll thereafter.
- b. The discipline policy shall be reviewed annually with input from the Discipline Team, site administrators, staff, students, and parents.

Dress Code

In accordance with Board Policy 5023, LBUSD recognizes its obligation to provide a safe, educational atmosphere.

The Board encourages students to dress appropriately for school.

The Board acknowledges that students have legal rights to freedom of expression, but the following standards of appearance shall apply:

1. Students must dress safely.
2. Students must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety or welfare.
3. Students must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.
4. Students shall not dress in an obscene manner or display obscene material.
5. Students shall not display any material which advertises or promotes an unlawful act such as tobacco use, the consumption of alcoholic beverages or the possession, sale or use of drugs.
6. Students shall not display any material which is libelous or slanderous.
7. Students shall not display any material which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of District or school site policies or rules.
8. Students shall not display any material which so incites students as to create a clear and present danger of the commission of substantial disruption of the orderly process of a school.

Parents and students are responsible for maintaining proper attire and appearance, and all school personnel are responsible for the enforcement of the dress code during the school day or at school-sponsored events.

4

Routine and Emergency Disaster Procedures: Drills

In accordance with Board Policy 6021, an emergency and disaster preparedness plan shall be developed by the Superintendent. The plan shall include procedures for routine emergency and disaster drills.

Earthquake Drills

Indoor Earthquake Procedures:

When you feel an earthquake, or when an earthquake drill is announced, order the **Drop, Cover, and Hold** position to the students. The students and teacher perform this in the following manner:

1. Face away from windows
2. **Drop** to your knees and seek shelter under a desk or table
3. If a chair is nearby, attempt to pull it in behind you, providing shelter for your legs
4. **Cover** your head with one arm
5. **Hold** onto a leg of the desk, table or chair with the other hand
6. Stay in this position for at least one minute or, in a real situation, until the shaking stops

The teacher or pre-designated person should open the door and place a doorstop, of any kind, in between the door and door jam. This will keep the door from becoming jammed, trapping everyone inside.

Outdoor Earthquake Procedures:

If you are outside when an earthquake occurs and there are students present, order the "Duck and Cover" position. This is where the students will:

1. Stop
2. Move away from windows or other items that are likely to break or fall
3. Drop to a squatting position with one knee on the ground
4. Duck their head and cover it with one or both arms

When the shaking has stopped and it has been deemed safe, evacuate all students who are able to walk to the earthquake evacuation area (away from fences and power lines) through the safest route possible. If your primary route is blocked, use alternate routes. Students should walk in a quiet and orderly fashion to the evacuation area.

An evacuation should NEVER be automatic. There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required.

Note: If you have injured/immobile students or staff, stay with them in the room, have your buddy teacher take your class out to the evacuation area. Do not

attempt to move or evacuate them unless their lives are in immediate danger (fire, gas, leak, explosion, etc.). Place the "Injured" sign in the window or on the door, indicating injured people are inside that room. If you are outside, report the number of students and their location.

Once you arrive at the evacuation area, seat students in a single file line, away from fences or walls that are likely to collapse. Take attendance from those students present and complete a student report of students missing, unaccounted for, or injured.

Stay with your students at all times, unless you are relieved for secondary duties as assigned by the incident commander.

A crisis team member will be coming by to check on student accountability, inform them of your class' status.

If students are dismissed to the command center for re-unification with family members, complete the student release slip.

Upon sounding of the all clear, students and staff return to their appropriate classroom and the teacher takes attendance once more. Missing students are reported to the attendance office.

Fire Drills

Principals shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year at all high schools.

(Code of Regulations, Title 5, Section 550)

1. Whenever the fire alarm is given, all students, teachers and other employees shall quickly leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.
2. Designated evacuation routes shall be posted in each room. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated evacuation route is blocked.
3. Evacuation areas are established away from fire lanes.
4. Students are to remain with their teacher, seated, in the evacuation area. Teachers shall take student attendance once in the evacuation area and note student information on designated card.
5. When evacuating the building, display the green card if all your students are accounted for, red card for injured students, and yellow card if any assigned students are missing.
6. The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent/designee.
7. At the conclusion of the drill, return students to the classroom in a single-file.

Active Shooter/Lockdown Drills

The following procedures are to be followed when the following announcement is given:

“Attention all staff, we are now in lockdown mode. Please go into lockdown procedures immediately.”

1. Teachers immediately lock doors, turn off lights, and close all window shades.
2. With students, build barricades for all entrances.
3. Move students to a low visibility area of the classroom
4. If outside, enter the nearest building (remember code word)

Under no circumstances are classes to evacuate their rooms due to a Fire Alarm. If evacuation is required, an announcement will be made over the intercom only.

During and after the drill, students may be frightened and possibly have erratic behavior.

Active shooter Drill Assessment Sheet

Team Member _____

Building _____

[illegible]

5

Routine and Emergency Disaster Procedures: Overview

The Basic Plan

The Basic Plan addresses the Laguna Beach Unified School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. The Basic Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Laguna Beach Unified School District clear guidance for planning purposes in accordance with Board Policy 6021.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

Requirements

The Plan meets the requirements of Orange County's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS) Operational Area Response, and defines the primary and support roles of the District and individual schools in after-incident damage assessment and reporting requirements.

Objectives

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives, and should be planned and arranged for in advance.

Authorities and References

State of California

California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Government Code, Section 3100, Title 1, Division 4, Chapter 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared.

States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6).

It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

California Civil Code, Chapter 9, Section 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

California Education Code, Sections 35295-35297 (The Katz Act), Section 40041, 40042.

Requires that a school site disaster plan outline roles, responsibilities, and procedures for students and staff. It also requires that the school site emergency management organizational structure comply with SEMS, Title 19 Section 2400, and be ready for implementation at all times.

California Emergency Plan

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

Definitions: Incidents, Emergencies, Disasters

Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Although they may not meet disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions.

Emergency

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

Emergency is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

Emergency also defines a conditional state such as a proclamation of "Local Emergency". The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency
- State of Emergency
- State of Local Emergency

Disaster

A *disaster* is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, e.g., a major wildfire or hazardous materials discharge.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

Earthquake Overview

Major Earthquake Threat Summary

Earthquakes are sudden releases of strain energy stored in the earth's bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismicity, damaging earthquakes are expectable, if not predictable, events.

The major effects of earthquakes are ground shaking and ground failure. Severe earthquakes are characteristically accompanied by surface faulting. Flooding may be resulting from an earthquake, or by seismically induced settlement or subsidence. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons.

A fault is a fracture in the earth's crust along which rocks on opposite sides have moved relative to each other. Active faults have high probability of future movement. Fault displacement involves forces so great that the only means of limiting damage to man-made structures is to avoid the traces of active faults. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines.

The overall energy release of an earthquake is its most important characteristic. Other important attributes include an earthquake's duration, its related number of significant stress cycles, and its accelerations.

<u>Earthquake Size</u> <u>Descriptions</u>		
Descriptive Title	Richter Magnitude	Intensity Effects
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on magnitude and other factors.

Levels of Response

Response Levels are used to describe the type of event:

The area(s) affected, the extent of coordination or assistance needed, and the degree of participation expected from the School District. Response Levels are closely tied to Emergency Proclamations issued by the head of local government.

Response Level 0 - Readiness & Routine Phase

On-going routine response by the School District to daily emergencies or incidents. Stand-by and alert procedures issued in advance of an anticipated or planned event.

Response Level 3 - Local Emergency

A minor to moderate incident in which local resources are adequate and available. This level of emergency response occurs when an emergency incident, e.g., gas leak, sewer back-up, assaults, bomb threat, toxic spill, medical emergency, shooting, etc., occurs. A Level 3 response requires School/Site Coordinators to implement guidelines in the Emergency Standard Operating Procedures and interact with public agencies.

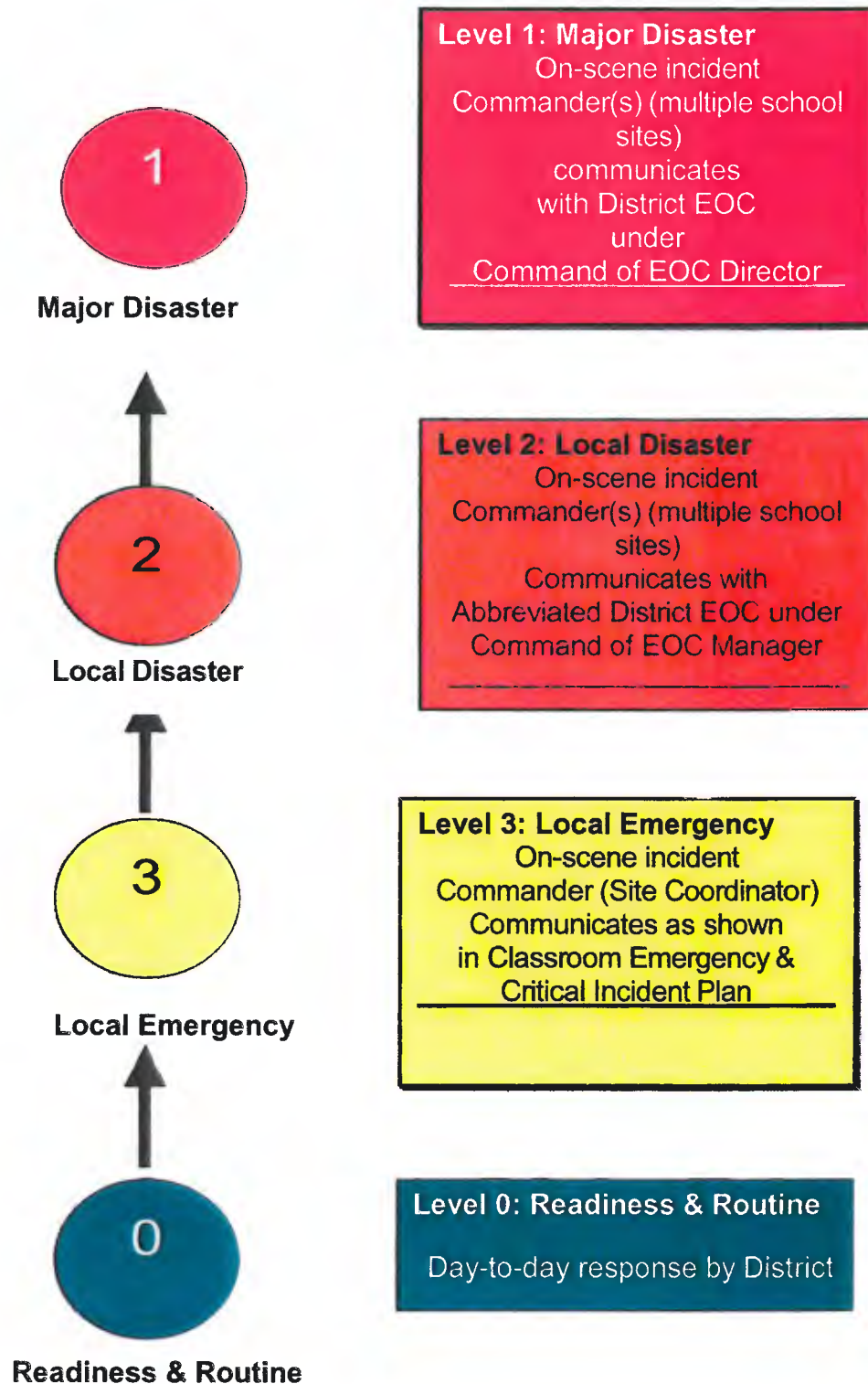
Response Level 2 - Local Disaster

A moderate to severe emergency in which resources are not adequate and mutual aid may be required on a regional, even statewide basis with coordination with local police and fire departments of the affected are working in concert with Laguna Beach Unified School District to respond. The affected Cities and the County of Orange will proclaim a local emergency. Then, the State of California may declare a state of emergency.

Response Level 1 - Major Disaster

Resources in or near the impacted areas are overwhelmed and extensive State and Federal resources are required. The cities and the County of Orange will proclaim a local emergency. Then, the State of California will declare a State of Emergency. A Presidential Declaration of an Emergency or Major Disaster is requested by the State. When local jurisdictions declare a State of Emergency, the district board can declare the same.

Response Level Diagram



Emergency Phases

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Prevention/Mitigation Phase

Prevention/Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents, while prevention is taking steps to avoid potential problems. Both of these elements require education of parents, students and teachers.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery review Standard Operating Procedures (SOPs) or checklists detailing personnel assignments, policies, notification procedures, and resource lists. Personnel are acquainted with these SOPs and checklists and periodically are trained in activation and execution.

Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

First Things First

Preparing your school for emergencies starts with staff preparedness. The backbone of school planning is dependent on the staff's willingness to stay at school during a major community emergency. Personal preparedness makes this much easier.

Each staff member needs

To prepare their family and home for earthquakes and other emergencies

- A 72-hour supply kit for the home
- A Car Kit, including comfortable clothes/shoes and medications
- To develop a plan to reunite with their family
- A neighborhood preparedness program

Preparedness Brochures are available from the local chapter of the American Red Cross, Orange County Office of Emergency Services, or www.ready.gov.

If the disaster occurs during school time, Emergency Management recommends the child stay at school until the parent or a designated individual (see Emergency Contacts) picks up the child. We have no idea, especially in an earthquake, how impacted our neighborhoods may be.

This means the school staff will need to stay with the children. You can only do this if you are prepared at home! You must feel that your family can activate your **Family Plan** without you.

Disaster Service Worker Status: *California Government Code* Section 3100 declares that public employees are disaster services workers, subject to such disaster service activities as may be assigned to them by the superiors or by law. The term public employees include all persons employed by the state or any county, city, city & county, state agency or public district, excluding aliens legally employed. This law applies to public school employees in the following cases:

1. When a local emergency has been proclaimed,
2. When a state of emergency has been proclaimed, or
3. When a federal disaster declaration has been made.

District and Parent Responsibilities for Students

DISTRICT RESPONSIBILITY

If the superintendent declares a district emergency during the school day, the following procedures will be followed:

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AT AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF THE SCHOOL PRINCIPAL OR OTHER PERSONNEL ASSIGNED BY THE PRINCIPAL.

1. Until regular dismissal time and released only then if it is considered safe,
OR
2. Until released to an adult authorized by the parent or legal guardian whose name appears on district records.
 - a. If students are on their way to school, they will be brought to school if bussed, or they should proceed to school if walking.
 - b. If students are on their way home from school, they are to continue home.

During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by district personnel to another site where consolidated care facilities can be provided. This information will be given to the media stations and posted at the site to keep parents informed.

PARENT RESPONSIBILITY

Parents and legal guardians of students will complete a Student Health/Emergency Contact Form each year. In case of a Declared Emergency, students will be released **ONLY** to persons designated on this form. Parents are responsible for ensuring that information on the Student Health/Enrollment Form is current at all times and must notify their child's school with any changes.

Parents are asked to share with the schools the responsibility for informing students of what they should do in case of a severe earthquake or other major

emergency. Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.

School authorities will do everything possible to care for each student while he/she is under district supervision.

It is critical that students do not have directions from parents that are contrary to the district's stated policy on retention at school and authorized release in case of a severe emergency.

6

Emergency Response Procedures

Basic Actions

Most emergency responses are covered by the following Basic Actions:

A. Action: STAND BY

Action: STAND BY consists of bringing students into the classroom or holding them in the classroom pending further instruction.

B. Action: EVACUATION

ACTION: EVACUATION consists of the orderly movement of students and staff from inside the school building to outside areas of safety or planned evacuation site.

Action: EVACUATION is appropriate for—but not limited to—the following emergencies:

- a. Fire
- b. Bomb Threat
- c. Chemical Accident
- d. Explosion or Threat of an Explosion
- e. Following an Earthquake
- f. Other similar occurrences that might make the building uninhabitable
- g. At the onset of an Active Shooter/Lockdown Alert, when teacher/supervisor has ascertained that leaving is the best option.

C. Action: TAKE COVER

Action: TAKE COVER consists of bringing/keeping students indoors if possible and sheltering in place as appropriate to the situation.

If outdoors, Action: TAKE COVER consists of hiding behind any solid object (large tree, engine block of car, cement wall), in the event a sniper attack, armed intruder, rabid animal, or moving immediately to a location which is upwind and uphill in the event of a chemical or biological threat

Action TAKE COVER is appropriate for, but not limited to, the following:

- a. Severe Windstorm (short warning)
- b. Biological or Chemical Threat
- c. Sniper Attack
- d. Rabid Animal on School Grounds

D. Action: DROP

WARNING: The warning for this type of emergency is the beginning of the disaster itself.

Action: DROP consists of:

- a. Inside school buildings
 - Immediately **TAKE COVER** under desks or tables and turn away from all windows
 - Remain in a sheltered position for at least 60 seconds silent and listening to/or for instructions
- b. Outside of School Buildings
 - Earthquake: move away from buildings
 - Take a protective position, if possible
- c. Explosion/Nuclear Attack:
 - Take protective position, **OR**,
 - Get behind any solid object (ditch, curb, tree, etc.); lie prone with head away from light or blast; cover head, face, and as much of the skin surface as possible; close eyes, and cover ears with forearms.

E. ACTION: DIRECTED MAINTENANCE

No school personnel/students are allowed to enter a school facility until inspected by and authorized by appropriate school personnel: Maintenance and School Administrators, and if applicable, Police, Fire, or City Inspectors.

In the event that drinking water is unsafe, water valves will be turned off and the drinking fountains sealed.

Water, gas, and electrical shut-off valves will be shut-off for each applicable building under the joint authorization of the administration and head custodian.

F. ACTION: DIRECTED TRANSPORTATION

WARNING: Under certain disaster conditions, authorized officials may attempt to move an entire community, or portion thereof, from an area of danger to another area of safety.

Action: **DIRECTED TRANSPORTATION** consists of loading students and staff into school buses, cars and other means of transportation, and taking them from a danger area to a designated safety area.

Action: **DIRECTED TRANSPORTATION** is considered appropriate only when directed by the Superintendent or designee, Site Administrator, Police, or Fire. It may be appropriate for, but not limited to, movement away from:

- a. Fire
- b. Chemical & Biological Gas Alert
- c. Flood
- d. Fallout Area
- e. Blast Area
- f. Chemical & Biological Gas Alert
- g. Specific Man-Made Emergency (shooting, fire, etc.)

G. ACTION: GO HOME

Action: **GO HOME** consists of:

- a. Dismissal of all classes
- b. Return of students to their homes

Action: **GO HOME** is to be considered only if there is time for students to go safely to their homes and if buses or other transportation are available for students who live at a distance from the school. Notification of parents by radio broadcast, local television, website, phone distribution lists, or other means will be requested.

H. ACTION: CONVERT SCHOOL

Action: **CONVERT SCHOOL** to a Red Cross emergency facility will be initiated by City officials.

Earthquake

DROP, COVER, and HOLD

Earthquake procedures in the classroom or office

At the first indication of ground movement, you should **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.

You should seek protective **COVER** under or near desks, tables, or chairs in a kneeling or sitting position.

You should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes.

You should remain in the DROP position until ground movement ends. Be prepared to DROP, COVER and HOLD during aftershocks.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

Earthquake procedures in other parts of the building

At the first indication of ground movement, you should DROP to the ground.

Take COVER under any available desk, table, or bench. If in a hallway, drop next to an inside wall in a kneeling position and cover the back of the neck with your hands.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

Earthquake procedures while outside

At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. DROP to the ground and COVER the back of the neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so.

If walking to or from school, DO NOT RUN. Stay in the open. If the student is going to school, continue to the school. If going home, the student should continue home.

While in a vehicle or school bus, pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue on until the vehicle is away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of aftershocks, downed wires, or roads blocked by debris. The Bus Driver is legally responsible for the welfare of student riders.

Fire

All classrooms and offices shall have an Emergency Exit sign and Evacuation Route posted in a prominent location.

Fire Within A School Building:

In the event that a fire is detected within a school building, use the following procedures:

- a. The Principal or Designee will:
 - Order an evacuation if the fire alarm doesn't work
 - Call 9-1-1
 - Notify the superintendent or designee
- b. Teachers will supervise the evacuation of the classrooms to the designated areas according to the Emergency Exit Plan posted in every classroom and office.
- c. Teachers will close doors upon evacuating.
- d. Teachers will take their emergency backpacks to the evacuation site and take attendance. Teachers will report any missing student(s) to their Team Supervisor/ Administrator.
- e. The Head Custodian or designees shall assist by shutting off gas valves, electricity, etc., or other if necessary for evacuating, putting out the fire, etc.
- f. The Head Custodian or designee shall open necessary gates for fire truck and other emergency vehicle access when appropriate. The Head Custodian or designee will also keep access entrances open for emergency vehicles.
- g. Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

Fire Near School

a. **The Principal or designee shall:**

- Determine the need to execute an evacuation if nearby fire poses an immediate threat to the students or the building.
- Notify the Fire Department by calling 911.
- Notify the Superintendent's office.
- Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

Power Outage / Rolling Blackouts

IT IS THE DISTRICT'S INTENT THAT SCHOOLS WILL REMAIN OPEN DURING A POWER OUTAGE.

There are several stages of alerts that will be declared broadcast:

- **STAGE 1 EMERGENCY** indicates that the operating reserves in the real- time market are forecasted to be less than the California Independent System Operator (CAISO) Minimum Operating Reserves criteria.
- **STAGE 2 EMERGENCY** indicates that the operating reserves in the real- time market are forecasted to be less than five (5) percent.
- **STAGE 3 EMERGENCY** indicates that the operating reserves in the real- time market are forecasted to be less than 1.5 percent.

If the district is notified of a **STAGE 3 EMERGENCY**, possible-affected sites will be contacted as soon as practicable. Once notified, turn off PCs, monitors, printers, copiers, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer. Shut off lights in unoccupied rooms. In spite of everyone's best effort to communicate, it is possible that an outage will occur with no notice to the district.

PREPARING FOR AN OUTAGE – Principals and Staff

- Determine availability of portable lighting at site, i.e. flashlights & batteries.
- Find out that when power is lost, do emergency lights go on and do the "Exit" signs remain lit?
- Clear away materials and boxes from hallways and pathways.
- Ask your teachers to have alternative teaching methods and plans to be used at **STAGE 3** only.
- Conduct a survey of your site for the classrooms and offices with no windows and prepare relocation plans.
- Plan alternative communication methods that suit your site, such as student runners, cell phones, or radios.
- Develop a site plan such as a buddy system or chaperone, for restrooms or any other necessary leave during this period.
- Have flashlights & replacement batteries available for the restrooms and other locations with no windows.
- Use surge protectors for all computer equipment, major appliances and electronic devices.

DURING AN OUTAGE

- **CONTACT FACILITIES IMMEDIATELY IF YOUR SITE IS EXPERIENCING A BLACKOUT.**
- If an outage lasts more than 30 minutes, have pre-designated people walk through the campus and check on the status of individuals in each building.
- Use a buddy system when going to the restrooms.
- **DO NOT USE** candles or gas lanterns.
- Turn off PCs, monitors, printers, copiers, major appliances and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer.
- Shut off lights in unoccupied rooms.

The rolling outages should not last more than two hours and, with some preparation, business can be conducted as close to normal as possible.

If a power outage is prolonged, the principal should contact the Superintendent or designee for directions (release students/staff, evacuation to another site, etc.).

Shelter-in-Place

Shelter-in-Place may be directed should there be a danger in the community that could present a danger to the school community or a situation at the school that could harm students or staff if they are outdoors. Incidents could include gas leaks, chemical spills, or a predator in the neighborhood.

When instructed or when an alerting system triggers a Shelter-in-Place:

- **SHELTER.** Go inside the nearest building or classroom and remain inside. Lock the door. You are looking for enclosed protection from the outside. Teachers should quickly check halls and get students into classrooms. Teachers will keep all students in the classroom until the emergency is resolved or directed to evacuate by the Principal and/or Public Safety Responders.
- **SHUT.** Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible.
- **LISTEN.** Remain quiet to hear critical instructions from school officials.
 - If there is no direction, continue instructional/work activities until the situation resolves or you're directed to do otherwise.

ADDITIONAL STEPS FOR TEACHERS AND STAFF IF APPROPRIATE:

- **Advise students to cover mouth and nose with a damp cloth or handkerchief to protect from any airborne hazards.**
- **A school official (or student if no official present) should close all vents and turn off ventilation systems.** *The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.*
- **Turn off all motors and fans.** *Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.*
- Advise students to remain sheltered until the "all-clear" signal is given by a school or local official.

Bomb Threat

Most likely, threats of a bomb or other explosive device will be received by telephone.

THE PERSON RECEIVING THE BOMB THREAT WILL:

- Attempt to gain as much information as possible when the threat is received.
Do not hang up on the caller.
- Use the "**bomb threat checklist**" form (attached) as a guide to collect the information needed. Don't be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.

The most important information is:

- **When will the bomb explode and where is the bomb located?**
- Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator of the threat received. Complete the "bomb threat checklist" form (attached).
- Turn off cellular phones and/or walkie-talkie radios (transmits radio waves - could trigger a bomb).

BUILDING ADMINISTRATOR WILL (IF NECESSARY):

- Call 9-1-1. Give the following information:
 - Your name
 - Your call-back phone number
 - Exact street location with the nearest cross street
 - Nature of incident
 - Number and location of people involved and/or injured

- Notify Superintendent's Office.
- Evacuate involved buildings using fire drill procedures. Principal must have Superintendent's permission to evacuate the entire site.
- Implement a systematic inspection of the facilities to determine if everyone is out.
- Fire Department or Police Officers shall organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object. Site employees should be ready to assist as needed.
- Maintain an open telephone line for communications.
- Secure all exits to prevent re-entry to buildings during the search period.
- Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.
- Re-occupy buildings only when proper authorities give clearance

BOMB THREAT REPORT FORM
LAGUNA BEACH UNIFIED SCHOOL DISTRICT

School:	Time Call Received:	Call Taken By:
Date:	Time Caller Hung Up:	Title:
	Caller ID Info:	

Questions to Ask:	Exact Wording of Threat: “							
1. When will the bomb explode?	Caller's Voice: (circle all that apply)				Caller's Language: (circle all that apply)		Background Sounds: (circle all that apply)	
2. Where is the bomb right now?	Calm	Nasal	Deep Breathing	Cracking Voice	Well Spoken	Educated	Street Noises	Crockery
3. What does it look like?	Angry	Stutter	Disguised	Accent	Foul	Message Taped?	Voices	PA System
4. What kind of bomb is it?	Excited	Lisp	Serious	Used Slang	Message Read?	Young (child)	Music	House Noises
5. What will cause it to explode?	Slow	Raspy	Incoherent	Joking	Young (adult)	Middle Aged	Motor	Office
6. Did you place the bomb?	Rapid	Deep	Slurred	Distinct	Old		Factory	Machinery
7. Why?	Soft	Ragged	Clearing Throat	Normal	Caller Demographics (Circle One)		Animal Noises	Clear
8. How did the bomb get in the school?	Loud	Laughter	Crying	Frightened	Male	Female	Unknown	Static
9. Where are you calling from?	If voice is familiar, who did it sound like?				Approximate Age:		Long Distance	Cell Phone
10. What is your name, address, phone?	Other Observations:							

Intruder on Campus

The campus intruder is defined as a non-student or a student on suspension who loiters or creates disturbances on school property. Intruders are committing the crime of Criminal Trespass. Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers.

Low Level:

- Have the person(s) under suspicion kept under constant covert surveillance.
- Approach and greet the intruder in a polite and non-threatening manner.
- Identify yourself as a school official.
- Ask the intruder for identification.
- Ask them what their purpose is for being on campus.
- Advise intruder of the trespass laws.
- Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office.
- If the intruder refuses to respond to your requests, inform him/her of your intention to summon administration or law enforcement officers.
- If the intruder gives no indication of voluntarily leaving the premises, notify Police and Administration.

If Intruder(s) are on playground or school grounds:

- Outdoor Supervisors should notify the office by radio and move all students into cafeteria/gym/classrooms unless otherwise directed.
- Lock exit doors to cafeteria/gym/classroom.
- Spread SHELTER-IN-PLACE or LOCKDOWN/ACTIVE SHOOTER alarm throughout rest of school as appropriate.

Hostage Situation

Staff and students should sit quietly if the situation is in their presence. TRY to remain calm. Staff should set the example if the armed intruder is in their presence by doing anything possible for the staff member and students to survive. If gun fire starts, staff and students should seek cover or begin rapid movement procedures.

- **Do not engage in a conversation or try to persuade the intruder to leave your classroom or school.** Remember, you are in an illogical situation so any logical argument may go unheard. The intruder is probably aware of the potential danger that he/she would be facing if he/she left the classroom. The intruder may perceive himself/ herself as being sane.
- If the intruder speaks to you or to your students, then answer him or her. **Do not provoke him or her.** Don't try to take matters into your own hands. Students should be told not to whisper to one-another, laugh, or to make fun of the intruder. Remember, the intruder is upset and may be mentally unstable, and more than likely paranoid. Any whispering or laughter may be perceived by the intruder as directed at him or her.
- Students should be taught to respond on their own when threatened. Incidents can occur which leave no time for signals. If students are outside unable to find access a room, they should, depending on the situation, initiate Action "**TAKE COVER**" position or run in a zig-zag fashion to the staging areas and **STAY CALM.**
- If and when possible, call Administration and/or 9-1-1.

Lockdown: Active Shooter

An Active Shooter/Lockdown Alert is sounded if there is a sniper, armed intruder or active shooter on campus. Staff members have a very limited amount of time in which to commit to a course of action. Immediately assess both the situation and the surrounding environment and respond to the situation based upon the Active Shooter Training and drills. This is also true for your students who may need to become resources for substitutes or who are alone when an event occurs.

Remember, the Active Shooter response is a partnership with local law enforcement.

Immediate actions should include:

- Students and staff go into classrooms/buildings or run to off-site evacuation area.
- LOCKDOWN includes building door barricades, internal barricades, covering windows and turning off/dimming lights.
- Notify administration
- Call 9-1-1 if you know the location of the shooter, the description or identity of the shooter, or if you need medical assistance for a victim.
- Administration notifies the Superintendent or designee

Intermediate activities:

- Place a red card under the door/in a window if you have a serious injury in the classroom
- Account for all students by taking attendance
- Remain calm and conduct anxiety-reducing activities

Evacuation:

- Prepare students and yourself for a quick evacuation
- Follow directions of law enforcement when they arrive

Poisoning, Chemical Spills, Hazardous Materials

POISONING:

If a student ingests a poisonous substance:

- Notify Administration
- Notify the Health Services Office
- Call Poison Control Center Link Line 1-800-222-1222, if directed by Administration. Take appropriate first aid measures
- Call parents, if directed by Administration

Following any emergency, Administration will notify the Superintendent's Office

CHEMICAL SPILL ON SITE:

The following are guidelines for Chemical Spills:

- Evacuate the immediate area of personnel
- Determine whether to initiate Shelter-In-Place Protocol
- Secure the area (block points of entry)
- If possible, identify the chemical and follow the procedures for that particular chemical.
- Notify Administration and the District Office.

Spill Clean Up

Chemical Spills may not be cleaned up by school personnel. Call the District Office, Facilities Department at 949-497-7700. The cleanup will be coordinated through a designated contractor.

HAZARDOUS SUBSTANCES

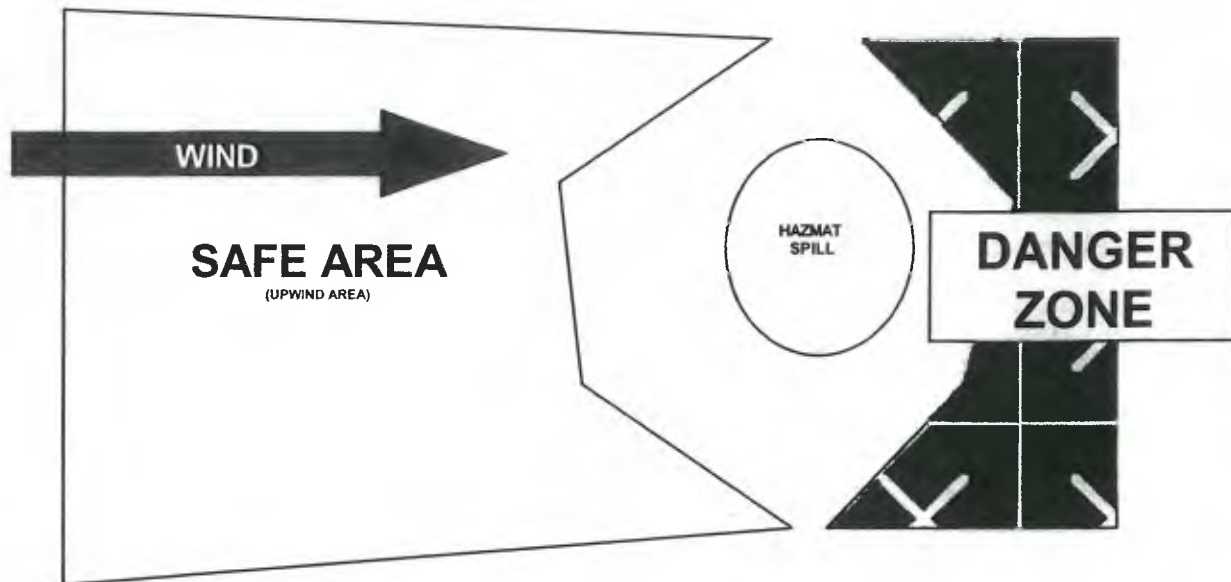
Hazardous Substances include the following, but is not limited to the following:

Gasoline	Lacquer Thinner
Solvents	Paint
Motor Oil	Agricultural Spray
Diesel Fuel	Paint Thinner
Kerosene	Stain
Anti-Freeze	Break Fluid
Airborne Gases/Fumes	

Always call for assistance and:

- Extinguish all ignition sources
- Shut off main emergency switch to fuel pump, if appropriate
- Move appropriate fire extinguishing equipment to area
- If possible, contain the spill to prevent further contamination
- Move people/personnel away or evacuate from contamination area

If the spill is too great to handle, contact the District Office, FACILITIES DEPARTMENT at 949-497-7700.



Staff and students will evacuate the area immediately, if appropriate. **Move uphill, upwind, upstream if possible.**

VEHICLE FUEL SPILL

When a spill has occurred, the first thing to do is to keep the situation from worsening. Follow these steps:

- Shut off emergency switch
- Avoid skin contact
- Isolate the spill from people and vehicles by blocking all points of entry
- Stop and evaluate any hazards
- Prevent discharge into storm drains. Divert the flow by sealing off areas with absorbents. Prevent runoff. Use absorbent "socks" to contain the spill

- Identify the source, estimated quantity spilled and stop further release(s) - IF IT CAN BE DONE SAFELY
- Take care of any injured
- Notify the District Office.
- If the spill is unmanageable, contact the Fire Department by calling 911

If, after attempted containment, the release still poses either a present or a potential threat, notify the California Office of Emergency Services and local emergency assistance organizations (fire, police, etc.). Give the following information:

- Date, time, and exact location of the release
- Name and telephone number of persons reporting the release
- The type of fuel spilled and the estimated quantity
- Description of potential hazards presented by the fuel spill
- Document the time and date notification was made and the information provided
- A written report to the appropriate office of the California Department of Health Services is required within 15 days after the incident. Contact the District for assistance with this report.

Emergency Evacuation Routes and Procedures

In an Emergency Building Evacuation all employees will:

Upon emergency alert, secure work area and depart/report to assigned area.

Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.

DO NOT re-enter the building without permission or request of emergency service authorities.

Remain in the general assembly areas and calm students if not assigned another duty.

When signaled to re-enter safe areas of the school, quickly do so.

Upon safe re-entry, report anything amiss to Administration.

In an Emergency Building Evacuation teachers will also:

Upon alert, assemble students for evacuation using designated routes and account for all students.

Secure room.

If possible, leave a note on the door advising where the class evacuated to if other than the standard evacuation assembly area.

Upon arrival at the assembly area, account for all students.

Secure medical treatment for injured students.

Report any students missing or left behind because of serious injuries.

Stay with and calm students.

If signaled to re-enter school, assure students do so quickly and calmly.
Account for all students.

Check room and report anything amiss to Administration.

Debrief students to calm fears about the evacuation.

Emergency Campus Evacuation

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

Notify the Superintendent or designee of the Campus Evacuation.

Cooperate with emergency authorities in assisting students/staff with safe transport.

Direct the evacuation, assure all students/staff are accounted for as they depart and arrive at predetermined evacuation location.

Medical Emergencies

Calmly and carefully, assess the medical emergency you are faced with. **Take only those measures you are qualified to perform.**

You should always wear latex or rubber gloves to prevent contact with bodily fluids.

Rescue Breathing

Gently tilt the head back and lift the chin to open the airway.

Pinch the nose closed.

Give two slow breaths into the mouth.

Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.

If you are doing the procedure correctly, you should see the chest rise and fall.

To Stop Bleeding

Apply direct pressure to the wound.

Maintain the pressure until the bleeding stops.

If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.

If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

Treatment for Shock

Do whatever is necessary to keep the person's body temperature as close to normal as possible.

Attempt to rule out a broken neck or back.

If no back or neck injury is present, slightly elevate the person's legs.

Choking

Stand behind the person.

Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.

Grasp your fist with your other hand, give an abdominal thrust.

Repeat until the object comes out.

If required, begin rescue breathing.

Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

TRIAGE Priorities	
Highest Priority - RED TAG	
1.	Airway and breathing difficulties
2.	Cardiac arrest
3.	Uncontrolled or suspected severe bleeding
4.	Severe head injuries
5.	Severe medical problems
6.	Open chest or abdominal wounds
7.	Severe shock
Second Priority - YELLOW TAG	
1.	Burns
2.	Major multiple fractures
3.	Back injuries with or without spinal cord damage
Third Priority - GREEN TAG	
1.	Fractures or other injuries of a minor nature
Lowest Priority - BLACK	
1.	Obviously mortal wounds where death appears reasonably certain
2.	Obviously deceased

S.T.A.R.T. Plan Triage Checklist

This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.

Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**
- Color determination will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

Suicide

The publications of many organizations and governmental agencies contain advice for people who are faced with suicidal people. That advice is summarized below.

Do's

- | | |
|----------|--|
| Listen | to what the person is saying and take her/his suicidal threat seriously. Many times a person may be looking for just that assurance. |
| Observe | the person's nonverbal behavior. In children and adolescents, facial expressions, body language, and other concrete signs often are more telling than what the person says. |
| Ask | whether the person is really thinking about suicide. If the answer is "YES," ask how she/he plans to do it and what steps have already been taken. This will convince the person of your attention and let you know how serious the threat is. |
| GET HELP | by contacting an appropriate Crisis Response Team (CRT) member or Administrator. Never attempt to handle a potential suicide by yourself. |
| STAY | with the person. Take the person to a CRT member or Administrator and stay with that person for awhile. The person has placed trust in you, so you must help transfer that trust to the other person. |

Don'ts

- | | |
|-------|--|
| Don't | leave the person alone for even a minute. |
| Don't | act shocked or be sworn to secrecy. |
| Don't | underestimate or brush aside a suicide threat ("You won't really do it; you're not the type"), or to shock or challenge the person ("Go ahead. Do it"). The person may already feel rejected and unnoticed, and you should not add to the burden. |
| Don't | let the person convince you that the crisis is over. The most dangerous time is precisely when the person seems to be feeling better. Sometimes, after a suicide method has been selected, the person may appear happy and relaxed. You should, therefore, stay involved until you get help. |
| Don't | take too much upon yourself. Your responsibility to the person is limited to listening, being supportive, and getting her/him to a trained professional. Under no circumstances should you provide counselling. |

Mass Casualty

In the event of a Mass Casualty Incident (MCI):

- Determine what the problem is and **call 9-1-1** for local emergency services.
Note: A casualty is a victim of an accident or disaster.
- Identify the problem and give the school address.
- Site administrators decide whether or not to activate the School Site Disaster First Aid Team protocols (See School Site Disaster Plan).
- Determine if problem will continue or if it is over.
- Notify Superintendent's Office.
- School representative will meet Incident Command Officer (Fire Department or Police Official) who will determine exact nature of incident.
- Site administrators/First Responders will implement Mass Casualty Tracking Protocols as appropriate to the situation.
- Keep calm and reassure students.
- Fire Department will notify appropriate agencies for additional help.
- Crisis Team will convene.
- Contact Superintendent or designee to determine need to send students home

Mass Casualty

PATIENT TRACKING SHEET

SCHOOL _____

PARAMEDIC TAG #	VICTIM NAME	PARENT(S) NOTIFIED	TIME OF DEPARTURE	HOSPITAL

Signed _____ **Date** _____

Bio Terrorism

Anthrax Threat

How to identify suspicious letters or packages

Some characteristics of suspicious letters or packages include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odors
- No return address
- Excessiveweight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential."
- Shows a city or state in the postmark that does not match the return address.

Suspicious unopened letter or package marked with threatening message such as "Anthrax"

- Do not shake or empty the contents of any suspicious envelop or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove the cover.

- Then leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give the list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

Envelope with powder or powder spills out onto a surface

- Do not try to clean up the powder. Cover the spilled contents immediately with anything and do not remove the cover.
- Leave the room and close the door or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at home, CALL 9-1-1 to report the incident. If you are at work, CALL 9-1-1 and your site administrator to report the incident.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. The clothing bag should be given to the emergency responders for proper disposal.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

Possible room contamination by aerosol

(Examples: small devices triggered warning that air handling systems is contaminated, or warning that a biological agent is released in a public space.)

- Turn off local fans or ventilation units in the area.
- Leave the area immediately.
- Close the door or section off the area to prevent others from entering.
- **Move upwind, uphill, upstream.**
- If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.
- Shut down air handling systems in the building if possible.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

DO NOT PANIC

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. In order for this to happen, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

Botulism

Botulism infection is extremely rare, with fewer than 200 cases reported in the U.S. each year. There are two forms of botulism which are associated with a terrorist act:

Foodborne Botulism

The bacterium is ingested with the contaminated food source.

Symptoms begin within 6 hours to 2 weeks, but most commonly between 12 to 36 hours after eating contaminated foods.

Double or blurred vision, drooping eyelids, slurred speech, difficulty swallowing, dry mouth, and a descending muscle weakness that effects the shoulders first, then upper arms, lower arms, thighs, calves, etc.

These symptoms may be preceded by gastrointestinal disorder such as abdominal cramps, nausea, vomiting, and diarrhea. Paralysis of the respiratory muscles will cause death unless the person is assisted by mechanical ventilation. Botulism toxin can occur naturally in undercooked food, but the frequency of this is extremely rare.

Inhalational Botulism

Inhalation botulism results from the inhalation of the aerosolized toxin. A small amount of aerosolized toxin released into the wind can have a devastating effect on the surrounding population. Notwithstanding, inhalational botulism could be inflicted upon a more limited number of victims by introducing a contaminated object into an enclosed area such as inside of a building. The symptoms are indistinguishable from those of foodborne botulism, except that the gastrointestinal signs sometimes associated with foodborne botulism may not occur.

Botulism cannot be transmitted from one person to another. There is no vaccine for botulism treatment at this time. However, treatment consists of passive immunization with equine anti-toxins and supportive patient care.

Smallpox

Smallpox infection results from the variola virus. The disease was once worldwide in scope. Before people were vaccinated, almost everyone contracted the disease. The virus was effectively eradicated from the world in the late 1970's, and the World Health Organization recommended governments cease routine vaccinations in 1980.

Vaccination has proven effective in preventing the disease in exposed persons if administered within 4 days of exposure.

Smallpox is a highly contagious infectious disease that has a mortality rate of about 30%. Since the discontinuation of vaccination in the early 1980's, virtually no one is protected against the disease today. The U.S. government is currently working to address the need for mandatory vaccinations. There is no proven treatment should infection occur.

Incident Command System

Responsibilities for a School Disaster

Everyone at a school will have some responsibilities in an emergency based on their job, and some people will have additional responsibilities. Below is a short discussion of how the Standard Emergency Management System (SEMS) and the Incident Command System (ICS) is adapted for your school.

Major Concepts and Components

Every emergency, no matter how large or small, requires that certain tasks be performed. In ICS, these tasks are called *Management, Planning, Operations, Logistics, and Finance/Administration*.

Under SEMS, the ICS team can be expanded or reduced, depending on the situation and the immediate needs. One person can do more than one function.

Every incident needs a person in charge. In SEMS and ICS, this person is called the *Incident Commander or School Commander*.

No one person should be supervising more than seven people (the optimum number is five). This does not apply to the Student Supervision Team under *Operations*, however.

Common terminology:

All teachers and staff in the school should use the same words to refer to the same actions. The terminology should be known *before* a disaster. SEMS is a system that, when used properly, affords common terminology.

If the fire department or other responding agencies come on campus, they will coordinate better with the site's command structure if similar situations and actions are described with similar wording.

How ICS Functions

This system provides for an effective and coordinated response to multi-agency and multi-jurisdictional emergencies, to include multi-disciplines and

- Facilitates the flow of information within and between all levels of the system.
- Facilitates interaction and coordination among all responding agencies.
- Improves the processes of mobilization, deployment, tracking, and demobilization of needed mutual aid resources.
- Reduces the incidence of ineffective coordination and communications, and avoid duplication of resource ordering in multi-agency and multi-jurisdiction response actions.

Primary Incident Command System Functions:

Incident/School Commander (The "leader")

The Management Section is responsible for overall policy, direction, and coordination of the emergency response effort in the Emergency Operations Center (EOC) throughout the Laguna Beach Unified School District. The Management Section Staff is also responsible for interacting with each other and others within the EOC to ensure the effective function of the EOC organization.

Operations Section (The "doers")

The Operations Section is responsible for coordinating all operations in support of the emergency response and for implementing action plans. This section includes response teams that work toward reduction of the immediate hazard, mitigating damage, and establishing control and restoration of normal operations.

Planning/Intelligence Section (The "thinkers")

The Planning and Intelligence Section is responsible for collecting, evaluating, and disseminating information; maintaining documentation; and evaluating incoming information to determine the potential situation in the not-too-distant future. This section also develops District EOC/Field action plans for implementation by the Operations Section.

Logistics Section (The "getters")

The Logistics Section is responsible for providing all types of support for the emergency response operation. This section orders all resources from off-site locations and provides facilities, services, personnel, equipment, transportation, and materials.

Finance and Administration Section (The "collectors")

The Finance and Administration Section is responsible for accounting and financial activities such as establishing contracts with vendors, keeping pay records, and accounting for expenditures. This section is also responsible for all other administrative requirements and acts as the clearinghouse for documentation during the recovery phase.

Routine use of ICS facilitates seamless integration of ICS into larger emergencies operations as they evolve. The key to ICS is remembering to focus on the functions and where possible, delegate authority to staff essential functions to distribute the workload.

Unified Command Structure

Unified Command is a procedure used at incidents which allows all agencies with geographical, legal or functional responsibility to establish a common set of incident objectives and strategies, and a single Incident Action Plan. The use of Unified Command is a valuable tool to help ensure a coordinated multi-agency response. Unified Command procedures assure agencies that they do not lose their individual responsibility, authority, or accountability.

Unified Command is highly flexible. As the incident changes over time with different disciplines moving into primary roles, the Unified Command structure and personnel assignments can change to meet the need.

Advantages of using Unified Command

- One set of objectives is developed for the entire incident
- All agencies with responsibility for the incident have an understanding and are fully aware of joint priorities and restrictions.
- Duplicative efforts are reduced or eliminated, thus reducing cost and chances for frustration and conflict.

Pre-Designated Incident Facilities

- Staging Areas
- Command Posts
- Mass Care Centers
- Evacuation Centers

LBUSD CENTRAL OFFICE INCIDENT COMMAND TEAM ASSIGNMENTS

Primary	Position	Alternate
Jason Vioria	Site Incident Commander	Leisa Winston*
Jeff Dixon	Operations Section Chief	Victoria Webber
Mike Morrison	Planning Section Chief	Amy Kernan
Alysia Odipo*	Logistics Section Chief	Irene White*
CBO	Finance & Administration Section Chief	Shannon Soto

Incident Commander (Jason): Sets the incident objectives, strategies, and priorities.

Safety and Accountability: Monitors and assures safety.

Public Information and Liaison: Media point of contact and coordinate involvement

Team Members:

Leisa Winston

Operations (Jeff): Coordination of tactical response of all field operations.

Facility Check/Security: Damage assessment, utility shut off

Search & Rescue: location and extrication of individual

Search & Rescue Team Members:

Roi Brignac

Tim Golden

Ryan Hertzing

Ann Moneymaker

Thomas Munoz

Mike Rush

Robbie Sperakos

Shadi Tavares

Medical Team Members: Triage, treatment

Jennifer de Encio

Kelli Merda

Victoria Webber

Planning (Mike): Supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.

Team Members:

Amy Kernan

Debby Nash

Jackie Parker

Mary Schoenfeld

Anahi Velasco

Logistics (Alysia): Provide facilities, services, personnel, equipment, and materials to support incident.

Team Members:

Debra Appel

Dawn Brown

Donna Todd

Irene White

Finance (CBO): Monitors costs related to the incident in addition to purchasing and timekeeping.

Team Members:

Teri Holloway

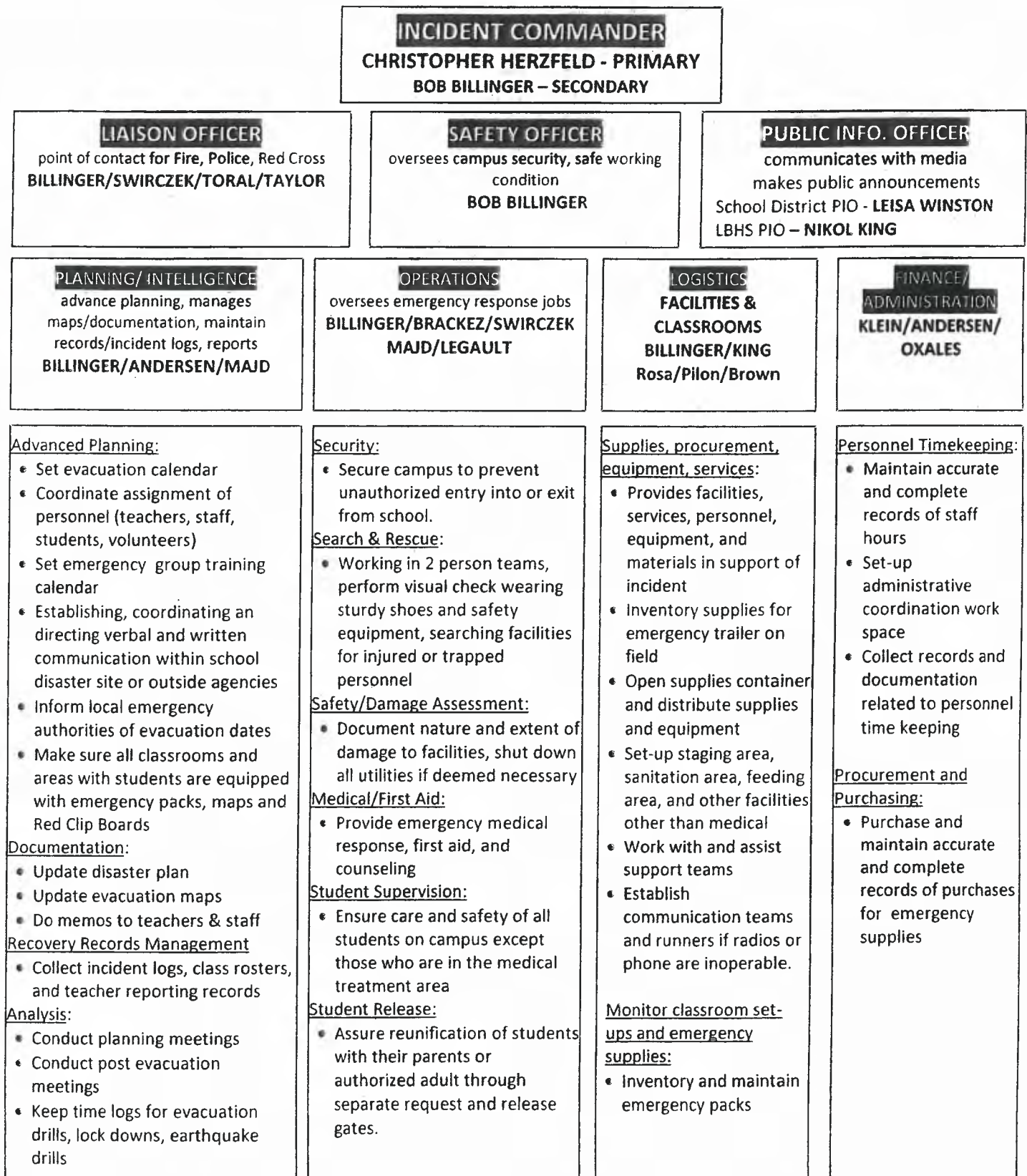
Raymond Lee

Shannon Soto

***Crisis Response Team:** Deploys to an individual school for singular events.

Laguna Beach High School

Incident Command Center Structure



2016-2017 EMERGENCY TEAM OVERVIEW

TEAM 1: INCIDENT COMMAND

ADMINISTRATORS & POLICE
Located at 50-Yard Line on
FOOTBALL FIELD

Christopher Herzfeld, Principal
Robert Billinger, Asst. Principal
Nikol King, Asst. Principal

RESPONSIBILITIES

- Designate Emergency Operations Center (EOC)
- Coordinate All personnel & operations (Including dispatch search team)
- Communicate with emergency agencies/district
- Maintain log of actions
- Authorize release of students

Everyone's Responsibility

In the event of an Earthquake

- Drop & Cover
- Turn away from windows
- Stay covered until shaking stops
- Be silent/listen for instructions

In the event of a Lock-Down

- Lock Doors
- Turn off lights
- Move students to low visibility area
- Take roll and account for the missing
- Be silent/listen for instructions

In the event of a Fire

- Evacuate the area immediately and close all exterior doors upon evacuating
- Do no attempt to put out fire
- If you see a fire, notify a school employee to call 911 immediately

LBHS C.E.R.T. Team Members

Andersen, Mari	Landgraf, Krissy
Klein, Durinda	Norris, Jill
Crowell, Dave	Paddock, Tracy
Weinert, Megan	Jones, Sandy
Majd, Pam	

TEAM STATION NUMBERS

TEAM 2 STATION LIGHT SEARCH & RESCUE

- Search Facilities for complete evacuation
- Provide first aid as needed

TEAM 3 STATION SECURITY & Damage Assessmt* Report to Team 1 for Orders

- Secure campus to prevent unauthorized exit/entry
- *during security rounds

TEAM 4 STATION MEDICAL & FIRST AID

- Establish First Aid Area
- Provide Emergency 1st Aid
- Document all 1st Aid Given

TEAM 5 STATION DAMAGE ASSESSMENT

- Assess all structures for damage, shut off gas supply
- Flag buildings for no-entry

TEAM 6 STATION ASSEMBLY / SUPERVISION

- Keep students calm and together
- Account for ALL students

TEAM 7 STATION REUNIFICATION & RELEASE

- Document & control release of students

TEAM 8 STATION SUPPLIES DISTRIBUTION

- Coordinate supply effort – Food, Water, Blankets, etc.

TEAM MEMBERS

Brobeck, Dave
Chung, Jeremy
Clarke, Ted
Finn, Scott*
Fleming, Bret
Garvey, Jim
Shen, Jun
Todd, Jonathan
Wittkop, Scott

Harris, Mark*
Soobzokov, Rus
Valousky, Jenny
Weinert, Megan
Soobzokov, Tim
Byrnes, Connie

Madj, Pam*	Legault, P*
Paddock, T	Hunnicut, D
Crilly, Tim	Gregory, L
Bergen, Ann	Palino, Melissa

Ferman, G	Romero, Roge
Crowell, D	Swirczek, G*
Mehegan, S	Taylor, Chuck
Roche, Peter	Toral, Nick
Mandala, Sanny	

Alvarez, Benson, Brooker,
Brusky, Carrizosa, Costley,
Cowles, Denton, Dewar, Fan,
Foster, BGarcia, CGarcia,
Gardner, Greco, Hanson,
Hawkins, Hendrickson, Karol,
BKlein, Hampton, Holtz, Jo,
SJohnson, Kimball, Lemotte,
Lundblad, Lux, McLellan,
Mooers, Palacios, Pellow,
Perkins, Palino, Pollock,
Quigley, Rice, Rood, Sadler,
Samia, Snyder, Sweet, Van
Mil, Ward, Witek, Yaccino,
Yang, You,

ROSA, Nichole*
PILON, Angela
BROWN, Jeanne
Andersen, Mari
Arellanes, Deborah*
Jones, Sandy
Klein, Durinda*
Norris, Jill
Olsen, Christie
Oxales, Ellen
Ross, Yvette

Armstrong, Brian*
Bogusiewicz, Steve
Gonzales, Jose Luis
Kaa, Kristen*
Landgraf, Krissy
Merritt, Jennifer
Porter, Bridget
Selway, Somer
Sogo, Steve
Sorensen, Cynthia

2016-2017 EMERGENCY TEAM ASSIGNMENT LISTED ALPHABETICALLY

PERSON	TEAM #	NAME OF TEAM	PERSON	TEAM #	NAME OF TEAM
Alvarez, Mark	6	Assembly & Supervision	Legault, Peggy	4	Medical/First Aid
Andersen, Mari	7	Reunification & Release	Lemotte-Dale, Nikki	6	Assembly & Supervision
Arellanes, Debby	7	Reunification & Release	Lundblad, Jennifer	6	Assembly & Supervision
Armstrong, Brian	8	Supplies Distribution	Lux, Robin	6	Assembly & Supervision
Benson, Sarah	6	Assembly & Supervision	MADJ, Pam-primary	4	Medical/First Aid
Bergen, Ann	4	Medical/First Aid	Mandala, Sanny	5	Damage Assessment
BILLINGER, ROBERT	1	INCIDENT COMMAND	McLellan, Haley	6	Assembly & Supervision
Bogusiewicz, Steve	8	Supplies Distribution	Mehegan, Sean	5	Damage Assessment
Brobeck, Dave	2	Search & Rescue	Merritt, Jennifer	8	Supplies Distribution
Brooker, Cassie	6	Assembly & Supervision	Mooers, Nancy	6	Assembly & Supervision
Brown, Jeanne	7	Reunification & Release	Neal, Lance	2	Search & Rescue
Brusky, Jim	6	Assembly & Supervision	Norris, Jill	7	Reunification & Release
Byrnes, Connie	3	Security	Oxales, Ellen	7	Reunification & Release
Carrizosa, Estee	6	Assembly & Supervision	Paddock, Tracy	4	Medical/First Aid
Chung, Jeremy	2	Search & Rescue	Palino, Missy	4	Medical/First Aid
Costley, Christopher	6	Assembly & Supervision	Pellow, Kerry	6	Assembly & Supervision
Cowles, Kristin	6	Assembly & Supervision	Perkins, Parta	6	Assembly & Supervision
Crowell, Dave	6	Assembly & Supervision	Pilon, Angela	7	Reunification & Release
Denton, Carrie	6	Assembly & Supervision	Porter, Bridget	8	Supplies Distribution
Dewar, Odile	6	Assembly & Supervision	Quigley, Valorie	6	Assembly & Supervision
Fan, Ermei	6	Assembly & Supervision	Rice, Dana	6	Assembly & Supervision
Ferman, Gary	5	Damage Assessment	Roche, Peter	5	Damage Assessment
Finn, Scott	2	Search & Rescue	Romero, Roger	5	Damage Assessment
Fleming, Bret	2	Search & Rescue	Rood, Kimberly	6	Assembly & Supervision
Foster, Michelle	6	Assembly & Supervision	Rosa, Nichole	7	Reunification & Release
Garcia, Barbara	6	Assembly & Supervision	Ross, Yvette	7	Reunification & Release
Garcia, Carita	6	Assembly & Supervision	Sadler, Carolen	6	Assembly & Supervision
Gardner, Samantha	6	Assembly & Supervision	Samia, Lila	6	Assembly & Supervision
Garvey, Jim	6	Assembly & Supervision	Selway, Somer	8	Supplies Distribution
Greco, Laura	6	Assembly & Supervision	Shen, Jun	2	Search & Rescue
Gregory, Lynn	4	Medical/First Aid	Snyder, Jeff	6	Assembly & Supervision
Hanson, Heather	6	Assembly & Supervision	Sogo, Steve	8	Supplies Distribution
Harris, Mark	3	Security	Soobzokov, Rus	3	Security
Hartford, Alonda	6	Assembly & Supervision	Soobzokov, Tim	3	Security
Hawkins, Mindy	6	Assembly & Supervision	Sorensen, Cynthia	8	Supplies Distribution
Hendrickson, Jon	6	Assembly & Supervision	Sweet, Rachel	6	Assembly & Supervision
Hendrickson, Louise	6	Assembly & Supervision	Taylor, Chuck	5	Damage Assessment
HERZFELD, Christopher	1	INCIDENT COMMAND	Todd, Jonathan	2	Search & Rescue
Hunnicut, Dawn	4	Medical/First Aid	Toral, Nick	5	Damage Assessment
Jo, Sally	6	Assembly & Supervision	Valousky, Jennifer	3	Security
Johnson, Sandra	6	Assembly & Supervision	Van Mil, Tracy	6	Assembly & Supervision
Jones, Sandy	7	Reunification & Release	Ward, Roxanna	6	Assembly & Supervision
Kaa, Kristen	8	Supplies Distribution	Weinert, Megan	3	Security
KING, NIKOL	1	INCIDENT COMMAND	Wheeler, Shae	6	Assembly & Supervision
Klein, Betsy	6	Assembly & Supervision	Wittkop, Scott	2	Search & Rescue
Klein, Durinda	7	Reunification & Release	Yaccino, Julie	6	Assembly & Supervision
Landgraf, Krissy	8	Supplies Distribution	You, Jennifer	6	Assembly & Supervision

TMS INCIDENT COMMAND TEAM ASSIGNMENTS

Incident Command

Jenny Salberg – Chief Communications
Lisa Brackez – Operations

Emergency during non-class time = report to previous class

(i.e., report to 4th period for lunchtime emergency)

** = team leader*

Student Accountability and Release Team

Meet at Lunch Tables: Collect attendance.

Relay missing/injured student information to

Search and Rescue Team

Gwen Myers*	Jeffrey Dippel
Anne Sadler	Laura Silver
Wendy Hughes	Michelle Martinez

Mental Health Team

Meet at Lunch Tables: Assist in calming and reassuring students, staff, and parents. May move between First Aide, Student Release Team, and Student Supervision as needed

Jennifer DeMark*
Nance Morrissey
Bradley Rush

Search and Rescue Teams

Meet near shed after submitting roll: Search school based on information provided by Student Accountability Team

Team Leaders: Carl Nelson and Paul Matheson*

Darci Anderson	Richard Selin
Alexis Karol	Randi Beckley
Sarah Schaeffer	Mike Bair
Andy Crisp	Steve Lalim
Amy McNeely	Peggy Richardson

First Aid and Triage Team

Set up care station near disaster shed.

Elizabeth Phillips*
Stacy Quirarte
Penny Dressler
Ina Wu
Carrie Leventhal
Jesse Rothman
Alana Slavoski

Security Team

Ensure fire lanes remain open. Direct parents to Student Release Team for student retrieval.

Ensure students remain on campus until released by TMS staff to parent.

Sarah Pearlman*	Linda Hill-Lindsay
Linda Hill-Lindsay	Jim Floran
John Uhlman	Sophia Papadatos
Noah Montes	Aaron Contreras

Student Supervision

Keep students safe and calm in assembly area.

Help Student Release Team find students. We may need you to assist other teams depending on situations that arise.

Leah Prettyman* & any staff member not named in another team, will assist in supervising students.

Food/Water Supplies Team

Coordinate food/water distribution from shed and kitchen

Dawn Lincoln* & Cafeteria Staff

Facilities Support Team

Shut off gas lines & Inspect structures for damage.

Patrick Kenney*	Eddie McReynolds
Roger Romero	Todd Foote

TOW INCIDENT COMMAND TEAM ASSIGNMENTS

INCIDENT COMMAND

Leader – Mike Conlon
Back up – Brian Kull
Jolene Dugan
Kris Hammerquist

ELECTRICAL/GAS SHUT OFF

William Guido

SAR TEAM

Leader – Halle Davidson
Back up – Ian Corso
Susan Anderson
Teryl Campbell
Rob Hoglebe
Josh Johnson
Kevin Nguyen
Nathan McConnell
Nikki Romano
Elizabeth Yoder-Hale

MEDICAL TEAM

Leader – Pam Majd
Paula Forino
Grace Jones
Tracey Slater
Margaret Warder

RE-UNIFICATION

Leader – Claudia Redfern
Backup – Sarah Wolsey
Brett Bond
Maryann Thomas

STUDENT ASSEMBLY LEADS

Azadeh Baghai
Rosie Haynes
Jacquie Cohn

SUPPLY DISTRIBUTION

Suzy Capano
Livi Marshall

SAR TEAM LOCATIONS

Davidson & Corso – Command post
Anderson & Campbell - 6000 & CLC
Hoglebe & Johnson - 3000
Nguyen & McConnell -2000
Romano & Yoder-Hale – K, MPR,
Library, Music

RE-UNIFICATION RUNNERS

Lynda Eliel
Kathy Norfleet

SECURITY

Leader –Rich Carey
Backup – Andy Romo
John Motley

ELM INCIDENT COMMAND TEAM ASSIGNMENTS

El Morro Elementary School Emergency Plan Roles and Responsibilities

SITE INCIDENT COMMAND TEAM ASSIGNMENTS

Primary	Position	Alternate
Daddy	Site Incident Commander	TBD
Perez	Safety/Accountability Office	Daddy
Daddy	Public Information Office/ Liaison Officer	Lawson
Perez	Operations Section Chief	Garcia
Garcia	Facility Check/Security/ Search & Rescue	Planton/Harrell
Majd	Medical Team	Chavez
Daddy	Planning Section Chief	Miranda
Miranda	Documentation/ Situation Analysis	Stinnett
Daddy	Logistics Section Chief	TBD
Stinnett	Supplies/Facilities/ Communication/ Staffing	Chavez
Miranda	Incident Command Support	Stinnett
Miranda	Timekeeping/ Purchasing	Stinnett

Incident Commander: Responsible for directing, ordering, and/or controlling resources

Safety: Monitors safety, assures safety.

Public Information: Media point of contact

Liaison: Coordinate agency involvement

Operations: Coordination of tactical response of all field operations.

Facility Check/Security: Damage assessment, utility shut off

Assembly: Shelter, sanitation

Search & Rescue:

Medical: Triage, Treatment, Red Cross

Planning: Collection, evaluation, documentation and use of information.

Documentation: Time Log

Situation Analysis: Site Map, forecasts

Logistics: Provide facilities, services, personnel, equipment, and materials

Supplies/Facilities:

Staffing: Adult staff, volunteers

Communications: Radios

Finance: Financial and cost analysis and administrative aspects.

Timekeeping: Personnel

Purchasing: Compensation, claims, procurement/purchasing

* **Crisis Response Team:** Deploys to an individual school for singular events

EL MORRO ELEMENTARY SCHOOL

**Disaster Preparedness Staff Roles/Responsibilities
2016-2017**

- 1 Teachers please check with your Buddy Partner then proceed to the designated area on the field.
- 2 Teachers assigned to supervision will monitor the field after others report for their duties.

Staff	Assignment
Adams K	Assembly/Supervision
Baruch	Assembly/Supervision
Besecker	Security
Blanton E	S.A.R. Team
Blanton, M	Re-unification
Bochenek	Assembly/Supervision
Boni	Assembly/Supervision
Bray	Incident/Operations
Broomer	Medical Team
Burns	S.A.R. Team
Chavez	Medical Team
Chen	Assembly/Supervision
Chisholm	Assembly/Supervision
Cloward	Assembly/Supervision
Corso	Security
Celazzer	Medical Team
David	Re-unification
Duddy	Incident Commander
Fehlau	Medical Team
Finnerty	Assembly/Supervision
Fritze	Assembly/Supervision
Garcia	S.A.R. Team Leader
Granderilla	Re-unification
Grey	Assembly/Supervision
Grimes	Medical Team
Harrell	S.A.R. Team
Harris	Assembly/Supervision
Hartford	Security
Hwang	Assembly/Supervision
Jameson	Assembly/Supervision
Jensl	Medical Team
Kinder	Assembly/Supervision
Krause	Re-unification
Lande Verde	Assembly/Supervision
Lawson	Incident/Operations
Le	S.A.R. Team
Lee, B	Assembly/Supervision
Lee, K	S.A.R. Team
LeVan	Assembly/Supervision
Margaretich	Medical Team
Mald	Medical Team Leader
Martinez M	Re-unification

EL MORRO ELEMENTARY SCHOOL

Disaster Preparedness Staff Roles/Responsibilities 2016-2017

Staff	Assignment
Mays	Assembly/Supervision
Miranda	Incident Command Support
Montes	Assembly/Supervision
Mossa	Medical Team
Newton, R	Medical Team
Newton-Neal, M	Medical Team
Padilla, J	Assembly/Supervision
Padilla, M	Re-unification
Perez	S.A.R./Operations
Price	Re-unification
Ramazan	Security
Roqueta	Re-unification
Sand	Assembly/Supervision
Saucedo	Medical Team
Seapin	Re-unification
Sjule	Assembly/Supervision
Stevens	Security
Stinnett	Re-unification/Leader
TBD	Incident Commander/Secondary
Togawa	Assembly/Supervision
Velotta	Security
Vick	S.A.R. Team
Vogel	Assembly/Supervision
Vu	Assembly/Supervision
Wagner	Assembly/Supervision
Williams, J	Security/Team Leader
Williams, L	Assembly/Supervision
Wong	Assembly/Supervision

Staff w/Individual Student and/o: Class:

Baruch
Padilla, J
Zuziak
Domiano
McManus

Teacher Buddy System Partners

Price	-	Margaretich
Sjule	-	L. Williams
Blanton	-	Mays
Vogel	-	Roqueta
David	-	Wagner
Montes	-	Stevens
Jameson	-	LeVan
Finnerty	-	Velotta
Wong	-	Krause
Bochenek	-	Grey
Vick	-	Besecker
Fritze/Hwang	-	Chen
Martinez	-	J. Williams
K Adams	-	Togawa
Saucedo	-	Harris
Ramazan	-	Vu and Hanford

revised 8/18/16

District and Site Emergency Directory

Phone “trees” and employee directories will be provided from the designated Safety Committee by September 30th annually.

Emergency Communications

When emergencies occur, communication is key to ensure appropriate parties are notified regarding the extent of the incident and what needs to be done. Below is a checklist as to how emergency communications may be conducted at your school.

Emergencies within a school:

Internal communications will be via:

- Public address systems.
- Emails.
- Message runner.
- District telephone/emergency radio to administration offices.

External communications will be via:

- The main communications network.
- News bulletins, as needed, by appointed personnel only.

Emergencies affecting two or more schools:

In-district communications will be via:

- Telephone, if operable.
- District internal communications.
- Superintendent or designated Public Information Officer and/or Principal will release information to news media and prepare necessary bulletins.

A Crisis Communications Center will be established to collect and release information if the emergency is of a continuing nature.

When using the District radio system:

1. Set radio to Emergency Channel, #16
2. Firmly push down button to transmit, wait several seconds, then speak calmly and clearly into the mouthpiece. State numbers singly, such as "five-one," not "fifty-one."
3. "Unit to Base"
4. Identify yourself: "This is NAME. POSITION, from SITE
5. Base will respond
6. Give message.

DO NOT interrupt when someone is transmitting exception for emergency information.

Portable units should remain in charger when not in use.

Portable units keep a usable charge for 4 – 6 hours.

Briefings/bulletins will be necessary in a continuing emergency, especially when school remains open.

Use established communication channels to keep employees, students, parents, essential communicators and community informed.

Keep office staff briefed on situation changes and what to tell people who phone the school.

Hold briefings with employees, labor association leaders, Board President, student leaders and other key communicators, as needed.

Enact telephone tree in order to communicate updates.

Prepare bulletins to distribute to employees, students, parents and essential communicators, as needed.

Provide the Superintendent's office and Human Resource's Office with a copy of each bulletin.

Working with the news media:

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process.

News media personnel are not to be on school grounds, except in designated areas.

Staff are directed to report any news media personnel that appear elsewhere on campus to the Principal.

**Laguna Beach Unified School District
EOC Message Form**

Date	Priority (Circle one) <div style="display: flex; justify-content: space-around;"> EMERGENCY (Life Threatened) URGENT (Property Threatened) ROUTINE (All Others) </div>
Time	

TO	Name <hr/> Title <hr/> Location <hr/>	FROM	Name <hr/> Title <hr/> Location <hr/>
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Check One ☐ Take Action ☐ For Information ☐ Other

<u>Category</u>	<u>Number</u>	<u>Description</u>
A.	# _____	Fatalities
B.	# _____ Minor	Injuries Minor: In need of First Aid attention only
C.	# of Injured # _____ Major	Injuries (Ambulance) Major: Unable to treat on site, i.e. airway & breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock. Moderate: Burns, major multiple fractures, Back injuries with or without spinal cord damage
D.	# _____ Moderate Circle one Major Moderate Minor	Property Damages Major damage: building collapse, building leaning, major ground movement causing large cracks in ground. Moderate damage: Falling hazards present, hazard present (toxic/chemical spill, broken gas line, fallen power lines). Minor damage: Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows.
E.	____ Ambulance ____ Other	Resources Needed ____ Other: (describe)

Transmit only the data within the box above in 30-45 seconds. After transmission, wait for EOC's request to elaborate.

Additional Information:
Disposition:
Action Requested By: _____ Time Action provided: _____ <div style="text-align: center;">(Name)</div>

Recovery

It is critical to provide a mental health response for students, staff and parents after a crisis that has impacted a school. Often, this can be provided by district or local community resources.

Victims of a crisis experience a real need to return to normal, but normal as they once knew it is forever gone and changed. Counselors and crisis survivors find the concept of a “new normal” to be very reassuring and accurate.

One of the most important actions is simply to listen and allow victims to express his/her own needs and feelings. Encouragement and support, while avoiding judgmental remarks, is the goal.

When the needs of the victims exceed the immediate resources available to the school, Orange County Mental Health and the agencies working under its umbrella is available to support schools.

Numerous agencies under the Orange County Mental Health Department umbrella currently provide on-going mental health services to students and families both at schools and within the neighborhood communities. These services are provided by licensed therapists, social workers or supervised interns. The services typically involve a one-on-one or family-oriented approach requiring a different skill set than an emergency mental health response to a community or school crisis.

8

Appendices

Annual Emergency Awareness/ Preparedness Checklists & Forms

The following checklists highlight areas of school operations, maintenance, security, and personnel that may pose opportunities for risk reduction. Use this checklist as a proactive tool to generate awareness over the potential for terrorist acts, at a time when it is needed most.

The following forms are designed to be used on an annual basis to meet emergency preparedness requirements.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Safety Plan Annual Emergency Plan Checklist

Site: **Site Checklist**
Due By: **October 1st**
Submit To: **Business Office**

This is a checklist to help Principals organize and meet the site requirements mandated by the Emergency Preparedness Plan. It is recommended that each Principal appoint a Site Safety Committee comprised of staff, PTA, and students (optional), to help carry out the tasks of this checklist.

<u>Check</u>	<u>Requirement</u>
_____	1. Read the District Disaster Plan, and know the responsibilities of the site manager
_____	2. Designate a second-in-command and a backup
_____	3. Orient staff to District Safety Plan & review site procedures (staff meeting)
_____	4. Update site plan, assign staff responsibilities (complete staff roster sheet)
_____	5. Schedule necessary training (First Aid, CPR, Search & Rescue)
_____	6. Schedule drills: Fire, Earthquake, and Active Shooter
_____	7. Complete site map, post as required, and forward a copy to Business Dept.
_____	8. Complete Site Hazard Survey
_____	9. Complete Classroom Hazard Survey Summary
_____	10. Submit Classroom Hazard Survey Summary to Business Dept.
_____	11. Participate in test of District Radios
_____	12. Check battery-operated radios
_____	13. Complete supplies and equipment inventory to include classroom emergency kits
_____	14. Order supplies and equipment as necessary
_____	15. Evacuation areas/alternative identified for all classes
_____	16. Communicate to parents and students about safety/disaster procedures
_____	17. Assess food supplies as applicable.

Principal's Signature

Date

LAGUNA BEACH UNIFIED SCHOOL DISTRICT Annual Site Hazard Survey

Site Hazard Survey I

Principals are required to conduct an annual Site Hazard Survey. The survey should be completed early each fall, signed, and submitted to the Business Department by October 30th. (Please put N/A by any items that are not applicable.)

The purpose of the Site Hazard Survey is to check for safety hazards outside of the classroom. The survey shall include evaluation of interior and exterior portions of buildings as well as school grounds.

The Site Hazard Survey shall include assessment of the following areas.

- _____ 1. Proximity of toxic, flammable, corrosive, chemically, or reactive materials
- _____ 2. Proximity of high voltage power lines has been considered in establishing the site evacuation plan
- _____ 3. Likelihood and possible effects of flooding or landslides
- _____ 4. Probability of safety of evacuation areas after an earthquake; proximity of gas, water, and sewer lines, or sprinklers
- _____ 5. Water heaters are strapped
- _____ 6. Objects that restrict people from moving to a safe place (tables and desks in hallways) etc.
- _____ 7. Janitorial areas: storage of tools and cleaning chemicals (keep a 3 foot clearance in front of all electrical panels)
- _____ 8. Storerooms: heavy items stored on high shelves; shelving secured (keep 3 foot clearance in front of all electrical panels)
- _____ 9. All computers and peripherals should be situated so as not to create a tripping hazard
- _____ 10. Machine shop and similar classes: equipment should be bolted down
- _____ 11. Large and heavy office machines: restrained and located where they will not slide, fall off computers, or block exits
- _____ 12. Sound system speakers and spotlights: secure
- _____ 13. Compressed gas cylinders: secured top and bottom with a safety chain
- _____ 14. Weight room/motor development room equipment: racks anchored and weights properly stored
- _____ 15. Laboratory chemicals on shelves: restrained

Annual Site Hazard Survey II

GENERAL GUIDELINES	OK	Needs Attention	Comments
CAMPUS			
Signs Posted, Controlled Access			
Traffic review, parking, fire lanes			
Adequate surfacing, lighting			
Safety Plan			
Required Postings			
ASSEMBLY ROOMS			
Exits clear, exit & emergency lights			
Floors, seating maintained			
Stage: clean, clear exits, wiring			
Kitchen: clean, safe food storage			
ATHLETIC FACILITIES			
Bleachers, fences, backstops			
Stairs, ramps, walkways, gates			
Surfacing in common areas			
Equipment			
INDUSTRIAL ARTS			
All guards, shields, covers in place			
Aisles clear, material storage			
First aid kits; eye wash operable			
Dust collection/housekeeping			
Compressed gas cylinders secure			
Protective equipment, safety training			
Safety signs posted, enforced			
SCIENCE ROOMS			
Hazardous material storage			
Adequate ventilation, fume hoods			
Eyewash, gas shut-off			
Safety training			
Safety signs posted, enforced			
EMERGENCY PREPAREDNESS			
Fire extinguishers checked monthly			
Fire and Earthquake drills conducted			
First Aid Equipment in place			
Evacuation routes posted			
Staff Training on Emergency Procedures			

Annual Classroom Hazard Survey

Nonstructural hazards are caused by the furnishings and nonstructural elements of a building. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly.

In September, each teacher shall assess his/her for hazards and correct any he/she can; items he/she cannot correct will be submitted to the principal on this form by September 30. The principal shall submit a completed copy of the school needs with the principal's checklist by October 30 to the Business Department.

ROOM NUMBER	
Deficiencies to be corrected by maintenance staff:	
Free standing shelves over 4 feet tall secured to floor or wall	
File cabinets bolted to wall or securely fastened	
File cabinet drawers have latches	
Paints and chemicals restrained on shelves	
Wall-mounted objects are secured	
Sound system speakers are secured to building	
Deficiencies to be corrected by school personnel:	
Heavy objects removed from high shelves	
Clearly identified student walkways within classroom	
Electrical cables securely fastened and not tripping hazards	
Desks and tables cannot block exits	
Cabinets or equipment on wheels cannot block doorway	

_____ **SCHOOL**

Safety Plan Annual Drill Report

Date	Time		Please place a "X" below for which drill has been completed.					Principal's Signature
	Start	End	Radio Communications	Fire	Earthquake	Active shooter	Other Drills	

EMERGENCY SUPPLIES

LBUSD District Office Safety Backpacks – Contents and Locations

Safety Back Pack Locations – 9 Back Packs:

Jeff's Office (3) – B Building, Facilities Office
Ann's Area – B Building, Front Desk
Donna's Area – B Building, Instructional Office
Kelli's Area – A Building, Front Desk
Superintendent Hallway – A Building
Victoria's Office – A Building, Superintendent Support Office
Shannon's Office – 90's Building, Fiscal Office

Safety Back Pack Contents:

1 – First Aid Kit
1 – Whistle
4 – Survival Blankets
4 – Safety Goggles
1 – Worker's Gloves
4 – Ponchos
10 – Cleaning Towelettes
1 – Duct Tape
4 – Mini Tissue Packs
4 – Glow-In-The-Dark Light Sticks
1 – Trash Bag
1 – Pocket Knife
4 – 1 Liter Water Packs
4 – 3-day Food Rations
1 – Crank Powered Flashlight

- 1 back pack = 4 people

LBHS EMERGENCY FIRST AID PACK SUPPLIES

Description	Number
3 x 3 econo zip bags	1 bag
3 x 5 econo zip bags	1 bag
Alcohol Prep Pads	10 pads
Ammonia Smelling Salts	one pack of ten
Anti-bacterial Ointment	5 packets
Antibacterial Wipes	10 wipes
Bandage-ACE (3 ")	one
Bandages-ADHESIVE 1 x 3	five
Bandages-ADHESIVE 2 x 3	five
Bandages-BUTTERFLY	five
Bandage-TRIANGLE	one
Eye wash tubes	two
Flash light & batteries	one
Gauze rolled	one
Instant Cold Packs	1 pack
Large Garbage Bag	1 bag
Paper Pad and Pen	1 pad and small
Peroxide bottle	1 small bottle
Rescue Blanket	one blanket
Rubber gloves -medium and large	one pair each
Safety pins	one pack
Scissors	one pair
Splinter Forecepts	one
Sterile Gauze	1 roll
Sting Wipes	10wipes
Tissues	1 small box
Towelettes	10 towelettes
Tylenol	5 small packets

Laguna Beach High School

Emergency Preparedness Supply Inventory – Rev 1/9/17

Qty	Unit	Description	Expiration Date
3	Each	Radios, Solar/Wind-up	
4	Each	Fire Extinguishers	X
69	Each	Plastic Personal Storm Shelters, Orange, 96" x 80"	
100	Each	Mylar Emergency Blankets 84" x 52"	
30	Each	Trash Bags, Plastic, 33 Gal	
45	Rolls	Toilet Paper	
6	Each	Portable Toilets	
12	Kits	Portable Toilet Liner Kits (each kit contains 12)	
26	Sm Box	Matches, Water Proof	
6	Each	Butane Lighters	
2	Each	Duffle Bags, Large, Orange (empty)	
2	Each	Folding Table, 8 foot	
1	Each	Whiteboard w/Markers "Communication Board"	
2	Each	Flash Light , Lantern Style w/ 6 Volt Batteries	X
4	Each	Flash Light, w/ "D" Batteries	X
1	Each	Lantern, Propane (with 2 extra propane bottles)	
1	Each	Tool Bag w/screwdriver set, ratchet set, adjustable pliers	
		hammer, adjustable crescent wrench set	
2	Each	Wrench, Gas Meter Turn/Off/on	
8	Each	Hard Hats, Yellow	
9	Each	Hard Hats, Orange	
22	Pairs	Work Gloves, Suede with warm lining	
6	Each	Goggles	
2	Each	Rope, 50ft	
4	Roll	Duct Tape	X
11	Boxes/20	Dust Masks, Disposable	
44	Each	Clamps, Assorted Sizes, Plastic	
6	Each	Clamps, Jumbo	
6	Each	Clamps, Med	
48	Each	Bungee Cords, Assorted Sizes	
9	Each	Tarps 9' x 12"	
3	Each	Razor Knife (box opener)	
2	Each	Scissors	
2	Each	Pry Bars 24" (blue)	
2	Each	Pry Bars 36" (yellow)	
12	Each	Terry Towels, Washcloth	
12	Each	Terry Towels, Bath Size	
9	Each	Blankets (twin size)	
1	Each	Signage for Triage Area: "I", "D", "M" (2'x2' vinyl banners)	
1	Each	Signage for "Release" Area (2' x 4' vinyl banner w/grommets)	

X = No expiration date, but needs to be checked once a year. Or has an expiration date, but still needs to be checked once a year.

Laguna Beach High School

Qty	Unit	MEDICAL SUPPLIES	Expiration Date
2	Each	Large 1 st Aid Kits (Metal Containers) <i>(contents listed below)</i>	
12	Rolls	2" Gauze Wrap	
7	Rolls	Elastic Wraps w/clips	
12	Each	Triangular Bandages	
5	Box	3 x 3 Sterile Gauze Pads (25 per box)	
6	Rolls	Medical Tape	X
1	Box	¾" x 3" Band-aids (100)	
1	Box	1 " x 3" Band-aids (100)	
1	Box	2" x 2 ½" Finger Tip Band-aids (50)	
1	Box	1 ½" x 3" Knuckle Band-aids (50)	
2	Box	2" x 4" Band-aids (6)	
1	Box	18" x 36" Gauze Compress (2)	
1	Box of 100	Non-Latex Gloves, size M	
1	Box of 100	Non-Latex Gloves, size L	
23	Each	Instant Cold Packs	
12	Each	Scissors, Small	
4	Each	Scissors, 6 ½ Inch	
4	Each	Scissors, 3 ½ Inch Cuticle	
2	Each	Plastic Tweezers	
1	Doz	Safety Pins	
2	Box	Ammonia Inhalants (12 per box)	Feb 2025
1	Box	Alcohol Wipes (100)	X
2	Containers	Hand Wipes	X
4	Bottles	Hydrogen Peroxide Spray	Oct 2018
1	Box	Aspirin Packs (50)	May 2018
1	Box	Non-Aspirin Packs (Tylenol) (50)	Mar 2019
1	Box	Pain Reliever (Motrin) (50)	Jul 2018
4	Bottles	Antiseptic Liquid (Band-Aid Brand)	Oct 2018
4	Bottles	Eye Wash	Oct 2018
1	Box	Iodine Wipes (100)	X
2	Cans	Burn Spray (Solarcaine)	Jun 2019
1	Box	Feminine Supplies	
16	Each	Pocket Kleenex (8 packets per box)	
1	Box	Paper Cups, 5 oz (100)	
576	Cases	Food Bar (packed in 144 bars per case)	Dec 2020
2400	Each	Water Pouches (packed in 100 pouches per case)	Dec 2020
6	Bottles	Water Purification Tablets (50 per bottle)	Dec 2020
1000	Each	Cups, 8oz, White Disposable	
3	Each	Portable Water Bags/Storage, 2 Gal (empty)	
1	Each	Portable Igloo Water Dispensers (empty)	
3	Each	Portable Pumps for 55 Gallon Water Drums	
6	Each	55 Gallon Water Drums (filled with water)	

X = No expiration date, but needs to be checked once a year. Or has an expiration date, but still needs to be checked once a year.

Laguna Beach High School

Qty	Unit	Description	Expiration Date
4	Packs	Emergency Group Units (10 people/3 days) – (contents below)	
24	Pack	Emergency Candles	
3	Boxes	Matches, Water Proof	
1	Small	Crow Bar	
1	Each	Mini AM/FM Crank Radio	
2	Each	Flash Lights	
4	Each	"D" Size Batteries	Dec 2017
3	Rolls	Duct Tape	
15	Each	32 Gallon Green Trash Bags	
20	Each	Red Medical Waste Trash Bags	
2	Pair	Work Gloves	
1	Each	50ft Nylon Rope	
10	Each	Blankets, Emergency, Foil	
10	Packs	Kleenex Facial Tissue Packets	
3	Packs	Instant Cold Packs	
6	Each	Feminine Pads	
1	Each	Water Purification Tablets -Bottle	
3	Each	Playing Cards	
1	Each	Whistle on Lanyard	
1	Box	Pre-Moist Towellettes	
1	Assortment	Band-Aids, Gauze, Medical Tape, Splint Sticks, Mini Scissors, Tweezers, Face Masks, Ace Wraps	
10	Each	"Scope" Mouth Wash (Travel size bottles)	
		ITEMS FOR INCIDENT/COMMAND CENTER	
2	Each	Whiteboard 3' x 2' w/Easel	
1	Pack	Paper Easel Pads	
1	Pack	Assorted Whiteboard Markers	
1	Pack	Assorted Sticky Notes/Post it Notes	
1	Roll	Masking Tape	

X = No expiration date, but needs to be checked once a year. Or has an expiration date, but still needs to be checked once a year.

TMS EMERGENCY BACKPACK CHECKLIST

TEACHER: _____

ROOM: _____

Check any items that are **MISSING** from your backpack. Those items will be delivered to your room before the end of the school year.

- ___ Clipboard with rosters
For each period
- ___ Emergency Vest
- ___ Flashlight
- ___ 2 "D" Batteries
- ___ 5 emergency blankets
- ___ Antibiotic Ointment
- ___ Safety Pins
- ___ Playing Cards
- ___ Kleenex Tissues
- ___ 1 roll of toilet paper
- ___ Headlamp
- ___ 1 Pair of leather gloves
- ___ Whistle

TMS EMERGENCY BACKPACK CHECKLIST

TEACHER: _____

ROOM: _____

Check any items that are **MISSING** from your backpack. Those items will delivered to your room before the end of the school year.

- ☐ Wet Naps
- ☐ Crow bar
- ☐ Cold Packs
- ☐ Gauze Pads
- ☐ Gum
- ☐ Notepad
- ☐ Pen
- ☐ Glow Sticks
- ☐ Latex Gloves
- ☐ Band aids
- ☐ Nose Masks
- ☐ Scissors
- ☐ Lumberyard crayon

TMS Emergency Preparedness Supply Inventory – 12/15

Qty	Unit	Description	Expiration Date
3	Each	Radios, Solar/Wind-up	
4	Each	Fire Extinguishers	X
69	Each	Plastic Personal Storm Shelters, Orange, 96" x 80"	
100	Each	Mylar Emergency Blankets 84" x 52"	
30	Each	Trash Bags, Plastic, 33 Gal	
45	Rolls	Toilet Paper	
6	Each	Portable Toilets	
12	Kits	Portable Toilet Liner Kits (each kit containers 12)	
26	Sm Box	Matches, Water Proof	
6	Each	Butane Lighters	
2	Each	Duffle Bags, Large, Orange (empty)	
2	Each	Folding Table, 8 foot	
1	Each	Whiteboard w/Markers "Communication Board"	
2	Each	Flash Light , Lantern Style w/ 6 Volt Batteries	X
4	Each	Flash Light, w/ "D" Batteries	X
1	Each	Lantern, Propane (with 2 extra propane bottles)	
1	Each	Tool Bag w/screwdriver set, ratchet set, adjustable pliers hammer, adjustable crescent wrench set	
2	Each	Wrench, Gas Meter Turn/Off/on	
8	Each	Hard Hats, Yellow	
9	Each	Hard Hats, Orange	
22	Pairs	Work Gloves, Suede with warm lining	
6	Each	Goggles	
2	Each	Rope, 50ft	
4	Roll	Duct Tape	X
11	Boxes/20	Dust Masks, Disposable	
44	Each	Clamps, Assorted Sizes, Plastic	
6	Each	Clamps, Jumbo	
6	Each	Clamps, Med	
48	Each	Bungee Cords, Assorted Sizes	
9	Each	Tarps 9' x 12"	
3	Each	Razor Knife (box opener)	
2	Each	Scissors	
2	Each	Pry Bars 24" (blue)	
2	Each	Pry Bars 36" (yellow)	
12	Each	Terry Towels, Washcloth	
12	Each	Terry Towels, Bath Size	
9	Each	Blankets (twin size)	
1	Each	Signage for Triage Area: "I", "D", "M" (2'x2' vinyl banners)	
1	Each	Signage for "Release" Area (2' x 4' vinyl banner w/grommets)	

Qty	Unit	MEDICAL SUPPLIES	Expiration Date
2	Each	Large 1 st Aid Kits (Metal Containers) (<i>contents listed below</i>)	
12	Rolls	2" Gauze Wrap	
7	Rolls	Elastic Wraps w/clips	
12	Each	Triangular Bandages	
5	Box	3 x 3 Sterile Gauze Pads (25 per box)	
6	Rolls	Medical Tape	X
1	Box	¾" x 3" Band-aids (100)	
1	Box	1 " x 3" Band-aids (100)	
1	Box	2" x 2 ½" Finger Tip Band-aids (50)	
1	Box	1 ½" x 3" Knuckle Band-aids (50)	
2	Box	2" x 4" Band-aids (6)	
1	Box	18" x 36" Gauze Compress (2)	
1	Box of 100	Non-Latex Gloves, size M	
1	Box of 100	Non-Latex Gloves, size L	
23	Each	Instant Cold Packs	
12	Each	Scissors, Small	
4	Each	Scissors, 6 ½ Inch	
4	Each	Scissors, 3 ½ Inch Cuticle	
2	Each	Plastic Tweezers	
1	Doz	Safety Pins	
2	Box	Ammonia Inhalants (12 per box)	Feb 2025
1	Box	Alcohol Wipes (100)	X
2	Containers	Hand Wipes	X
4	Bottles	Hydrogen Peroxide Spray	Oct 2018
1	Box	Aspirin Packs (50)	May 2018
1	Box	Non-Aspirin Packs (Tylenol) (50)	Mar 2019
1	Box	Pain Reliever (Motrin) (50)	Jul 2018
4	Bottles	Antiseptic Liquid (Band-Aid Brand)	Oct 2018
4	Bottles	Eye Wash	Oct 2018
1	Box	Iodine Wipes (100)	X
2	Cans	Burn Spray (Solarcaine)	Jun 2019
1	Box	Feminine Supplies	
16	Each	Pocket Kleenex (8 packets per box)	
1	Box	Paper Cups, 5 oz (100)	
576	Cases	Food Bar (packed in 144 bars per case)	Dec 2020
2400	Each	Water Pouches (packed in 100 pouches per case)	Dec 2020
6	Bottles	Water Purification Tablets (50 per bottle)	Dec 2020
1000	Each	Cups, 8oz, White Disposable	
3	Each	Portable Water Bags/Storage, 2 Gal (empty)	
1	Each	Portable Igloo Water Dispensers (empty)	
3	Each	Portable Pumps for 55 Gallon Water Drums	
6	Each	55 Gallon Water Drums (filled with water)	

Qty	Unit	Description	Expiration Date
4	Packs	Emergency Group Units (10 people/3 days) – (contents below)	
24	Pack	Emergency Candles	
3	Boxes	Matches, Water Proof	
1	Small	Crow Bar	
1	Each	Mini AM/FM Crank Radio	
2	Each	Flash Lights	
4	Each	“D” Size Batteries	Dec 2017
3	Rolls	Duct Tape	
15	Each	32 Gallon Green Trash Bags	
20	Each	Red Medical Waste Trash Bags	
2	Pair	Work Gloves	
1	Each	50ft Nylon Rope	
10	Each	Blankets, Emergency, Foil	
10	Packs	Kleenex Facial Tissue Packets	
3	Packs	Instant Cold Packs	
6	Each	Feminine Pads	
1	Each	Water Purification Tablets -Bottle	
3	Each	Playing Cards	
1	Each	Whistle on Lanyard	
1	Box	Pre-Moist Towellettes	
1	Assortment	Band-Aids, Gauze, Medical Tape, Splint Sticks, Mini Scissors, Tweezers, Face Masks, Ace Wraps	
10	Each	“Scope” Mouth Wash (Travel size bottles)	
		ITEMS FOR INCIDENT/COMMAND CENTER	
2	Each	Whiteboard 3’ x 2’ w/Easel	
1	Pack	Paper Easel Pads	
1	Pack	Assorted Whiteboard Markers	
1	Pack	Assorted Sticky Notes/Post it Notes	
1	Roll	Masking Tape	

TOW EMERGENCY BACKPACK CHECKLIST

Please go through your backpacks thoroughly and circle the items you need replenished or that are missing. Please leave your backpacks in your rooms on the hooks and the items will be replenished at the beginning of next school year.

ITEMS IN BACKPACK

- hard hat
- crow bar
- 2 packs playing cards
- D batteries for lantern and flashlight
- 1 flashlight
- 5 emergency blankets
- 1 tissue pack
- clipboard
- notepad
- pen
- work gloves
- whistle
- safety scissors
- safety vest
- lumber crayon
- 10 safety pins
- 2 or 3 glow sticks
- 2 nose masks
- 2 cold packs
- wet wipes
- band aids
- gauze
- exam gloves
- cloth tape
- 1 roll toilet paper
- 1 red & 1 green safety ribbon

ITEMS TO BE KEPT UNDER SINK

- Lantern
- Large Water Jug
- 30 small cups
- 30 granola bars
- Portable Potty with plastic bags (specified rooms only)
- Privacy Screen (specified rooms only)

Date checked _____

Signed _____

TOW STORAGE SHED (end of field)

Generator, gas tank, propane tank
Tarps (10), tent stakes, cement tent bases and poles, wood/platforms for ground, 3 pop up style canopy's
Extra cords/Extension cords
Ropes - assorted sizes
Hanging lights, small lanterns, 2 floodlights on tripods
Shovels, saws, axes, picks
Crowbars
3 work suits
1 pair of tennis shoes
2 pair of reading glasses
2-3 Exacto knives
Box of dust masks
Bag of safety scissors
Bag of whistles
Yellow bin with playing cards, note pads, pencils and crayons
Bag of red and green safety ribbons
2 Lanterns
2 Radios
Duct tape (5)
3 caution tape
Bag of Safety vests
6 portable toilet bags
2 privacy screens
20 plus flashlights
Hard hats - trash can full
22 pairs of work gloves
2 First aid tackle box kits (older items/not complete kits)
3 trash cans on wheels (1 empty)
Williams tool box (important and useful tools)
Clorox cleaning wipes (18 canisters)
Shop towels (3)
Cooking Pan
Large Water Jug
Bin of Toilet Paper
Plates/Utensils (enough for more than 600 people)
2800 small paper drinking cups
Drinking water - 16 cases with 6 - 1 gallon bottles (sell by 2018)
6 - 60 gallon water containers (disinfected 11/2016)
6 - 15 gallon water containers (disinfected 11/2016)

ELM Emergency Supplies and Equipment Inventory

EMERGENCY SUPPLIES AND EQUIPMENT INVENTORY

25-Person Office Support System

Contains the necessary items to sustain 25 people for 3 days. Durable 50-gallon container on wheels can be strategically placed for immediate access in case of emergency. Supplies are organized in one duffel bag. Contains: **FOOD & WATER** - 25 food bars - 2,400 calories ea., 108 water boxes - 8.45 oz. each, 50 water purification tablets. **FIRST AID KIT** - 1 first aid guide, 50 mm-aspirin, 24 antacid tablets, 10 tongue depressors, 15 sterile gauze pads - 3" x 3", 20 gauze pads - 4" x 4", 2 sterile ABD pads - 5" x 9", 4 gauze rolls, 1 eye wash, 1 EMT shears, 1 nasal tweezer, 20 antibiotic ointment, 35 antiseptic wipes, 35 alcohol wipes, 2 cold packs, 2 cloth tape, 5 pair latex gloves, 10 Steri Strips, 15 extra large bandages, 100 bandages - 3/4" x 3", 2 elastic bandages 3 triangular bandages, 2 cardboard arm splints. **LIGHTING & ELECTRICAL SUPPLIES**: 5 flashlights with batteries, 1 radio/flashlight with batteries, 1 fluorescent lantern, 10 12-hour light sticks, 5 30-minute light sticks. **SANITATION & COMFORT SUPPLIES**: 4 toilet paper rolls, 25 emergency blankets, 100 pre-moistened towelettes, 30 waste bags - 10 gal., 6 waste bags - 40 gal. **SEARCH & RESCUE SUPPLIES**: 5 pair leather palmad gloves, 4 goggles, 2 utility knives, 1 duct tape, 1 locking grip plier, 1 30" pry bar, 1 folding pick/shovel, 25 dust masks, 1 rope, 5 whistles.

Megaphone

Canopy

EMT Basic Responder First Aid Kit

Trauma bag #94205 with pockets and dividers allows for easy access to supplies during a critical situation. Contains: 12 antibiotic ointment packs, 1 eye & skin wash, 1 tweezer, 10 alcohol wipes, 4 sterile eye pads, 1 bandage scissor, 10 iodine prep pads, 1 burn sheet, 1 EMT shear, 6 sting relief wipes, 2 first aid tags, 1 pen light, 2 elastic bandages, 2 triangular bandages, 2 large instant cold compresses, 2 pressure dressing, 6 roll gauze bandages, 12 assorted adhesive bandages, 1 Berman airway kit, 30 gauze dressing pads, 5 pair high risk gloves, 1 petroleum gauze dressing, 2 trauma pads - 5" x 9", 1 blood pressure cuff, 1 CPR mask, 1 trauma dressing - 16" x 30", 1 otoscope, 1 antiseptic hand cleaner, and 1 emergency blanket.

Colored and Labeled Vests for Staff and First Responders

Homeland Security Advisory System



Homeland Security Advisory System (Adapted for Orange County)

The Homeland Security Advisory System provides a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. This system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.

The following protective measures are general guidelines for schools. **In the event that the threat level increases to RED, school districts may or may not need to take specific protective action. The nature of the emergency will dictate the response.**

Threat Conditions and Recommended Protective Measures

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested protective measures.

GREEN
LOW RISK OF
TERRORIST ATTACK

This condition is declared when there is a low risk of terrorist attacks. The following general measures should be considered in addition to any specific plans that are developed and implemented:

General Measures

- Assign the responsibility for action to the School Emergency Manager to ensure all checklist items are completed.
- Refine and exercise as appropriate, school and district emergency plans.
- Train teachers and staff on the Homeland Security Advisory System and specific emergency plans.
- Assess school sites for proximity and vulnerability to potential terrorist targets (i.e. Commercial occupancies with potential hazards, utility companies, etc.) updating plans as needed.
- Develop and implement security procedures, (Assign a member of the school staff to ensure that this checklist item is completed).
- Conduct routine inventories of emergency supplies and medical kits.
- Include a weekly check of the generator when applicable.
- Know how to turn off water, power, and gas to your facilities.
- Budget for security measures.
- Advise all personnel to report the presence of unknown suspicious persons, vehicles, mail, and other suspicious activities.
- Develop visitor identification and sign in procedures.
- Arrange for staff members to take a First Aid/CPR course.
- All school keys should include the provision for "Do Not Duplicate"
- Review and update the Emergency Call-in List.

**BLUE:
GENERAL RISK OF
TERRORIST ATTACK**

This condition is declared when there is a general risk of terrorist attacks. All general measures listed in green alert conditions should be taken, and the following general measures should be considered, in addition to any specific plans that are developed and implemented:

General Measures

- Communicate the change in threat level to all staff members.
- Check and test emergency communications, coordinate with all school sites and staff.
- Review and update emergency response procedures.
- Provide parents or guardians with any information that would strengthen a school's ability to respond to a terrorist threat.
- Mark keys with "Do Not Duplicate". (See Condition Green)
- Conduct routine perimeter checks of site, checking integrity of fencing, locks, and ensuring appropriate security signage is in place.
- Review and update emergency call-in list.
- Review current emergency communication plan to notify parents in times of emergency; disseminate information to families of students, staff, and faculty.
- Test your generator once per week.

**YELLOW
SIGNIFICANT RISK
OF TERRORIST
ATTACK**

An Elevated Condition is declared when there is a significant risk of terrorist attacks. All general measures listed in green and blue alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

General Measures

- Communicate the change in threat level to all staff members.
- Review whether the precise characteristics of the threat require the further refinement of any current emergency plans.
- Implement, as appropriate, contingency emergency response plans.
- Identify and monitor government sources for warnings.
- Review mail handling, and delivery of packages procedure with staff.
- Consider escorts for building visitors.
- Check site for potential hazards such as unattended packages, unauthorized vehicles, or perimeter violations.
- Increase perimeter checks of site, check buildings for unattended packages, and report any suspicious activity or circumstances to law enforcement immediately.
- Test your generator once per week.



A High Condition is declared when there is a high risk of terrorist attacks. All general measures listed in green, blue, and yellow alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

General Measures

- Communicate the change in threat level to all staff members.
- Identify the need for any additional security and coordinating efforts, if necessary, with your local Emergency Manager.
- Be alert to parent, staff, student concerns to determine when/how to communicate.
 - a. Communication should focus on reassurance that school is a safe place
 - i. Reminder – schools have existing safety plan
 - ii. Reminder – schools practice their safety procedures
 - iii. Reminder – schools have an outstanding ongoing working relationship with law enforcement and excellent communication networks.
- Evaluate school events and take additional precautions, if necessary.
- Consider assigning mental health counselors for students, staff and faculty, if needed.
- Discuss student's fears concerning possible terrorist attacks and offer available resources.
- Consider reducing site ingress and egress points to an absolute minimum.
- Refuse access to people who do not have identification or a legitimate need to enter the site.
- Inspect all deliveries; restrict parking near buildings, and report suspicious vehicles to local law enforcement.
- Consider parking controls or special restrictions at all sites
- Test your generator once per week.

**RED:
SEVERE RISK OF
TERRORIST ATTACKS**

A Severe Condition reflects a severe risk of terrorist attacks. **Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. The Orange County Emergency Operations Center, located at 2644 Santiago Canyon Road, will be occupied initially during the first 24 hours and be accessed by calling (714) 628-7054 of a RED threat level. (Continued operation will be determined on an as-need basis.)**

The Orange County Office of Education will provide staff at the **Orange County Office of Emergency Operations Center** to serve as a communication link and information clearinghouse to all districts in the county. Information will be disseminated as warranted through mass e-mail, telephone, or via amateur radio to the identified School Emergency Managers in each district.

All general measures listed in green, blue, yellow, and orange alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

General Measures

- Make contact with your day-to-day local Emergency Manager or assigned contact to ensure a reliable line of communication during the red level.
- Test communication lines - including e-mail links to LBUSD and OCDE, telephone lines, or amateur radio.
- Make sure cellular phone is charged and ready along with adequate batteries for AM/FM radios, pagers, etc.
- Communicate the change in threat level to all staff members.
- Monitor e-mails and telephone calls from the OCDE EOC for updates during crisis.
- Gather and provide related information to students, staff and parents.
 - A. review communication guidelines under Orange Threat Level
 - B. reminder – In the event of a RED threat level, school districts have a direct communication link via amateur radio to the Orange County Emergency Operations Center. They receive timely, accurate information, from which to make decisions affecting the safety and welfare of students.
- Assess the threat condition on a regular basis and evaluate whether any further protective measures are needed.
- Consider canceling special events.
- Consider closing campuses, if necessary.
- Maintain close contact with your local Emergency Manager.
- Monitor all deliveries and mail to your buildings.
- Provide security for parking lots; deploy personnel to observe and report to Law Enforcement to protect facility.
- Be prepared to Evacuate, Lockdown, or Shelter in Place if ordered.
- Ensure mental health counselors are available for students, staff and faculty.

Listed below are websites that provide additional information.

http://www.ready.gov	Disaster Preparedness Information
http://www.whitehouse.gov	White House
http://www.dhs.gov	Federal Department of Homeland Security
http://www.nasponline.org	National Association of School Psychologists
http://www.fema.gov/	Federal Emergency Management Agency
http://www.oes.ca.gov/	California Office of Emergency Services
http://www.bt.cdc.gov/	Centers for Disease Control and Prevention
http://www.fbi.gov/	Federal Bureau of Investigation
http://ocde.us/	Orange County Office of Education
http://ocsd.org/	County of Orange, "OC Gov"