ROUTINE ITEMS

WCESD BOARD OF TRUSTEES

ITEM NO. IV.A
DATE: October 13, 2015

SUBJECT TITLE: APPROVE AGENDA

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Approve agenda for the October 13, 2015 Regular Board Meeting

BACKGROUND

Governing Board meeting agendas state the meeting time and place and briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda provides members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda also provides members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board.

The Superintendent, as Secretary to the Board, in consultation with the Board president, prepares the agenda for each regular and special meeting.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT

Board of Trustees
Bob Dack, President
Mark Aguilar, Clerk

Gary Chavez, Member
Liz Faccinto, Member
Pete Mathew, Member

Secretary
Jesus Cruz, Superintendent/Principal

Regular Meeting AGENDA

Tuesday, October 13, 2015, 6:30 p.m.

Washington Colony School, Room M-5
130 E. Lincoln Avenue
Fresno, CA 93706

Persons wishing to address the Board of Trustees on a subject to be considered at this meeting, including any matter that may be designated for public hearing, are asked to notify the Washington Colony Elementary School District Office (see telephone/fax numbers below) by noon of the third working day before the scheduled meeting/hearing, stating the subject they wish to address, the organization they represent (if any), and the nature of their testimony. Time is set aside for individuals so desiring to speak on any topic NOT otherwise on the agenda. In all cases, the presiding officer reserves the right to impose time limits on presentations as may be necessary to ensure that the agenda is completed.

REASONABLE ACCOMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Washington Colony Elementary School District Board of Trustees, may request assistance by contacting the WCESD Office, 130 E. Lincoln Avenue, Fresno, CA 93706; telephone (559) 233-0706; fax (559) 233-9583.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Routine Items

A. Approve Agenda

Approve agenda for the October 13, 2015 Regular Board Meeting

B. Adopt Minutes

1. September 8, 2015 Regular Board Meeting

C. Public Comment/Board Comment

An opportunity for the public and/or the Board to address matters related to school district business which are not on the agenda. Although the item(s) may be discussed, no action may be taken on the item(s). Please see the *Welcome!* Pamphlet for additional information.

D. Correspondence

V. Reports/Discussion/Information

A. Administration/Business/Governance

1. Board History – J. Cruz

2. Financial Report(s)*

3. 2015-16 Financial Report(s)**

4. Policy Review
BP 5137 Positive School Climate

5. Quarterly Report On Williams Uniform Complaints*

6. Easton Community Water System Authority Update**

7. Superintendent's Report**
a) Microsoft Voucher Update**
b) Baseball fields work order estimate**

8. California Assessment of Students Performance and Progress (CAASPP) System/ELD AMAOs Report*

B. Personnel/Students

1. ADA/Enrollment Report*

2. Suspension Report* - G. Daniels

****Denotes written information/report of a routine nature which will be addressed upon request of the Board***
***** Denotes an oral report which may or may not include written back-up.***

VI. Action Items

A. Administration/Business/Governance

1. Injury & Illness Prevention Program
Approve the Injury & Illness Prevention Program

2. Policy Adoption

BP 4231 Staff Development Personnel
BP 4331 Staff Development Personnel

3. Warrants

Review and Ratify Warrants paid for the period September 1 – September 30, 2015

4. Contract/Service Agreements

a) Professional Learning Service Proposal

Approve the professional Learning proposal between Houghton Mifflin Harcourt and Washington Colony Elementary ED for Math Expressions Professional Development for Teachers.

5. Conference Attendance

Consider authorizing attendance participation for Superintendent/Principal Mr. Cruz to attend the ACSA 2016 Superintendents' Symposium Annual Education Conference at Monterey, California January 27 - 29, 2015.

B. Personnel/Students

1. Consider approval for extra duty stipend for additional leadership duties

Teacher-in-Charge additional duties for (up to 24 days)

2. Consider ratification of extra responsibilities compensation for Resource Specialist Program Teacher

RSP Extra Duties Stipend for Special Education Program Teacher

3. Interdistrict Attendance Permits

Ratify action on Interdistrict Attendance Permit for the 2015-16 school year.

C. Curriculum/Instruction/Assessment

1. Single Plan For Student Achievement (SPSA) 2015-16

Approve the Washington Colony's Single Plan for Student Achievement (SPSA) as recommended by School Site Council

VII. Closed Session

The Board will meet in closed session pursuant to:

Public Employee Appointment/Employment, *Government Code* section 54957
Certificated – a) Teacher on Special Assignment (short period; up to 24 days)
b) RSP Teacher Extra Duty Assignment

VIII. Reconvene

IX. Adjournment

WCESD BOARD OF TRUSTEES

ITEM NO. IV.B.1
DATE: October 13, 2015

SUBJECT TITLE: ADOPT MINUTES

Action ___√___ Discussion _____ Information _____

RECOMMENDATION
Adopt minutes of the September 8, 2015 Regular Board Meeting.

BACKGROUND
The secretary of the Governing Board keeps minutes and records all official Board actions. (Education Code 35145, 35163)

Copies of the minutes of each regular or special meeting are distributed to all Board members with the agenda for the next regular meeting.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT

Board of Trustees
Bob Dack, President
Mark Aguilar, Clerk

Gary Chavez, Member
Liz Faccinto, Member
Pete Mathew, Member

Secretary
Jesus Cruz, Superintendent/Principal

Regular Meeting Minutes

Tuesday, September 8, 2015, 6:30 p.m.

Washington Colony School, Room M-5
130 E. Lincoln Avenue
Fresno, CA 93706

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I. Call to Order

The September 8, 2015 Regular Board Meeting was called to order at 6:30 p.m. by Bob Dack, Board President.

II. Roll Call

Members Present: Bob Dack, Mark Aguilar, Pete Mathew, Liz Faccinto, Gary Chavez; member(s) absent: None

III. Pledge of Allegiance

The Pledge of Allegiance was led by Mark Aguilar.

IV. Routine Items

A. Approve Agenda

The agenda for the September 8, 2015 Regular Board Meeting was approved on a motion by Liz Faccinto, seconded by Gary Chavez. (Ayes: Dack, Aguilar, Chavez, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

B. Adopt Minutes

1. August 11, 2015 Regular Board Meeting

The minutes of the August 11, 2015 Regular Board Meeting, were adopted on a motion by Mark Aguilar, seconded by Pete Mathew (Ayes: Dack, Aguilar, Chavez, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

C. Public Comment/Board Comment

Mark Marquez: commented on Training for math curriculum, good training all day, lots of prep and keeping us busy, five students to FSU over the summer. We are the only regular school that goes. The point was to expose you to the best, to see yourself different. To continue we would like to send 5 girls from each grade level to a STEM conference. Mark, also added that the price was 350, the parents only had to pay 50 or 150. We can send more.

Mark Aguilar: Added that daughter was intimidated with science class. These students rose to the occasion. Trustee Aguilar added that possibly explore funds to send kids next year.
Mark Marquez: presented a 2 minute video of his classroom using the new Math CPM curriculum and different students' group roles.
Bob Dack: commented to encourage more girls in math and science/engineering. He also added that there was a great turn out at WC Grandparents' Day and the cafeteria was full of people.

D. Correspondence

None

V. Reports/Discussion/Information

A. Administration/Business/Governance

1. Board History – J. Cruz

The Board reviewed excerpts from the minutes of meetings held September 14, 1965; September 18, 1990 and Jesus Cruz also read minutes from September 18, 1940.

2. Financial Report(s)*

Cash in County Treasury Report for August 2015 – Written Report

3. 2015-16 Financial Report(s)**

Mr. Cruz reported to the Board future requirements under the Affordable Care Act. It is important to identify what coverage and Benefits Requirements are effective now. The district must verify the FTE status if the number of FTEs is under the 50 threshold. An analysis and evaluation of the district's current status under the ACA guidelines are needed to be performed by an external consultant. – Oral Report

4. Policy Review

The following Board Policies, were reviewed for subsequent adoption:
BP 4231 Staff Development Personnel
BP 4331 Staff Development Personnel

5. Easton Community Water System Authority Update**

Bob Dack: reported that there was an August 20, 2015 meeting and special meeting September 10, 2015 for the Easton Community Water District Authority discussion regarding the review & approval of an application form to select an additional ECWSA board director.

6. Injury & Illness Prevention Program**

Mr. Cruz indicated that the IIPP draft was in progress and the final draft will be submitted in October for Board approval.

7. Superintendent's Report*

a) District/Superintendent's Goals and Objectives*

Goals and Objectives Summary presented:
See goal 1 A-1 LCAP goals have been established.
See blue notes. The list will increase.
A-3 professional development plan has been established and shared with WC staff.
A-1 To fully implement Common Core this year.
A-5 PBIS Team established and 1st meeting on September 10, 2015
A-6 Self-assessments, SBAC results should be available end of August, Staff has received the preliminary results.
A-9 2015/16 ELA Reading/ELD adoption committee and Leadership team established. Hired Full time Music teacher/Fine Arts, new curriculum and repaired instruments.
B-3 Final Draft Classroom Expectations established with teacher input.
B-4 Data Reports
B-5 Policies updated monthly
B-6 Leadership Team Established
B-7 Safety Plan revising/updating protocol/Injury and Wellness…
B-8 All teaching vacancies have been filled, fully staffed & fully qualified
C-7 Balanced Budget, maintaining a healthy General Fund reserve
C-3 LCFF, fiscal reports provided monthly
C-4 Board Policies being updated
C-6 Conferences, CLSBA, CSBA, Leadership CVELI Rural Network etc.
C-7 8% Reserve
C-8 Active involvement in Easton Community Water District Authority
D-1 High Level of Student Attendance: 100% staff here for back to school night, good participation by parents as well. Parent workshop needs survey contracted with FCOE, 120 surveys returned. Grandparents Day was a great success. Blackboard connect Parent Phone calls to inform parents.

ASP & CLAS program in place, new TIP officer, updating SSC, ELAC DELAC memberships; WC Newsletter coming in October 2015.

8. CALPADS Data Management Recognition to WCESD*

Mr. Cruz: shared the CALPADS Data Management Recognition for 2014/15 and acknowledged Cynthia Yamagiwa for managing CALPADS. Bob Dack: indicated to pass on the Board's appreciation.

9. LOCAL CONTROL AND ACCOUNTABILITY PLAN REVIEW 2*

Mr. Cruz: reported to the Board that the Washington Colony's LCAP has been approved by FCOE Educational services and Fiscal. Therefore, LCAP Review 2 will be posted online after September 15th. Thank you to the team.

B. Personnel/Students

1. ADA/Enrollment Report*

Enrollment for the period ending September 4, 2015 was 422. We continue to monitor the TK-3 average. The school can have 216 students TK-3 and we currently have 208.

2. Suspension Report* - G. Daniels

No suspensions to report

Denotes written information/report of a routine nature which will be addressed upon request of the Board
***** Denotes an oral report which may or may not include written back-up.***

VI. Action Items

A. Administration/Business/Governance

1. 2014-2015 Unaudited Actuals Financial Report

The 2014-15 Unaudited Actuals Financial Report was approved on a motion by Mark Aguilar, seconded by Liz Faccinto (Ayes: Dack, Aguilar, Chavez, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

2. Resolution for the Gann Amendment

Resolution No. 15/16-03 for the Gann Amendment was adopted on a motion by Pete Mathew, seconded by Gary Chavez (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

3. Policy Adoption

The Board adopted the following Board Policy on a motion by Liz Faccinto, seconded by Gary Chavez (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None):
BP 3350 *Travel Expenses*

4. Warrants

The Board reviewed and ratified warrants paid for the period August 1 – August 31, 2015 on a motion by Liz Faccinto, seconded by Pete Mathew (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

5. Contract/Service Agreements

a) FCSS Teacher Induction and Educational Specialist Teacher Induction Program Agreement, 2015-16

The Board ratified and approved program agreement on a motion by Mark Aguilar, seconded by Pete Mathew (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None).

b) Parent Training FCOE Parent Services Center (PSC)

The Board approved contract/service agreement for the parent training with FCOE Parent Services Center on a motion by Gary Chavez, seconded by Liz Faccinto (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

c) Glacier Refrigeration & Air Inc. AC unit replacement

The Board ratified and approved the AC unit replacement Proposal on a motion made by Mark Aguilar, seconded by Liz Faccinto (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None).

6. Conference Attendance

The Board approved and authorized the attendance participation to Board Trustee Dack, Trustee Mathew, Trustee Aguilar , Trustee Chavez and Superintendent/Principal Mr. Cruz to attend the CSBA Annual Education Conference 2015 at San Diego, California December 3 - 5, 2015 on a motion by Pete Mathew, seconded by Liz Faccinto (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

B. *Personnel/Students*

1. Offer of Employment for Teacher (Classroom Teacher 3rd grade)

The Board ratified an offer of employment for Lili Espinosa – Teacher (3rd grade), on a motion by Gary Chavez, seconded by Mark Aguilar (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

2. Offer of Employment for Classified Employee

The Board ratified an offer of employment for Rose Gonzales – Cafeteria Clerk (Part-time 6hrs), on a motion by Liz Faccinto, seconded by Gary Chavez (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

3. Interdistrict Attendance Permits

The Board ratified the Superintendent's action on Interdistrict Attendance Permits for the 2015-16 school year on a motion by Liz Faccinto, seconded by Pete Mathew (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

C. *Curriculum/Instruction/Assessment*

1. Annual Public Hearing and Resolution on Sufficiency of Instructional Materials

Board President, Bob Dack opened public hearing at 8:18pm; Mr. Cruz indicated that Washington Colony has sufficient instructional materials and added that a Williams visit from FCOE was performed to verify sufficiency of materials. Board president closed public hearing at 8:20pm. The Board adopted Resolution No. 15/16-04 Resolution Regarding Sufficiency or Insufficiency of Instructional Materials on a motion by Liz Faccinto, seconded by Gary Chavez (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

2. 6th Grade Camp – Sierra Outdoor School

The Board approved the Sierra Outdoor School 6th grade Camp Agreement between Clovis Unified School District and Washington Colony Elementary School District on a motion by Gary Chavez, seconded by Liz Faccinto (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

VII. Closed Session

The Board met in closed session beginning at 8:24 p.m. on a motion by Pete Mathew, seconded by Gary Chavez (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None) pursuant to:

Public Employee Appointment/Employment, *Government Code* section 54957
District Certificated Management - Assistant Principal

VIII. Reconvene

The Board reconvened at 8:46 p.m. on a motion by Liz Faccinto, seconded by Pete Mathew (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)
Nothing to Report

IX. Adjournment

The meeting was adjourned at 8:47 p.m. on a motion by Gary Chavez, seconded by Liz Faccinto (Ayes: Aguilar, Chavez, Dack, Faccinto, Mathew; Noes: None; Abstentions: None; Absent: None)

Bob Dack, President

Mark Aguilar, Clerk

WCESD BOARD OF TRUSTEES

ITEM NO. IV.C
DATE: October 13, 2015

SUBJECT TITLE: PUBLIC COMMENT/BOARD COMMENT

Action _____ Discussion ___√___ Information _____

BACKGROUND

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings are not asked to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting. Individuals who require disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent in writing.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. Members of the public shall have an opportunity to address the Board either before or during the Board's consideration of each item of business to be discussed at regular or special meetings.
2. At a time so designated on the agenda, members of the public may bring before the Board, at a regular meeting, matters that are not listed on the agenda. The Board may refer such a matter to the Superintendent or designee or take it under advisement, but may not take action at that time. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities.

   Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda.
4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the

committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard it, the Board will provide an opportunity for the public to speak.

5. A person wishing to be heard by the Board will first be recognized by the president and may then proceed to comment as briefly as the subject permits.

   Individual speakers are allowed three minutes to address the Board on each agenda or nonagenda item. The Board may limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

6. The Board president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

   The Board may not prohibit public criticism of its policies, procedures, programs, services, acts or omissions. In addition, the Board may not prohibit public criticism of district employees.

   Whenever a member of the public initiates specific complaints or charges against an employee, the Board president will inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957.

7. The Board president will not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group will be grounds for the chair to terminate the privilege of addressing the Board. The Board may remove disruptive individuals and order the room cleared if necessary. Individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings will concern only matters appearing on the agenda.

REPORTS
DISCUSSION
INFORMATION

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.1
DATE: October 13, 2015

SUBJECT TITLE: BOARD HISTORY

Action _____ Discussion _____ Information ___√___

BACKGROUND

The maintenance of accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public. The secretary of the Board keeps minutes and records all official Board actions.

CONSIDERATION

"The farther backward you can look, the farther forward you are likely to see."
— Winston S. Churchill

Excerpts from the minutes of meetings held October 12, 1965; and October 17, 1990 follow for your review.

WASHINGTON COLONY SCHOOL
BOARD OF TRUSTEES

MINUTES OF REGULAR MONTHLY MEETING - OCTOBER 12, 1965

Meeting was called to order in the library of Washington Colony School at 8:00 p. m. by president of the board, John Pylman. There were four members present. John Moran was absent. Also present was James G. Massie, Secretary to the Board.

MAINTANANCE REGISTER PAGES 15 & 16 and Warrants no. 244 to273 were signed by board members after they were approved, by action ofHenry Salwasser, seconded by Bud Barberich.

MINUTES OF REGULAR MEETING September 14, 1965: were read and approved by motion of Bruce Blacksill, seconded by Bud Barberich.

STATEWIDE TESTING PROGRAM: a Memorandum of Agreement authorizing The Fresno County Office to score, certify and report results to the State Department of Education as directed in the "Manual for Reporting Test Information" was approved and made retro-active to October 1, 1965 as per instructions of the County Office by telephone to Mr. Massie on September 23, 1965. This action was unanimously approved following a motion by Bruce Blacksill, seconded by Henry Salwasser.

CORRESPONDENCE: The following were read by Mr. Massie:

(1) Letter from fire Marshall's office stating that fire inspection indicated that a reasonable degree of fire and life safety exists at this time.

(2) Notice from the Planning Commision of Intent to Issue a Permit for a Coffee Shop at 6032 S. Elm.

(3) Notice of Proposed Variance application for a trailer house to be occupied ina C-4 district.

REPORTS: Mr. Massie made the following reports to the board -

(1)As per telephone instructions from Mr. Weber of the State Dept. of Special Services regarding the release of state money for our building program, Mr. Massie reported that he is negotiating with the Home Title Company for a preliminary title report on all properties owned by the district.

(2) CSBA MEETING at Hacienda Motel on Sept. 30 concerning AB 1474:

(3) LEGISLATIVE REVIEW MEETING held in Clovis on October 7

(4) Mr. Massie reported that our opening day of school enrollment was 434, and that today's enrollment stands at 460.

ANNOUNCEMENTS:

(1) Trustee Meeting to be held on October 19 at McLane High School

(2) Mr. Massie extended to the board and their wives invitations to attend a No-Host Faculty Dinner on October 21 at Lyon's Water Tree Inn on Blackstone.

ADJOURNMENT was by motion of Bud Barberich and seconded by Bruce Blacksill.

Respectfully submitted:

James G. Massie,
Secretary to the Board

F. John Pylman, Jr., President
(F. John Pylman, Jr.)

Henry L. Salwasser, Clerk
(Henry Salwasser)

mr

WASHINGTON COLONY SCHOOL DISTRICT
Board of Trustees
MINUTES OF REGULAR MEETING

October 17, 1990

I. CALL TO ORDER

The meeting was called to order in the school library at 7:35 p.m. by board president, Frank Butterfield.

II. ROLL CALL

Members present: Mike Aguilar, Frank Butterfield, Pete Mathew, Joyce Quiroz, John Rothenfluh and LaVerne Carlson. Members absent: none. Others present: Carl Alemania, Jeff Dronyk, Becky Mitchell, Linda Demant, Charlene Pestorich, Raymond Marta, Alice Jamgochian, Doyal Thompson, Harriet Lichti, Docia Hannel, Barbara Steele, Pam Branch, Helen Cunha, Kathy Harris, Dennis Harris, Priscilla Dack, and Liz Faccinto.

III. ROUTINE BUSINESS

A. AGENDA

The agenda was approved on a motion by Mike Aguilar, seconded by Pete Mathew. Motion carried.

B. MINUTES

1. MINUTES OF SEPTEMBER 18, 1990 REGULAR MEETING
The minutes of the September 18, 1990 regular meeting were approved on a motion by Mike Aguilar, seconded by John Rothenfluh. Motion carried.

C. WARRANTS

Warrants #624736 to 624789 dated September 19, 1990 and warrants #626542 to 626553 dated September 25, 1990 were approved on a motion by Pete Mathew, seconded by Mike Aguilar. Motion carried.

D. DISTRIBUTION OF MATERIALS

Materials were distributed to respective board members.

E. CORRESPONDENCE

There was no correspondence at this meeting.

F. PUBLIC PRESENTATIONS

There were no public presentations at this meeting.

G. TEACHER PRESENTATION

KINDERGARTEN Mrs. Lichti and Mrs. Dack
Mrs. Lichti demonstrated the kindergarten science program for the board. She teaches Life Science, Physical Science, Earth Science, and the Human Body under the program. "Hands On" teaching includes planting seeds and plants, hatching chicken eggs in an incubator, classifying objects, studying the senses, and drawing themselves. Mrs. Dack demonstrated the kindergarten reading and language arts program for the board. She showed the board one of the books without words that is used in the classroom. The students look at the pictures and tell a story to go with the printed pictures. They also draw prictures with their interpretation of the story.

IV. ACTION ITEMS

A. MACINTOSH COMPUTER PRESENTATION - MRS. PAM BRANCH
Mrs. Branch showed samples of the type and quality of work that can be obtained by using a Macintosh computer and a Laser printer. After discussion the board voted to table this item so that a cost justification can be prepared. The item was tabled on a motion by John Rothenfluh, seconded by Joyce Quiroz. Motion carried.

B. UPDATE OFFICE COMPUTER
Dr. Carlson presented a list of options to the board regarding updating the office computer system. After discussion, the board approved the purchase of a personal computer system with software to handle the current financial program, student services, and a student discipline program. In addition, the PC software will serve as a word processor, handle spreadsheets, and several other programs. The "dumb terminal" and laser jet printer that we now have will be moved to the front office and will be used by Helen, Margaret and Carl. The new system will be installed in Liz's office and will be used by Dr. Carlson and Liz. Purchase of the new computer and Laser printer was on a motion by Pete Mathew, seconded by John Rothenfluh. Motion carried.

C. INTERDISTRICT TRANSFERS
An interdistrict transfer for Sandy Benicio (grade 4) and Juan Benicio (grade 2) was tabled until the next meeting on a motion by John Rothenfluh, seconded by Joyce Quiroz. Motion carried. The board directed Dr. Carlson to check with Del Mar School in Fresno regarding any problems the student may have had at that school.

D. STAFF ROOM
Dr. Carlson informed the board of the need to move the Vice Principal's office to the administration building on the north side of Lincoln Avenue. After reviewing information presented by Jeff Dronyk regarding the costs and location of a portable staff room, the board tabled this item on a motion by Pete Mathew, seconded by Mike Aguilar. Motion carried.

E. SDE 100 - NOVEMBER APPLICATION
The board approved the SDE 100 - Consolidated Application on a motion by Pete Mathew, seconded by Mike Aguilar. Motion carried.

F. RETROACTIVE APPROVAL OF SIP DAY - October 8, 1990
The board gave retroactive approval of the minimum day on October 8, 1990 as a SIP day. This was on a motion by Joyce Quiroz, seconded by John Rothenfluh. Motion carried. The day had been discussed by the board last spring but had not had board action.

G. FRESNO COUNTY SCHOOLS TRUSTEES ASSOCIATION MEMBERSHIP
The board voted to renew membership in the Fresno County School Trustees Association. Renewal was on a motion by Pete Mathew, seconded by Mike Aguilar. Motion carried.

V. DISCUSSION/INFORMATION

A. ENROLLMENT

The school enrollment is 455 students as of October 11, 1990.

B. P. E. TEST RESULTS

Dr. Carlson reviewed the California Physical and Health Fitness test summary of results with the board.

C. FACILITY USE FORM

Dr. Carlson distributed copies of the Facilty Use Form to the board.

VI. GENERAL REPORT

A. CASH FLOW

Cash Flow information on all funds were distributed to the board.

B. GENERAL REPORT

1. Washington Colony's football and volleyball teams will pay Pacific Union's teams on Friday, October 19. A pep rally will be held prior to the game.
2. Dr. Carlson informed the board that video tapes are available on propositions 126 and 134.
3. Dr. Carlson attended a new superintendent's workshop on October 17 at the Fresno County Office of Education.

VII. CLOSED SESSION

The board met in closed session to discuss matters of personnel.

VIII. ADJOURNMENT

The meeting was adjourned at 11:05 p.m. on a motion by Mike Aguilar, seconded by Pete Mathew. Motion carried.

Frank Butterfield
Board President

Joyce Quiroz
Board Clerk

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.2
DATE: October 13, 2015

SUBJECT TITLE: FINANCIAL REPORTS

Action _____ Discussion _____ Information ___√___

BACKGROUND

The Governing Board is committed to ensuring accountability to the public for the fiscal health of the district. The Board adopts sound fiscal policies and oversees the district's financial condition. The Superintendent or designee regularly keeps the Board informed about the district's finances and submits timely reports so that the Board can take appropriate action to ensure the district's financial stability. The Superintendent or designee recommends amendments to the district's budgeted revenues and expenditures as may be necessary to maintain a balanced budget.

CONSIDERATION

The *Cash in County Treasury Report* for September 2015 follows for your review.

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 0100 (6150 60001) General Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$1,302,226.36
9/1/2015	TF -160425	JV#0001699557 2ND PRIOR SEC. SUPP. 14-15	$210.74	$0.00	$2,139,675.53	$837,238.43	$1,302,437.10
9/2/2015	TF -160423	JV#0001699655 15-16 CURRENT SECURED	$1,515.01	$0.00	$2,141,190.54	$837,238.43	$1,303,952.11
9/11/2015	APY -20159	Accounts Payable 9/11/2015	$256.99	$40,012.03	$2,141,447.53	$877,250.46	$1,264,197.07
9/14/2015	TF -160403	JV#0255 14-15 NCLB TITLE I - PART A	$43,118.00	$0.00	$2,184,565.53	$877,250.46	$1,307,315.07
9/21/2015	TF -160428	JV# 0273 2014-15 5TH APPT NCLB TRAINING	$5,847.00	$0.00	$2,190,412.53	$877,250.46	$1,313,162.07
9/23/2015	APY -20159	Accounts Payable 9/23/2015	$0.00	$30,719.52	$2,190,412.53	$907,969.98	$1,282,442.55
9/23/2015	LB -201592	Accounts Payable 9/23/2015	$0.00	$11,139.85	$2,190,412.53	$919,109.83	$1,271,302.70
9/25/2015	APY -20159	Accounts Payable 9/25/2015	$101.61	$9,794.93	$2,190,514.14	$928,904.76	$1,261,609.38
9/25/2015	CA -32804	356912 asp reim	$5,278.41	$0.00	$2,195,792.55	$928,904.76	$1,266,887.79
9/25/2015	CA -32804	356912 asp transp re	$15,454.80	$0.00	$2,211,247.35	$928,904.76	$1,282,342.59
9/25/2015	CA -32804	356912 att reim	$113.89	$0.00	$2,211,361.24	$928,904.76	$1,282,456.48
9/25/2015	CA -32804	356912 big creek sp	$3,919.04	$0.00	$2,215,280.28	$928,904.76	$1,286,375.52
9/25/2015	CA -32804	356912 chavez ins re	$1,010.87	$0.00	$2,216,291.15	$928,904.76	$1,287,386.39
9/25/2015	CA -32804	356912 cvt ins re	$5,717.60	$0.00	$2,222,008.75	$928,904.76	$1,293,103.99
9/25/2015	CA -32804	356912 fcsig	$342.00	$0.00	$2,222,350.75	$928,904.76	$1,293,445.99
9/25/2015	CA -32804	356912 follett reim	$94.65	$0.00	$2,222,445.40	$928,904.76	$1,293,540.64
9/25/2015	CA -32804	356912 mccabe wond g	$500.00	$0.00	$2,222,945.40	$928,904.76	$1,294,040.64
9/25/2015	CA -32804	356912 save mrt	$13.53	$0.00	$2,222,958.93	$928,904.76	$1,294,054.17
9/25/2015	CA -32804	356912 save mrt re	$13.59	$0.00	$2,222,972.52	$928,904.76	$1,294,067.76
9/25/2015	TF -160405	JV#0258 15-16 EPA 1ST QTR. APPORT.	$132,366.00	$0.00	$2,355,338.52	$928,904.76	$1,426,433.76
9/25/2015	TF -160450	#0275 FICA CHRGS-9/30/2015 PAYROLL	$0.00	$3,589.53	$2,355,338.52	$932,494.29	$1,422,844.23
9/25/2015	TF -160452	#0276 MEDICARE CHRGS-9/30/2015 PAYROLL	$0.00	$3,019.01	$2,355,338.52	$935,513.30	$1,419,825.22
9/25/2015	TF -160456	#0289 PERS DIST CHRGS-9/30/2015 PAYROLL	$0.00	$4,763.77	$2,355,338.52	$940,277.07	$1,415,061.45
9/25/2015	TF -160457	#0288 STRS DIST CONT-9/30/2015 PAYROLL	$0.00	$17,918.51	$2,355,338.52	$958,195.58	$1,397,142.94
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$4,782.30	$0.00	$2,360,120.82	$958,195.58	$1,401,925.24
9/28/2015	TF -160478	JV#296 SEPTEMBER 2015 ADVANCE PRINCIPA	$264,286.00	$0.00	$2,624,406.82	$958,195.58	$1,666,211.24
9/28/2015	TF -160482	JV#302 SEPTEMBER 2015 SELPA STATE APPT.	$12,128.00	$0.00	$2,636,534.82	$958,195.58	$1,678,339.24
9/28/2015	TF -160493	#0303 SUI CHRGS 3RD QUARTER 2015	$0.00	$158.33	$2,636,534.82	$958,353.91	$1,678,180.91
9/28/2015	TF -160539	JV#0001702825 15-16 2ND CURRENT SEC. SUPP	$266.07	$0.00	$2,636,800.89	$958,353.91	$1,678,446.98
9/30/2015	PAY -93015	PAYROLL 9/30/2015	$91,540.59	$280,876.90	$2,728,341.48	$1,239,230.81	$1,489,110.67
	Total Activity		$588,876.69	$401,992.38			
	Ending Balance				$2,728,341.48	$1,239,230.81	$1,489,110.67

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 1200 (6150 60012) Child Development Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$31,149.44
9/11/2015	APY -20159	Accounts Payable 9/11/2015	$0.00	$783.99	$37,663.52	$7,298.07	$30,365.45
9/25/2015	TF -160456	#0289 PERS DIST CHRGS-9/30/2015 PAYROLL	$0.00	$661.94	$37,663.52	$7,960.01	$29,703.51
9/25/2015	TF -160457	#0288 STRS DIST CONT-9/30/2015 PAYROLL	$0.00	$42.92	$37,663.52	$8,002.93	$29,660.59
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$119.83	$0.00	$37,783.35	$8,002.93	$29,780.42
9/30/2015	PAY -93015	PAYROLL 9/30/2015	$2,223.52	$13,976.23	$40,006.87	$21,979.16	$18,027.71
	Total Activity		$2,343.35	$15,465.08			
	Ending Balance				$40,006.87	$21,979.16	$18,027.71

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 1300 (6150 60008) Cafeteria Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$149,886.46
9/11/2015	APY -20159	Accounts Payable 9/11/2015	$0.00	$13,224.95	$162,102.25	$25,440.74	$136,661.51
9/23/2015	APY -20159	Accounts Payable 9/23/2015	$0.00	$4,593.17	$162,102.25	$30,033.91	$132,068.34
9/23/2015	LB -201592	Accounts Payable 9/23/2015	$0.00	$652.00	$162,102.25	$30,685.91	$131,416.34
9/25/2015	APY -20159	Accounts Payable 9/25/2015	$0.00	$408.01	$162,102.25	$31,093.92	$131,008.33
9/25/2015	CA -32801	356908 ad meal 8/14	$30.00	$0.00	$162,132.25	$31,093.92	$131,038.33
9/25/2015	CA -32801	356908 ad meal 8/31	$28.75	$0.00	$162,161.00	$31,093.92	$131,067.08
9/25/2015	CA -32801	356908 ad meal 9/8	$52.00	$0.00	$162,213.00	$31,093.92	$131,119.08
9/25/2015	CA -32801	356908 st meal 6/23	$294.86	$0.00	$162,507.86	$31,093.92	$131,413.94
9/25/2015	CA -32801	356908 st meal 8/14	$1,040.50	$0.00	$163,548.36	$31,093.92	$132,454.44
9/25/2015	CA -32801	356908 st meal 8/24	$391.20	$0.00	$163,939.56	$31,093.92	$132,845.64
9/25/2015	CA -32801	356908 st meal 8/31	$852.65	$0.00	$164,792.21	$31,093.92	$133,698.29
9/25/2015	CA -32801	356908 st meal 9/14	$485.60	$0.00	$165,277.81	$31,093.92	$134,183.89
9/25/2015	CA -32801	356908 st meal 9/8	$352.90	$0.00	$165,630.71	$31,093.92	$134,536.79
9/25/2015	CA -32802	356910 ad pyrl mls	$75.25	$0.00	$165,705.96	$31,093.92	$134,612.04
9/25/2015	CA -32802	356910 food	$65.71	$0.00	$165,771.67	$31,093.92	$134,677.75
9/25/2015	CA -32802	356910 st pyrl mls	$11.30	$0.00	$165,782.97	$31,093.92	$134,689.05
9/25/2015	CA -32802	AR-2014-2015 A/R	$40,466.57	$0.00	$206,249.54	$31,093.92	$175,155.62
9/25/2015	TF -160456	#0289 PERS DIST CHRGS-9/30/2015 PAYROLL	$0.00	$867.56	$206,249.54	$31,961.48	$174,288.06
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$393.83	$0.00	$206,643.37	$31,961.48	$174,681.89
9/30/2015	PAY -93015	PAYROLL 9/30/2015	$2,353.19	$11,407.15	$208,996.56	$43,368.63	$165,627.93
	Total Activity		$46,894.31	$31,152.84			
	Ending Balance				$208,996.56	$43,368.63	$165,627.93

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 1400 (6150 60005) Deferred Maintenance Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$8,196.60
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$66.34	$0.00	$22,947.94	$14,685.00	$8,262.94
	Total Activity		$66.34	$0.00			
	Ending Balance				$22,947.94	$14,685.00	$8,262.94

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 1500 (6150 60010) Pupil Transportation Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$6,863.02
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$19.90	$0.00	$6,882.92	$0.00	$6,882.92
	Total Activity		$19.90	$0.00			
	Ending Balance				$6,882.92	$0.00	$6,882.92

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 1700 (6150 60020) Special Reserve Fund for Other Than Capital Outlay Projects

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$102,461.16
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$297.09	$0.00	$102,758.25	$0.00	$102,758.25
	Total Activity		$297.09	$0.00			
	Ending Balance				$102,758.25	$0.00	$102,758.25

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 2000 (6150 60078) Special Reserve Fund for Postemployment Benefits

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$105,650.96
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$306.34	$0.00	$105,957.30	$0.00	$105,957.30
	Total Activity		$306.34	$0.00			
	Ending Balance				$105,957.30	$0.00	$105,957.30

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 2100 (6150 65069) Building Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$307.66
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$0.89	$0.00	$308.55	$0.00	$308.55
	Total Activity		$0.89	$0.00			
	Ending Balance				$308.55	$0.00	$308.55

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 2500 (6150 60006) Capital Facilities Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$4,158.14
9/25/2015	CA -32804	356912 was un dev fe	$7,870.47	$0.00	$12,028.61	$0.00	$12,028.61
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$12.05	$0.00	$12,040.66	$0.00	$12,040.66
	Total Activity		$7,882.52	$0.00			
	Ending Balance				$12,040.66	$0.00	$12,040.66

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 3500 (6150 60066) County School Facilities Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$14,006.10
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$40.61	$0.00	$14,046.71	$0.00	$14,046.71
	Total Activity		$40.61	$0.00			
	Ending Balance				$14,046.71	$0.00	$14,046.71

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 4000 (6150 60015) Special Reserve Fund for Capital Outlay Projects

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$1,450.34
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$4.21	$0.00	$1,454.55	$0.00	$1,454.55
	Total Activity		$4.21	$0.00			
	Ending Balance				$1,454.55	$0.00	$1,454.55

Cash In County Treasury
Aggregate

From 9/1/2015 thru 9/30/2015
Fund: 5100 (6150 65070) Bond Interest and Redemption Fund

Date	Reference	Description	Debit	Credit	Total Debits	Total Credits	Balance
Balance Forward as of 9/1/2015							$1,525.81
9/2/2015	TF -160423	JV#0001699655 15-16 CURRENT SECURED	$96.28	$0.00	$29,593.97	$27,971.88	$1,622.09
9/14/2015	TF -160426	JV#AP01701224 AP ACTTC TREAS. PMT.	$0.00	$690.00	$29,593.97	$28,661.88	$932.09
9/25/2015	TF -160512	JV#0001702654 4TH QTR., 2ND INT. DISTRIBUT	$70.53	$0.00	$29,664.50	$28,661.88	$1,002.62
9/28/2015	TF -160539	JV#0001702825 15-16 2ND CURRENT SEC. SUPP	$42.95	$0.00	$29,707.45	$28,661.88	$1,045.57
	Total Activity		$209.76	$690.00			
	Ending Balance				$29,707.45	$28,661.88	$1,045.57

The FISCAL REPORT an informational update

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Volume 35 For Publication Date: October 02, 2015 No. 20

Increased Penalties for Noncompliance with the ACA Reporting

On June 29, 2015, Congress enacted The Trade Preferences Extension Act, which added provisions to the Internal Revenue Code (IRC) that impact employers, just as reporting begins and implementation of the provisions of the Affordable Care Act (ACA) is underway.

Employers with 50 or more full-time equivalent employees (Applicable Large Employers [ALEs]) are required to file annual information returns that demonstrate compliance with the Employer Shared Responsibility provisions of the ACA.

ALEs are required to file Forms 1094-C (Transmittal of Employer-Provided Health Insurance Offer and Coverage) and 1095-C (Employer-Provided Health Insurance Offer and Coverage) no later than February 28, or March 31 if filing electronically.

Information to be reported to the Internal Revenue Service includes identification of the ALE, identification of full-time employees to whom an offer of coverage is made, and duration of the offer.

The new provisions in law have at least doubled penalties for ALEs for failing to file information returns as well as failing to furnish employees with payee statements as required by the ACA. IRC Sections 6721 and 6722 were amended to increase the penalties.

The new penalties are effective for returns and statements filed after December 31, 2015, in other words, they are in effect starting with the first time of required filing.

- The penalty for failure to file or furnish a correct information return or payee statement is increased to $250 from $100 per return or statement
- The standard annual penalty cap doubles from $1.5 million to $3 million
- If the failure relates to both the return and the statement, the penalties are doubled to $500 per statement with a $6 million cap

These penalties apply not only to the one-year transition rule that is in place, but the ambiguity remains over what constitutes a "good faith effort." Basically, if an employer is able to demonstrate that they made a good faith effort to comply, but the information was incorrect or incomplete, the penalty can be waived. There is no waiver of penalty for failing to file or provide employees with a statement.

Click here for a table that shows the information required to be reported on a W-2.

—Debbie Fry and Sheila G. Vickers

posted 09/21/2015

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.4
DATE: October 13, 2015

SUBJECT TITLE: POLICY REVIEW

Action _____ Discussion ___√___ Information _____

BACKGROUND

The governing board adopts written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the board and superintendent, and communicate board philosophy and positions to the students, staff, parents/guardians and the community. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements.

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Policies are to be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

The Policy Development and Adoption Process is described in Board Bylaw 9310 *Board Policies.*

CONSIDERATION

BP 5137 Positive School Climate - Students: The Governing Board desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior. Washington Colony Elementary School District is incorporating the Positive Behavior Interventions and Supports (PBIS) system in order to reinforce to students positive behavior expectations, acknowledge appropriate behavior, consistent use of school's discipline procedures and include a reward system for appropriate behavior. Good behavior will be reinforced in the classrooms, non-classrooms settings and with individual kids.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

Board Policy
Positive School Climate

BP 5137

Students

~~***Note: The following optional policy may be revised to reflect district practice.***~~

The Governing Board desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 5030 - Student Wellness)
(cf. 5131.4 - Student Disturbances)
(cf. 5142 - Safety)
(cf. 5145.3 - Nondiscrimination/Harassment)

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.6 - Alcohol and Drugs)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

(cf. 5131.9 - Academic Honesty)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6142.3 - Civic Education)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.92- History-Social Science Instruction)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

(cf. 1240 - Volunteer Assistance)
(cf. 5126 - Awards for Achievement)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 5148.2 - Before/After School Programs)
(cf. 6020 - Parent Involvement)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.5 - Student Organizations and Equal Access)

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills.

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6164.2 - Guidance/Counseling Services)

Staff shall receive professional development designed to improve classroom management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Legal Reference:
EDUCATION CODE
233-233.8 Hate violence prevention
32280-32289 School safety plans
32295.5 Teen court programs
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
44807 Teachers' duty concerning conduct of students
48900-48925 Suspension and expulsion

Management Resources:
CSBA PUBLICATIONS
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007
Protecting Our Schools: Governing Board Strategies to Combat School Violence, rev. 1999
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Bullying at School, 2003
Creating Safe and Drug-Free Schools: An Action Guide, 1996
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Preventing Bullying: A Manual for Schools and Communities, 1998
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Learning Support: http://www.cde.ca.gov/ls
National School Safety Center: http://www.schoolsafety.us
U.S. Department of Education, Office of Safe and Drug-Free Schools: http://www.ed.gov/offices/OESE/SDFS

(3/93 2/95) 3/08

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.5
DATE: October 13, 2015

SUBJECT TITLE: Quarterly Report on Williams Uniform Complaints

Action _____ Discussion _____ Information ___√___

BACKGROUND

With the Williams Compliance components, each school district is required to report quarterly to the County Superintendent regarding any complaints related to the three areas covered by the Williams Lawsuit Settlement. The three areas are as follows: 1) instructional materials; 2) teacher vacancy or misassignment; and/or 3) facilities conditions.

CONSIDERATION

The Quarterly Report on Williams Uniform Complaints for the period ending September 30, 2015, follows for your review.

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Washington Colony Elementary

Person completing this form: Jesus Cruz Title: Superintendent

Quarterly Report Submission Date: (*check one*)

- ☐ April 2015
- ☐ July 2015
- ☒ October 2015
- ☐ January 2016

Date for information to be reported publicly at governing board meeting: October 13, 2015

Please check the box that applies:

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

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Jesus Cruz

Print Name of District Superintendent

Signature of District Superintendent

10/13/2015

Date

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.7
DATE: October 13, 2015

SUBJECT TITLE: Superintendent's Report

Action _____ Discussion ___√___ Information _____

BACKGROUND

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities. (BP 0200)

CONSIDERATION

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs. Superintendent will discuss the District Goals and Objectives with the Board of Education. The Superintendent's report on specific objectives and activities follow for your review.

Microsoft-California Education Technology K-12 Voucher Program Redemption Form

To redeem your vouchers:

1. Complete the Product Purchases and/or Services Purchases section(s) of this Redemption Form. For each of the voucher categories, indicate the number of products and/or services you purchased and the dollar amounts. For more information concerning the categories of products, go to www.EdTechK12VP.com or call the Claims Administrator toll-free at 1-800-419-5286. Vouchers may only be redeemed for eligible products and/or services purchased between July 1, 2006 and September 25, 2015. **Vouchers cannot be transferred to any person or entity and cannot be transferred between districts.**
2. Attach the original receipts and/or vendor invoices and other requested documentation for the products and services purchased.
3. Sign each completed section and mail this Redemption Form to: Claims Administrator, Microsoft-California Settlement, P.O. Box 1125, Minneapolis, MN 55440-1125. Alternatively, you may email this Redemption form to claimsadmin@edtechk12vp.com. Forms must be signed and postmarked on or before September 25, 2015.

WASHINGTON COLONY ELEMENTARY **District Number: 1062513**

2600011133

Product Purchases

For eligible products purchased:

1. For each of the voucher categories (general purpose and specific category software) on the right, indicate the number of products you purchased and the dollar amounts.
2. Attach the itemized receipt or vendor invoice for products purchased AND circle the items you are submitting for reimbursement. If rebates or discounts were applied, clearly indicate the amount of the rebate/discount and the actual price paid on the receipt or invoice. The receipt or invoice must show separate prices for the products and the vendor must certify that the prices are no greater than its standard academic prices, or if academic prices are not available, are the normal or standard prices charged by the vendor for such products.

General Purpose Voucher:

Number of Products Purchased: 394

Amount Claimed: $ 10235.49

Specific Category Software Voucher:

Number of Products Purchased: 1400

Amount Claimed: $ 20430.01

I certify that the above named district purchased the eligible products described in the proof of purchase attached to this voucher on or after July 1, 2006 for an eligible school and the products have not been and will not be redeemed through another program.

Authorized Signature: M. Rodriguez

Printed Name: Maria Rodriguez **Date:** 9-24-15

IT Support Services and Professional Development Services Purchases

For eligible IT and PD Services purchased:

1. Indicate the number of services you purchased and the dollar amounts.
2. Attach the itemized receipt or vendor invoice for services purchased (or if the services are provided through the district, attach the spreadsheet, worksheet or internal service order) AND circle the items you are submitting for reimbursement. If rebates or discounts were applied, clearly indicate the amount and the provider of the rebate/discount and the actual price paid on the receipt or invoice. The receipt or invoice (or if the services are provided through the district, the spreadsheet, worksheet or internal service order) must show separate prices for the services and the vendor or provider must certify that the prices are no greater than its standard academic prices, or if academic prices are not available, are the normal or standard prices charged by the vendor or provider for such services.
3. For IT Support Services, the documentation must show: name of the approved provider, name of the products procured through this settlement that were being installed or maintained, the hourly rate and number of hours spent on the installation or maintenance (or flat rate if applicable), and the date of the installation or maintenance.
4. For PD Services, the documentation must show: name of the approved provider, name of the PD event, agenda, and summary of the content, the hourly rate and number of hours spent on the PD (or flat rate if applicable), name of the products procured through this settlement that were the focus of the PD (if applicable), the dates of the PD, and if participants received products as part of the PD, the products and their cost must be listed separately. Note that substitute teacher costs, food, lodging, and travel are not allowable expenses.

General Purpose Voucher:

Number of Services Purchased: _____

Amount Claimed: $ _____

I certify that the above named district purchased eligible services described in the proof of purchase attached to this voucher on or after July 1, 2006 for an eligible school and these services have not been and will not be redeemed through another program. I certify that any IT support services purchases submitted for reimbursement primarily involve the maintenance of hardware procured through this program or the installation and maintenance of software procured through this program.

Authorized Signature: _____

Printed Name: _____ **Date:** _____

WASHINGTON COLONY ELEMENTARY SCHOOL

GENERAL PURPOSE VOUCHER	**$10,235.49**				
VENDOR	NAME OF PRODUCT	QUANTITY	INVOICE	AMOUNT	CONFIRMATION #
CDW	DROBO 5N 20TB (5X4TB)	1	ZF68017	$1,710.00	833395917
DELL	POWER EDGE R320 SERVER	2	XJRPMCPX9	$5,753.54	833395917
PCMG	16TB NAS 4BAY	1	S92589270100	$977.00	933430923
PCMG	WINSVRSTD 2012R2	2	S92281680101	$336.94	833395917
PCMG	WINSVRCAL 2012	35	S92281680101	$190.40	833395917
RENAISSANCE LEARNING	STAR READING ENTERPRISE SUBSCRIPTION	353	INV4125204	$1,270.80	
TOTAL		394		**$10,238.68**	

SPECIFIC	**$20,430.01**				
PCMG	SMRT NTBK 14 CLSRM LIC	29	S92348720100	$9,599.00	933430923
RENAISSANCE LEARNING	ACCELERATED READER RENAISSANCE	430	RPRNQ1468013	$2,515.50	933428822
RENAISSANCE LEARNING	STAR READING RENAISSANCE PLACE	430	RPRNQ1468013	$1,634.00	933428822
RENAISSANCE LEARNING	TECHNICAL SERVICES	1	RPRNQ1468013	$599.00	933428822
RENAISSANCE LEARNING	STAR READING ENTERPRISE FEE	1	INV4125204	$1,599.00	
RENAISSANCE LEARNING	STAR READING SUBSCRIPTION	77	INV4125204	$277.20	
RENAISSANCE LEARNING	ANNUAL ALL PRODUCT HOSTING FEE	1	INV4125204	$499.00	
RENAISSANCE LEARNING	ACCERLERATED READER ENTERPRISE FEE	1	INV4125204	$1,599.00	
RENAISSANCE LEARNING	AR ENTERPRISE REAL TIME SUBSCRIPTION	430	INV4125204	$2,365.00	
TOTAL		1400		**$20,686.70**	

TOTAL	$30,665.50			$30,925.38	-$259.88

WCESD BOARD OF TRUSTEES

ITEM NO. V.A.8
DATE: October 13, 2015

SUBJECT TITLE: California Assessment of Students Performance and Progress (CAASPP) System/ELD AMAOs Report

Action _____ Discussion _____ Information ___√___

BACKGROUND

Washington Colony Elementary School District has received the (CAASPP) Spring 2015 report from the computer based assessment/Smarter Balanced Assessments in ELA/MATH for grades 3rd – 8th, and the 2014-15 Annual Measureable Academic Objectives (AMAOs) results.

CONSIDERATION

California students in grades three through eight have taken a new test this past spring 2015 that is part of a comprehensive plan for high-quality teaching and learning in every school to prepare our students for the challenges of the future. The plan includes higher academic standards, more decision-making in the hands of schools and communities, and more resources dedicated to schools and to students with the greatest needs.
Beginning as early as March 10, 2015, districts will administer Smarter Balanced Assessments, computer-based tests aligned with the state's rigorous new standards for English language arts/literacy and math. Smarter Balanced is part of a comprehensive new testing program called California Assessment of Student Performance and Progress (CAASPP), which replaces the Standardized Testing and Reporting Program that expired on July 1, 2013. (cde.ca.gov)

Washington Colony Elementary School District receives Title III funding from the federal government to help English learners to speak, read, and write in English and to achieve in reading and mathematics. School districts and other agencies that receive Title III funds are reviewed each year to see if they meet three objectives for their English learners:

- Progress in learning English
- Progress in the percentage of students who become proficient in English
- Academic targets in English-language arts and mathematics

When the District fails to meet any or all of the criteria it is required to write an action plan to address the weaknesses.

The Washington Colony Elementary School District (CAASPP) test report and ELD/AMAO's report follow for your review.

School and Student Performance Data

CAASPP Results (All Students)

English Language Arts/Literacy

Overall Achievement									
Grade Level	# of Students Enrolled	# of Students Tested	% of Enrolled Students Tested	# of Students With Scores	Mean Scale Score	Standard Exceeded	Standard Met	Standard Nearly Met	Standard Not Met
Grade 3	50	50	100.0	50	**2349.2**	0	14	32	54
Grade 4	41	41	100.0	41	**2383.6**	2	7	20	71
Grade 5	32	32	100.0	32	**2457.1**	6	31	16	47
Grade 6	43	43	100.0	43	**2460.7**	0	21	26	53
Grade 7	47	46	97.9	46	**2482.6**	2	20	30	48
Grade 8	61	61	100.0	61	**2520.2**	2	31	33	34
All Grades	274	273	99.6	273		2	21	27	50

Grade Level	READING			WRITING			LISTENING			RESEARCH/INQUIRY		
	Demonstrating understanding of literary & non-fictional texts			Producing clear and purposeful writing			Demonstrating effective communication skills			Investigating, analyzing, and presenting information		
	Above Standard	At or Near Standard	Below Standard	Above Standard	At or Near Standard	Below Standard	Above Standard	At or Near Standard	Below Standard	Above Standard	At or Near Standard	Below Standard
Grade 3	4	26	70	0	44	56	6	56	38	0	60	40
Grade 4	2	32	66	0	49	51	0	61	39	2	56	41
Grade 5	13	38	50	16	31	53	6	63	31	16	59	25
Grade 6	2	42	56	7	47	47	7	63	30	5	63	33
Grade 7	4	50	46	11	46	43	7	43	50	4	57	39
Grade 8	8	54	38	3	62	34	2	77	21	10	59	31
All Grades	5	41	53	5	48	47	4	61	34	6	59	35

Conclusions based on this data:

1. This is the first year for all students taking the SBAC test. This year is a baseline year. These scores can not be compared with STAR scores from previous years.
2. In the areas of Listening and Research, 61% are at or near the standard and 59% are at or near the standard. This shows that our students are stronger in research and listening.
3. When analyzing the overall ELA achievement, 23% of students in grades 3-8 met or exceeded the standard. In addition, the data shows more than 50% of students in grades 3-8 are performing below the standard in reading, with the great need being in 3rd and 4th grade.

School and Student Performance Data

CAASPP Results (All Students)

Mathematics

Overall Achievement									
Grade Level	# of Students Enrolled	# of Students Tested	% of Enrolled Students Tested	# of Students With Scores	Mean Scale Score	Standard Exceeded	Standard Met	Standard Nearly Met	Standard Not Met
Grade 3	50	50	100.0	50	**2379.8**	2	14	32	52
Grade 4	41	41	100.0	41	**2393.2**	0	10	27	63
Grade 5	32	32	100.0	32	**2459.1**	13	6	38	44
Grade 6	43	43	100.0	43	**2439.2**	2	5	33	60
Grade 7	47	46	97.9	46	**2468.2**	2	9	33	57
Grade 8	61	61	100.0	61	**2483.9**	0	10	33	57
All Grades	274	273	99.6	273		3	9	32	56

Grade Level	CONCEPTS & PROCEDURES			PROBLEM SOLVING & MODELING/DATA ANALYSIS			COMMUNICATING REASONING		
	Applying mathematical concepts and procedures			Using appropriate tools and strategies to solve real world and mathematical problems			Demonstrating ability to support mathematical conclusions		
	Above Standard	At or Near Standard	Below Standard	Above Standard	At or Near Standard	Below Standard	Above Standard	At or Near Standard	Below Standard
Grade 3	2	40	58	2	30	68	6	54	40
Grade 4	2	24	73	2	32	66	5	27	68
Grade 5	22	28	50	9	47	44	13	31	56
Grade 6	5	21	74	2	40	58	2	44	53
Grade 7	9	24	67	4	33	63	2	74	24
Grade 8	2	34	64	2	66	33	7	48	46
All Grades	6	29	65	3	42	55	5	48	47

Conclusions based on this data:

1. This is the first year for all students taking the SBAC test. This year is a baseline year. These scores can not be compared with STAR scores from previous years.
2. In grades 3-8, the overall average for students meeting or exceeding the standard was 12%.
3. When analyzing by claim, Concepts and Procedures is the area of need that requires the most focus, with 65% of the students performing below the standard. More than half of our students are at, near, or above the standard in Communicating Reasoning.

School and Student Performance Data

Title III Accountability (School Data)

AMAO 1	Annual Growth		
	2012-13	2013-14	2014-15
Number of Annual Testers	120	121	129
Percent with Prior Year Data	100.0%	96.7%	100.0%
Number in Cohort	120	117	129
Number Met	54	57	75
Percent Met	45.0%	48.7%	58.1%
NCLB Target	57.5	59.0	60.5%
Met Target	No	No	No

AMAO 2	Attaining English Proficiency					
	2012-13		2013-14		2014-15	
	Years of EL instruction		Years of EL instruction		Years of EL instruction	
	Less Than 5	5 Or More	Less Than 5	5 Or More	Less Than 5	5 Or More
Number in Cohort	101	42	97	44	109	40
Number Met	18	17	19	17	24	15
Percent Met	17.8%	40.5%	19.6%	38.6%	22.0%	37.5%
NCLB Target	20.1	47.0	22.8	49.0	24.2%	50.9%
Met Target	No	No	No	No	No	No

AMAO 3	Adequate Yearly Progress for English Learner Subgroup		
	2012-13	2013-14	2014-15
English-Language Arts			
Met Participation Rate	Yes	N/A	N/A
Met Percent Proficient or Above	No	N/A	N/A
Mathematics			
Met Participation Rate	Yes	N/A	N/A
Met Percent Proficient or Above	No	N/A	N/A

Conclusions based on this data:

1. Students are not meeting the NCLB Target for making Annual Growth. (AMAO 1) However, the gap between percent met and the target is decreasing.
2. Students are not meeting the NCLB Target for attaining English Proficiency. (AMAO 2)
3. AYP is not available.

WCESD BOARD OF TRUSTEES

ITEM NO. V.B.1
DATE: October 13, 2015

SUBJECT TITLE: ADA/ENROLLMENT REPORT (report generated 10/02/15)

Action _____ Discussion _____ Information ___√___

BACKGROUND

Washington Colony Elementary School ADA/Enrollment Report for the school year 2015-2016.

CONSIDERATION

The WCESD report for the September ADA 2015-16 school year follows for your review.

Enrollment by Teacher
Period Ending 10/2/2015
Month 2

Teacher	Grade Level(s)	# of Students	YTD ADA
Davis	K	22	22.60
Smith	TK	15	14.36
Schaffer	K	23	22.45
Dack	1	23	22.58
Pallas	1	23	22.39
Doyle	2	28	26.06
Garcia	2	28	27.03
Espinosa	3	23	21.64
Sweet	3	21	20.58
Brotnov	4	25	23.15
Lyles	4	24	23.12
Barker	5	21	20.00
Hawkins	5	20	19.36
Martinez	6	16	16.12
McCabe	6	15	15.27
Huffmon	7	23	22.36
Showalter	7	21	19.06
Marquez	8	23	22.45
Jennings	8	21	21.39
Taylor	K-8 SDC	8	7.58
TOTALS:		423	409.55

WCESD BOARD OF TRUSTEES

ITEM NO. V.B.2
DATE: October 13, 2015

SUBJECT TITLE: Suspension Report

Action _____ Discussion _____ Information __√__

BACKGROUND

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend a student from regular classroom instruction.

Suspended students are excluded from all school-related extracurricular activities during the period of suspension.

All requests for student suspension are processed by the principal or designee. The principal or designee reports the suspension, including the name of the student and the cause for the suspension, to the Superintendent and the Board.

CONSIDERATION

The Suspension Report is distributed separately as it contains confidential information.

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

ACTION ITEMS

WCESD BOARD OF TRUSTEES

ITEM NO. VI.A.1

DATE: October 13, 2015

SUBJECT TITLE: Injury & Illness Prevention Program (IIPP)

Action ___√___ Discussion _____ Information _____

RECOMMENDATION

Approve the Washington Colony Elementary School District's Injury & Illness Prevention Program (IIPP).

BACKGROUND

The Superintendent or designee shall provide and implement safety devices, safeguards, methods, and processes that are reasonably adequate to render the employment and place of employment safe and healthful. (Labor Code 6401)

CONSIDERATION

According to BP 4257, the district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7) The Final Draft of the Washington Colony Elementary School District follows for your review

Moved by _____ Second _____

Vote:
Ayes:_____ Noes_____ Abstentions:_____ Absent:_____

INJURY & ILLNESS PREVENTION PROGRAM

WASHINGTON COLONY SCHOOL DISTRICT

130 E. Lincoln Avenue
Fresno, CA 93706

Revised: October 2015

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Introduction

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for the WASHINGTON COLONY SCHOOL DISTRICT to ensure a safe and healthy work environment for all of its employees. The purpose of this manual is to provide information necessary to communicate the elements of the Injury and Illness Prevention Program. All employees of the WASHINGTON COLONY SCHOOL DISTRICT are governed by the procedures outlined in this manual, unless otherwise stipulated.

The goal of the program is to eliminate occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, Section 3203.

The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION will serve as the District's SAFETY OFFICER and is responsible for the implementation and coordination of the Injury and Illness Prevention Program. This plan will be reviewed annually and revised as necessary. The master copy of this IIPP can be found at the District Office. Copies of the IIPP will be available at each district site and school location.

The IIPP will include the following topics: Responsibilities, Compliance, Communication, Hazard Assessment, Hazard Correction, Accident/Injury Investigation, Training/Instruction, and Recordkeeping.

Responsibility

The Safety Officer Designation Form

The SAFETY OFFICER is the person responsible for implementing the WASHINGTON COLONY SCHOOL DISTRICT Schools' Injury and Illness Prevention Program.

The SAFETY OFFICER is responsible for occupational safety and health, and will assure that the WASHINGTON COLONY SCHOOL DISTRICT provides employees with a safe and healthy workplace, which complies with all Cal/OSHA and other applicable health and safety standards and regulations.

APPROVED: Superintendent

_____**Jesus Cruz**_____**Date**__10/13/15_____

ACCEPTED: Safety Officer

_**Jeff Dronyk/Director of Maintenance & Transportation** Date__10/13/15_____

ACCEPTED: _____

_____ Date__10/13/15_____

The Safety Officer

The SAFETY OFFICER will serve as the Injury & Illness Prevention Program Coordinator for the WASHINGTON COLONY SCHOOL DISTRICT. The Injury & Illness Prevention Program Coordinator/Safety Officer is responsible for implementing and maintaining the following aspects of the safety program:

1. Coordinating all risk control activities
2. Maintaining, evaluating, and revising the Injury & Illness Prevention Program
3. Providing advice and guidance to WASHINGTON COLONY SCHOOL DISTRICT management and supervisors
4. Communicating safety objectives
5. Developing and/or assisting in the development of employee training programs
6. Presiding over the WASHINGTON COLONY SCHOOL DISTRICT Safety Committee
7. Reviewing all accident reports and investigations
8. Serving as liaison between management and outside safety agencies
10. Maintaining records as prescribed by the Recordkeeping Section of the Injury & Illness Prevention Program

Principal and Supervisor Responsibilities

WASHINGTON COLONY SCHOOL DISTRICT's Principals and Supervisors are responsible, where appropriate, for specific elements of the Injury and Illness Prevention Program. Principals and Supervisors play an integral role within the Injury & Illness Prevention Program. Principals and Supervisors are in constant and direct contact with their employees and can greatly influence safety attitudes and practices. It is essential that the Principals and Supervisors set the example for employees in regards to safety responsibilities. There are several specific responsibilities for Principals and Supervisors:

1. Managing the injury prevention efforts in their area of responsibility
2. Providing the necessary means of ensuring a safe and healthy work environment for their staff
3. Providing employees with safety training and job instruction
4. Providing written documentation of employee training and instruction for employees in their area of responsibility
5. Providing planned safety meetings or "safety talks"
6. Ensuring compliance with applicable federal, state, and local safety codes. Cal/OSHA safety regulations can be found in the California Code of Regulations, Title 8, by applicable topic. These regulations can be accessed via the Internet at http://www.dir.ca.gov/title8/index/T8index.asp. The JPA Risk Manager may be contacted as a resource for compliance based inquiries
7. Conducting Accident/Injury Investigations
8. Taking any reasonable action necessary to prevent injuries when an immediate danger exists
9. Taking responsibility for the safety of all employees under their supervision and for any employee not under their supervision but in the supervisor's work area
10. Providing and maintaining a clean and hazard-free work area
11. Providing safety orientation and job instruction to supervised employees
12. Planning, conducting, and documenting safety evaluations in assigned areas of responsibility
13. Conducting safety observations of employee safe work practices
14. Developing and maintaining cooperative safety attitudes in employees through the application of approved methods or preventive and corrective discipline
15. Maintaining emergency readiness
16. Ensuring employees receive prompt medical treatment for all injuries

Employee Responsibilities

Employees are charged with adhering to the Injury & Illness Prevention Program as directed by management.

Employee responsibilities are listed below:

1. Adhering to all safety rules and operating procedures established by the WASHINGTON COLONY SCHOOL DISTRICT
2. Wearing appropriate personal protective equipment as required and provided by the WASHINGTON COLONY SCHOOL DISTRICT
3. Inspecting and maintaining equipment for proper and safe operation
4. Reporting all injuries immediately, including first aid only injuries
5. Encouraging other workers to work in a safe manner
6. Reporting all observed unsafe acts and conditions to their supervisor
7. Reporting to work in an acceptable condition and not under the influence of alcohol or drugs
8. Adhering to all the equipment, tool, furniture and supply manufacturers' safety guidelines as it applies to its safe use, operation and storage.
9. Report work orders in a timely manner to the Director of Maintenance & Transportation.
10. Adhering to any Worker's Compensation restrictions and guidelines in order to avoid any further injuries

Compliance

Washington Colony School District Commitment

The WASHINGTON COLONY SCHOOL DISTRICT is committed to providing all employees a safe and healthy work environment.

The WASHINGTON COLONY SCHOOL DISTRICT maintains an open door policy, allowing all employees to communicate any safety concerns without fear of repercussion.

Furthermore, the WASHINGTON COLONY SCHOOL DISTRICT is committed to providing full cooperation with any outside safety agency during the course of any inspection or audit.

Board Policy Reference # - ***BP/AR 4157, 4257, 4357 Personnel-Employee Safety***

Employee Compliance

Occupational safety and health regulations and workplace practices are designed to reduce or eliminate occupational injuries and illnesses of employees. Employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace.

Employees that have displayed an outstanding commitment to safety may be recognized through an employee recognition program. Conversely, employees that violate any safety policy, procedure, rule and/or regulation may be subject to disciplinary action.

Disciplinary Action

The WASHINGTON COLONY SCHOOL DISTRICT will utilize appropriate disciplinary action for employees who violate WASHINGTON COLONY SCHOOL DISTRICT safety policies, rules, and procedures, or for employees who require any counseling as a result of unsafe work practices.

Communication

General Information

The WASHINGTON COLONY SCHOOL DISTRICT recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The system of communication regarding safety and health at the WASHINGTON COLONY SCHOOL DISTRICT consists of many facets designed to facilitate a continuous flow of safety and health information between management and staff.

There are several means of communication to employees about the District's safety practices in its IIPP. One mean is through training of employees, either by in-person training, online training, safety videos, safety talks, or seminars. The other means are through the dissemination of safety information, such as the use of posted or distributed safety information.

Managers and supervisors are responsible for communication with all employees about occupational safety and health issues in a manner or form readily understandable by all employees. Likewise, employees are encouraged to inform their managers and supervisors about workplace hazards without fear of reprisal.

Review of Injury & Illness Prevention Program

The Injury & Illness Prevention Program is to be used as a reference source for safety information pertaining to the WASHINGTON COLONY SCHOOL DISTRICT Schools. All employees are entitled to review the contents of the Injury & Illness Prevention Program. Each site should have a copy of the program. The program should be kept at a location readily accessible to all employees.

All new employees will be informed of the program during orientation and where copies of the written plan are located. All employees will be notified of any revisions to the program as the revisions are made.

The Injury & Illness Prevention Program will be reviewed annually and revised as necessary.

Any employee who may have comments and/or suggestions is encouraged to provide feedback regarding the program to the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION for consideration.

Hazard Assessment

General Information

The detection of hazards in the workplace is essential in ensuring a safe work environment. Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees. There are two major sources of unsafe conditions – normal wear and tear of equipment and employee actions.

Normal wear and tear is the constant process in which equipment and facilities deteriorate. Routine evaluations of equipment and areas can detect hazardous conditions before they cause injury.

Employee actions can contribute to unsafe conditions in several ways. Misused and abused equipment can be dangerous. Additionally, employees may leave their work area untidy, which can contribute to a dangerous environment.

Regular hazard identification and assessment can minimize the quantity and severity of hazards to which employees may become exposed. Safety Evaluations and Hazard Analysis are tools utilized by the WASHINGTON COLONY SCHOOL DISTRICT to identify hazards.

Periodic inspections are always performed according to the following schedule:

- When we initially established our IIPP.
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- Whenever new, previously unidentified hazards are recognized.

Safety Walks

Principals and Supervisors shall conduct safety walks periodically in their area of responsibility. Principals and Supervisors are encouraged to continuously monitor their areas during the work day for safety hazards and report safety concerns to the DISTRICT SUPERINTENDENT/PRINCIPAL. The Principal and/or Supervisor, along with site staff will review all safety walks and initiate corrective action via the district's work order system.

Safety Evaluations

The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION shall conduct safety evaluations annually.

Safety evaluations must be documented. All documentation shall be forwarded to the DISTRICT SUPERINTENDENT/PRINCIPAL.

The SAFETY OFFICER will review the safety evaluations and investigate long-term solutions to recurring hazards.

Safety Inspections

The WASHINGTON COLONY SCHOOL DISTRICT has site safety inspections conducted every three years via an outside consultant. Approximately six months after the conclusion of the inspection, a visit is paid to the district to obtain information regarding the status of priorities 1 and 2. Also, approximately 18 months after the three year inspection is conducted, middle school and high school industrial arts, AG, science, and art facilities are inspected again.

Hazard Reporting System

It is the responsibility of all employees to report unsafe work conditions and practices to their appropriate supervisor. Employees may use the district's work order system to report unsafe work conditions or practices.

Employees may also use the *Report of Unsafe Condition or Hazard Form* to report unsafe work conditions and practices. Employees should forward the completed form to their supervisor for review and appropriate action. The *Report of Unsafe Condition or Hazard Form* may be obtained from the WCESD Front Office or District Website: www.washingtoncolony.k12.ca.us, and can be submitted anonymously.

It is the policy of the WASHINGTON COLONY SCHOOL DISTRICT to prohibit employee reprisal for reporting unsafe/unhealthy work conditions and practices. Management personnel who are found in violation of this policy shall be held accountable.

Conversely, employees who have knowledge of an unsafe/unhealthy work condition or practice and who intentionally conceal this information will be in violation of WASHINGTON COLONY SCHOOL DISTRICT policy.

The WASHINGTON COLONY SCHOOL DISTRICT is committed to conducting complete and thorough investigations of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the WASHINGTON COLONY SCHOOL DISTRICT to correct those conditions.

Hazard Correction

Hazard Correction Responsibilities

Superintendent
The SUPERINTENDENT is responsible for allocating appropriate resources and funding for the correction of unsafe/unhealthy work conditions or practices.

Director of Maintenance, Operations, and Transportation
The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION is responsible for immediately initiating corrections to any hazard that has come to his/her attention.

Any safety-related work requests should be given the highest priority to ensure prompt correction.

The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION will review all reports of unsafe/unhealthy work conditions on a regular basis to determine the development of any patterns.

The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION will follow up on corrective activity for all reports of unsafe or unhealthy conditions.

Principals and Supervisors
Upon the identification of an unsafe/unhealthy work condition or practice, the Principals and/or Supervisors will initiate the appropriate corrective action by way of a work order or communication with the appropriate department.

Principals and Supervisors are responsible for identifying and controlling access to a hazard and to prevent further danger to employees and the public, as well as notifying the necessary persons responsible for taking required action to correct the hazard.

Principals and Supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the Principals and/or Supervisor to correct should be immediately reported to the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION.

Principals and Supervisors are also responsible for taking temporary precautions until corrections can be made. Principals and Supervisors shall provide a status report to the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION when a temporary correction has been made.

Employees
All Employees are responsible for taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

Hazard Correction Follow-Up

Whenever any report of an unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made. Persons of responsibility should conduct the necessary follow-up. Persons initiating a Report of Unsafe Condition or Hazard should follow up with their supervisors regarding the status of corrections.

Any unnecessary delays in hazard correction should be investigated by Principals and Supervisors and reported to the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION.

In the event an unreasonable delay in correcting safety hazards occurs, the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION should inquire with the necessary personnel the status of the work and report any pertinent information back to the Principal and/or Supervisor.

Once a reported hazard has been corrected, Principals and Supervisors should conduct a safety evaluation to ensure that the hazard has been completely eliminated.

Access should only be permitted upon the approval of the persons responsible for the area.

Accident Investigation

Supervisor Accident Investigation

It is the responsibility of the immediate supervisor to investigate all injuries (or near misses) and report on the WASHINGTON COLONY SCHOOL DISTRICT 'S *Supervisor's Report of Injury or Illness.* Supervisors will retain a copy and supply a separate copy to the appropriate department. These reports are subject to review by the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION. All Workers' Compensation forms are available at the WCESD main office.

Written reports of investigations should be as complete as possible. The most accurate, thorough reports record the sequence of events, noting each event in the order in which it occurred.
A complete, factual report includes information based on these questions:

- WHO was injured and/or WHAT was damaged?
- HOW did the accident happen?
- WHERE and WHEN did it happen?
- WHO saw it happen?
- WHAT persons and/or equipment were involved?
- WHY did the accident happen?
- WHAT could and should have been done to prevent it?
- HOW can similar accidents be avoided in the future?

Procedures for investigating employee injures include:

1. **Visiting the accident scene as soon as possible.**
   This will allow the supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the supervisor to be visible and available to Employees in the area.

2. **Interviewing injured workers and witnesses.**
   Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.

3. **Examining the workplace for factors associated with the accident.**
   It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.

4. **Determining the cause of the accident.**
   Understanding the root cause of an accident will allow management to develop measures to prevent similar accidents from recurring. Determining the root cause of an incident may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.

5. **Taking corrective action to prevent the accident from recurring.**
   Immediate and complete corrective action is essential.

6. **Documenting the findings and corrective actions taken by completing Supervisor's Accident Investigation Report.**
   Attach all necessary information to the investigation report.

Outside Agency Investigation

Serious injuries and fatalities may be investigated by agencies outside of the WASHINGTON COLONY SCHOOL DISTRICT in addition to any internal investigation. Insurance agencies, as well as Cal/OSHA, fire departments, law enforcement agencies, and the WASHINGTON COLONY SCHOOL DISTRICT attorney may desire to investigate serious accidents and fatalities.

The WASHINGTON COLONY SCHOOL DISTRICT will cooperate with and assist outside agencies during the course of these investigations.

Reports to Cal-OSHA

Serious and fatal injuries are to be immediately reported to Cal/OSHA by the DISTRICT SUPERINTENDENT/PRINCIPAL. Immediately means as soon as practically possible but not longer than 8 hours after the WASHINGTON COLONY SCHOOL DISTRICT knows or with diligent inquiry would have known of the death, serious injury, or illness. If the WASHINGTON COLONY SCHOOL DISTRICT can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 8 hours after the incident.

Serious injuries warranting Cal/OSHA notification include injuries that occur in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

When making such report, the following information should be reported, if available:

(1) The time and date of the accident or event
(2) The WASHINGTON COLONY SCHOOL DISTRICT Schools' name, address, and telephone number
(3) The name and job title of the person reporting the accident or event
(4) The address of the site of the accident or event
(5) The name of person to contact at the site of the accident or event.
(6) The name(s) and address (es) of any injured employee(s)
(7) The nature of the injury
(8) The location where injured employee(s) was/were moved to
(9) The identities of other law enforcement agencies present at the site of the accident or event
(10) A description of the accident or event and whether the accident/event scene or instrumentality has been altered

California Division of Occupational Safety and Health Enforcement Office in Fresno

Phone (559) 445-5302

Mariposa Street, Ste. 4000 Fresno, CA 93721
Fax (559) 445-5786

Training & Instruction

Training Programs

The WASHINGTON COLONY SCHOOL DISTRICT is committed to providing all necessary safety training to its employees. Safety training programs are necessary for the WASHINGTON COLONY SCHOOL DISTRICT to communicate to employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

Training will be communicated through a number of ways: dialog between trainer and trainee, online courses, safety videos or DVDs, safety literature, hands-on examples, on-the-job training, seminars, and workshops.

Communication during training sessions should be two-way to ensure that employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand initially.

The DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION will periodically review the effectiveness of specific training programs and recommendations will be communicated to the necessary personnel or agencies conducting the training.

Initial Job Instruction

Initial job instruction (or job position safety orientation) refers to the on-the-job training given to new employees to prepare them to do a specific job. It covers such topics as general hazards, cleanliness and housekeeping responsibilities, and appropriate general safety rules. This type of safety training is an initial effort to generally acquaint employees with what they will need to know to perform their new positions safely.

Whether the employee is a new hire or a transfer from area position, safety training is essential.

When Employees move to new occupations, they are confronted with an entirely new workstation and a new set of safety hazards.

Pre-Job Safety Instructions for Hazardous Jobs

For hazardous jobs, it is advisable to cover the major job hazards with pre-job safety instructions. These are overviewed in an employee-specific orientation for hazardous operations. During this orientation, the employee's supervisor will cover specific hazards of the job and necessary precautions.

Information to be included during this type of training should include, but not be limited to:

- Safety equipment and personal protective equipment requirements
- Potential exposure to toxic materials
- Emergency procedures
- Physical hazards associated with the work area

Safety Talks

Planned Safety Talks

Planned safety talks are one of several supervision tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures, and critical safety rules. These are designed to be short five to ten minute instructional talks between the first line supervisor and one or more employees. The subject of each talk is a specific topic like a safety rule or a particular hazard that is in need of emphasis. Supervisors should conduct these safety talks.

Planned safety talks should be used whenever a new substance, process, procedure, or piece of equipment presenting a new hazard is introduced and whenever a supervisor becomes aware of a new or previously unrecognized hazard. If a new substance, process, procedure or piece of equipment presenting a new hazard is not introduced, supervisors may schedule regular safety talks at a frequency that best suits the operations of the department or affected employees.

Correctional Safety Talks

When an employee is observed working in an unsafe manner, it is the responsibility of the supervisor to correct the employee in a manner appropriate to the facts of the case.

Recordkeeping

There are several forms of documentation that must be retained for recordkeeping purposes:

Safety Evaluation Documentation

- Safety evaluation documentation will be maintained by the DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION
- Safety evaluation documentation should include the name(s) of the person(s) conducting the evaluation
- Safety evaluation documentation should include any unsafe conditions or work practices
- Safety evaluation documentation should include corrective actions
- Safety evaluation documentation should be maintained for no less than three (3) years

Safety Training Documentation

- DIRECTOR OF MAINTENANCE, OPERATIONS, and TRANSPORTATION or designee will maintain safety training documentation for a period of no less than three (3) years
- Safety training documentation should include the employee's name, training dates, type of training, and training providers
- Online safety training documentation is also available via the District's Online Training Resource

Employee Injury Reports/Supervisor Accident Investigation Reports

- The DISTRICT SUPERINTENDENT/PRINCIPAL will maintain Employee Injury Reports and Supervisor Accident Investigation Reports
- Copies of Employee Injury Reports and Supervisor Accident Investigation Reports will be maintained at the WCESD Main Office
- Copies of Employee Injury Reports and Supervisor Accident Investigation Reports shall be kept for the duration of the employee's employment

Appendix

Report of Unsafe Condition or Hazard Form

Please use this form to report unsafe or uncorrected conditions which could endanger employees or students of this
District, or to request assistance from the District Safety Committee or District Safety Officer.
You may report conditions or hazards anonymously. Send completed form to your Supervisor.

Name :_____(optional) Date: _____

Department :_____(optional)

Phone/Email: _____ (optional)

Name Hazard:
Location of Hazard
How Can This Hazard Be Corrected?

Note: All workplace safety concerns communicated to your management team are strictly confidential. Under no circumstances shall the employee be reprimanded or be retaliated against for making the District aware of any safety hazard.

Employee's Report Of Injury Or Illness

Return this form to your supervisor

Employee's name _____

Job Position/Title _____

Shift hours _____ Days off _____ Supervisor's name _____

_____

Date and time of injury or illness _____ Location _____

_____

Task being performed when injury occurred _____

_____

Date and time injury or illness reported _____ To whom? _____

_____

Name(s) of witness (es) _____

_____

Describe how the injury or illness occurred:

_____

_____

_____

What part of the body was affected?

_____

Describe the injuries or illness in detail:

_____

_____

_____

_____

_____

Date, time you first sought medical attention:

_____

Name of doctor and/or hospital:

_____

Could anything be done to prevent occurrences of this type? If so, what?

_____

_____

_____

_____ _____

Signature of Employee Date

Supervisor's Report Of Injury Or Illness

Return this form and the Employee's Report of Injury or Illness to the departmental safety officer

Employee's name _____

Job position/title _____ Supervisor's name _____

Date and time of injury or illness _____ Location _____

Task being performed when injury occurred _____

_____

Date and time injury was reported to you _____

Name(s) of witness(es) _____

_____

Accident resulted in: Injury _____ Fatality _____ Property damage _____

First aid given? _____ Medical treatment required? _____ Workdays lost _____

Describe how the injury or illness occurred:

_____

_____

_____

_____

What actions, events, or conditions contributed most directly to this injury or illness?

_____

_____

_____

_____

Could anything be done to prevent occurrence of this type? If so, what?

_____

_____

_____

_____

_____ _____

Signature of Supervisor Date

_____ _____

Signature of Safety Officer Date

Comments:

_____

_____

_____

Quarterly Safety Walk Checklist

Inspection date: _____

Location: _____

Inspector's Name: _____

Exterior Areas		Yes	No	NA	Comments
1	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?				
2	Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?				
3	Does the site drainage system appear to effectively remove irrigation and storm water runoff and prevent standing water or unacceptable erosion?				
Building Conditions		**Yes**	**No**	**NA**	**Comments**
4	Is the building free of apparent leaks or other obvious water intrusion?				
Doors, Exits, and Means of Egress		**Yes**	**No**	**NA**	**Comments**
5	Are exits and exit paths unobstructed and are doors free of inappropriate locks?				
6	Is the site emergency evacuation map posted near all classroom and/or office doors?				
Emergency Action Equipment & Systems		**Yes**	**No**	**NA**	**Comments**
7	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?				
8	Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?				
Mechanical and Utility Systems		**Yes**	**No**	**NA**	**Priority** / **Comments**
9	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering?				
10	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?				
11	Are electrical power cords and extension cords properly placed and free from damage or inappropriate use?				
Chemicals and Chemical Storage		**Yes**	**No**	**NA**	**Comments**
12	Are hazardous chemicals properly stored?				
13	Are all containers holding hazardous materials properly labeled with the chemical name and an appropriate hazard warning?				

Housekeeping and Storage Practices		**Yes**	**No**	**NA**	**Comments**
14	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?				
15	Are mechanical and electrical utility rooms free of inappropriate storage?				
General Conditions – Other		**Yes**	**No**	**NA**	**Comments**
16	Poster titled "Report Suspected Child Abuse and Neglect" is visible on site?				
17	Are safety posters visible in each staff room and workroom?				
18	Is the site free of graffiti or other signs of vandalism?				
19	Are other general conditions free of apparent hazards or concerns?				

Annual Safety Evaluation Checklist

Inspection date:_____

Location:_____

Inspector's Name: _____

Exterior Areas		Yes	No	NA	Comments
1	Are exterior premises equipped with appropriate signage that provides warnings, facility use restrictions, and other relevant information?				
2	Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?				
3	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?				
4	Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?				
5	Does the site drainage system appear to effectively remove irrigation and storm water runoff and prevent standing water or unacceptable erosion?				
6	Are fences and gates of an appropriate type and condition?				
Building Conditions		**Yes**	**No**	**NA**	**Comments**
7	Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?				
8	Do building structures and finish materials appear to be in good condition and free of visible deterioration?				
9	Is the building free of substandard or improvised construction?				
10	Do doors, windows, and glass appear to be of an appropriate type and condition?				
11	Was the building free of apparent leaks or other obvious water intrusion?				
12	Do walls and ceilings appear to be of an appropriate type and condition?				
13	Are floors and floor coverings of an appropriate type and condition?				
14	Are stairs and ramps in good condition and equipped with handrails where required?				
15	Are movable walls and partitions in good condition, properly inspected, and maintained?				
Doors, Exits, and Means of Egress		**Yes**	**No**	**NA**	**Comments**
16	Are exits and exit paths unobstructed and regularly inspected, and are doors free of				

	inappropriate locks?					
17	Are "EXIT" and "NOT AN EXIT" signs installed?					
18	Is emergency lighting provided as required, and is it properly maintained?					
19	Is the site emergency evacuation map posted near all classroom and/or office doors?					
20	Are fire doors and fire curtains inspected, functional, and properly maintained?					
Emergency Action Equipment & Systems		**Yes**	**No**	**NA**	**Comments**	
21	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?					
22	Are fire sprinkler systems in good condition and properly certified and inspected; are sprinkler heads and valves/risers unobstructed and properly identified; and are fire department pumper connections equipped with protective caps?					
23	Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?					
24	Are fire hoses and standpipe systems properly inspected, maintained, and unobstructed?					
25	Are employees familiar with the location and operation of alarm and fire protection systems?					
26	Is emergency communication and broadcast equipment available, such as public announcement systems and radios?					
Mechanical and Utility Systems		**Yes**	**No**	**NA**	**Priority**	**Comments**
27	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?					
28	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?					
29	Are electrical power cords and extension cords properly placed and free from damage or inappropriate use?					
30	Are electrical fixtures properly installed, properly protected, and free of damage?					
31	Are HVAC systems and compressors in good condition, properly maintained, and permitted as required?					
32	Are plumbing systems and fixtures in good condition and free from damage or leaking?					
33	Are boilers and water heaters in apparently good condition, strapped or anchored to prevent horizontal displacement during					

	earthquakes, and equipped with properly installed relief valves?				
34	Are gas-fired water heaters and suspended heaters equipped with flexible gas connections and properly vented?				
35	Are utility meters, gas tanks, and other utilities protected from damage?				
36	Are employees familiar with emergency utility shutoff procedures?				
37	Are elevators and/or access lifts in good condition, free of hazards, and permitted and maintained?				
Chemicals and Chemical Storage		**Yes**	**No**	**NA**	**Comments**
38	Are hazardous chemicals properly stored?				
39	Are all containers holding hazardous materials properly labeled with the chemical name and an appropriate hazard warning?				
40	Are pesticides properly applied by authorized personnel?				
41	Are all chemicals reviewed prior to use, and do employees refrain from bringing in household chemicals?				
42	Are employees familiar with the location and use of Safety Data Sheets?				
43	Are flammable liquids properly stored?				
44	Are compressed gases properly stored?				
Housekeeping and Storage Practices		**Yes**	**No**	**NA**	**Comments**
45	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?				
46	Are mechanical and electrical utility rooms free of inappropriate storage?				
47	Are shelving units anchored to the wall or floor to prevent falling?				
48	Are heavier items stored within the optimum lifting zone to prevent top-heavy arrangements or lifting injuries, and are bulky items stored on lower shelves or on the floor?				
49	Are landings and stairs free of storage?				
50	Are the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?				
51	Are important records and other sensitive items secured and stored above the floor or ground level to prevent water damage?				
General Conditions – Other		**Yes**	**No**	**NA**	**Comments**
52	Is the site free of graffiti or other signs of vandalism?				
53	Are other general conditions free of apparent hazards or concerns?				