O'Farrell Community School
Board of Directors Meeting
Monday, February 13, 2012 - Library
Closed Session: 5:00 p.m. – 5:30 p.m.
Public Session: 5:30 p.m. – 7:00 p.m.

AGENDA

I. Call to Order

II. Adjourn to Closed Session

1. **In accordance with Government Code Section 48900 (a)(1), 48900 (a)(2), and 48900 (k) the Board will meet in closed session to consider the expulsion of three students ID #011897151, ID #76894 and ID #072898010.**

Reconvene to Open Session

III. Action for Items Considered in Closed Session

1. **Approve the findings and recommendations of the Executive Director pursuant to student expulsions for two students ID #011897151, #76894 and ID #072898010.**

IV. Pledge of Allegiance

V. Presentation:

1. **Swearing in new board member – Agnés Barrelet**

VI. Approval of Agenda

VII. Public Comment

Anyone may address the Board for up to three minutes on any item. The Public Commentary period preceding the formal agenda shall be limited to a total of 15 minutes. Please submit a "Request to Address the Board" slip to the Board chairperson. The Board Chair will call you forward at the appropriate time.

VIII. Discussion Items

1. **Executive Director Announcements ..... Page 3**
2. **Charter Vision Financial Reports ..... Page 7**

IX. Consent Calendar/Routine Items of Business

All items listed under the Consent Calendar are considered by the Board in **one action**. There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

1. **Approval of Minutes from the January 9, 2012 Board of Directors Meeting ..... Page 13**
2. **Approval of Minutes from the January 13, 2011 Special Board of Directors Meeting ..... Page 15**
3. **Approve/Ratify recommended actions on the personnel activity list ..... Page 16**
4. **Approve monthly check registers ..... Page 17**

X. Action Items

1. **Approve the 2012-2013 Comprehensive School Safety Plan ..... Page 24**

2. **Approve the contract with Wilkinson Hadley King & Co. for auditing services in the amount of $6,500 for the audit and $850 for the information returns** ..... **Page 57**
3. **Approve Preliminary Budget for 2012-2013** ..... **Page 63**
4. **Approve the contract with Palomar Christian Conference Center scheduled for May 30, 2012 to June 1, 2012 in the amount of $10,880 for this year's ninth grade retreat.** ..... **Page 65**

XI. Roundtable

XII. Adjournment

NOTICES

The next regular meeting of the O'Farrell Community School Board of Directors will be March 12, 2011 at 5:15 p.m.

O'Farrell Community School does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Jonathan Dean, Executive Director, has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in O'Farrell Community School's open and public meetings. Please notify Jonathan Dean at (619) 263-3009, extension 2202 seventy-two (72) hours prior to disability accommodations being needed in order to participate in the meeting.

Certification of Posting
I, Jonathan Dean, Executive Director, hereby certify that I posted this agenda on Wednesday, February 8, 2012 at 3:00 p.m.

O'Farrell Community School
Board of Directors
February 13, 2012: Discussion Item 1
Executive Director Announcements

Student Demographics

Student Enrollment in Zangle on February 2, 2012:

Grade	Female	Male	Total		New Students	Out of District
6	128	112	240		240	11
7	138	130	268		75	11
8	138	131	269		36	13
9	55	53	108		9	2
Total	**459**	**426**	**885**		**360**	**37**

Ethnicity	Grade 6	Grade 7	Grade 8	Grade 9	Total
American Indian/Alaska		1			1
Black or African American	56	82	67	25	230
Cambodian		2			2
Filipino	42	51	56	14	163
Guamanian		2	1		2
Hawaiian	1				1
Hispanic or Latino	126	112	112	61	411
Hmong		1	1	2	4
Intentionally Left Blank	1		1		2
Japanese	1				1
Laotian	5	8	11	2	26
Other Asian	1	3	2		6
Other Pacific Islander	1	2	3		6
Samoan		1	4	2	7
Vietnamese	2	2	5		9
White	4	2	6	2	14
Grand Total	**240**	**268**	**269**	**108**	**885**

Elementary School Applications

New Applications for 2012-2013	
Kinder	35
1st	40
2nd	37
3rd	32
4th	40
5th	27
TOTALS	211

Admission Requirements

Charter schools are schools of choice. All students in the San Diego Unified School District and all other districts are eligible to attend O'Farrell Community School (OCS). OCS will comply with Education Code 47605. First priority will be given to students who live in the District and are matriculating from O'Farrell Community School. In order to attain our vision of a racially, economically, linguistically and geographically-diverse population, we implement (and will continue to implement) an admissions process designed to reach out to all families and to enable the school to maintain a diverse student body. The following admission processes, consistent with non-discriminatory statutes, will be followed:

- Parents of students applying for admission must complete a Letter of Intent during the school's open enrollment period: *December 1-March 30.*
- Parent or guardian must visit the campus at a time of their convenience, or attend one of the scheduled informational meetings during the open enrollment period, at which time a staff member will detail the school's expectations of both student and family. Evidence of such visit will be attached to application.
- Student and Parent must complete and sign the OCS Letter of Intent, Charter School Agreement, and OCS Zero Tolerance Agreement.

OCS will be open to all students including those with special education needs. Should the number of valid applicants exceed the number of available openings, the school will conduct a random public lottery, designed to establish a diverse student population. The following rules and procedures will be used and communicated to all interested parties at least 30 days prior to the lottery:

1. The school will enlist the services of an outside agency, uninterested party or personnel from the SDUSD Charter Office to monitor and verify the fair execution of all activities related to holding the lottery.
2. The lottery will take place within 30 days of closing open enrollment period.
3. The lottery will take place on the school's campus in a facility large enough to allow all interested parties to observe the drawing, or at another public venue near the school that is large enough to accommodate all interested parties.
4. The lottery will take place on a weekday afternoon or evening or other time when most interested parties who wish to attend may do so.
5. All interested parties will know, prior to the holding of the lottery, how many openings are available per grade at the time of the lottery.
6. The following preferences, in order, will be extended to potential students:
    i. Children of staff (not to exceed 5% of the school student population) will receive a guarantee of admission.
    ii. Siblings of students who are presently enrolled in OCS will be guaranteed admission as space is available.
    iii. Siblings of students whose names are drawn during the lottery shall receive a guarantee of admission unless the sibling is to enroll in a grade that has all of its spaces already filled in the drawing. In such cases the sibling would then be placed at the top of the waiting list for admission to that grade.
    iv. Students within the San Diego Unified School District will have priority over students from outside the District.
7. The lottery shall draw names from a single pool of ballots or identified pools of ballots designed to establish a diverse student population.
8. The ballots shall be drawn by a representative of the outside agency or organization

confirming the results of the lottery.

9. The drawing shall continue until all names are drawn. Those individuals whose names are drawn after all spaces have been filled will be placed on the waiting list in the order drawn, except if the preferences described above require otherwise.
10. Potential students on the waiting list shall provide contact information to be used in the event space becomes available. Parents/guardians of students promoted to OCS from the waiting list shall be informed on at least two separate occasions by telephone or e-mail. Families not responding within a 48-hour period will forfeit their right to enroll their student in the school for that school year. When positions come available in each grade, waiting list parents will have the first right of refusal for those positions.
11. Students who complete the Letter of Intent after the schedule lottery will be placed on the waiting list according to the date and time the O'Farrell Office administration receives the proper documentation.
12. The outside organization or agency verifying the fair execution of the lottery shall confirm in writing that the lottery was conducted fairly, and the school shall keep on record copies of that confirmation.

Proposed In-School Suspension Classroom for 2012-2013

As O'Farrell Community School strives to keep more students in school, even disruptive ones, an In-School Suspension (ISS) program is becoming increasingly necessary. O'Farrell understands, however, there is a big difference between having an in-school suspension program and having an effective one.
Moreover, educators and researchers said: "The big plus of an in-school suspension program is that students are still in school, with all the potential for engaging them," said Anne Wheelock, a research associate with the Progress Through the Education Pipeline Project at Boston College's Lynch School of Education. "Suspending students out of school means schools pass up the 'teachable moment' when they can connect with students, build relationships, and communicate that they belong in school.

The most effective in-school suspension programs have components to address students' academic and social needs, since frequently suspended students have both academic and behavioral problems. At the same time, in-school suspension often remains the final step before out-of-school suspension.

To be an effective learning tool, in-school suspension programs "should be one part of a school-wide strategy for creating and sustaining a positive, nurturing school climate, based on respectful relationships between teachers and students, teachers and teachers, students and students," Wheelock said. "Such a strategy would acknowledge that conflicts of all kinds occur in schools and should be based on a thoughtful set of approaches to resolving conflict and solving problems." Therefore, after consultation with Family Support Services and staff, O'Farrell believes an in-school suspension program will benefit all stakeholders to better facilitate a more productive and conducive educational environment for all students. This will also allow us to provide one more intervention step for students prior to an out-of-school suspension.

Characteristics of an effective ISS programs include:

- Ways to ensure in-school suspension is appropriate; in-school suspension is unlikely to resolve a truancy or homework completion problem that should be resolved through other means.
- A term limit; students should not be suspended indefinitely.

- Problem-solving and/or mediation (including peer mediation) sessions among teachers and students or students and students, which result in written contracts that spell out future expectations.
- Ensuring students come to the program with academic assignments to complete.
- Professionals to staff the program, such as a teacher who can assess students for unidentified learning difficulties, assist in assignment completion, *and* by a counselor, who can explore root causes of problems, refer students to community services, and engage with parents.

The total cost of this program is approximately $23,000/year. We should be able to recover approximately $14,000/year in ADA, making the cost only $9,000/year.

O'Farrell Community Center for Advanced Academy

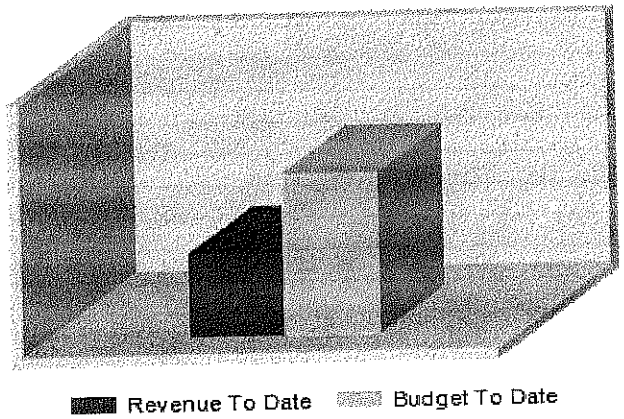
For the period ending January of 2012.

Report run at
2/8/2012 8:09:35 AM

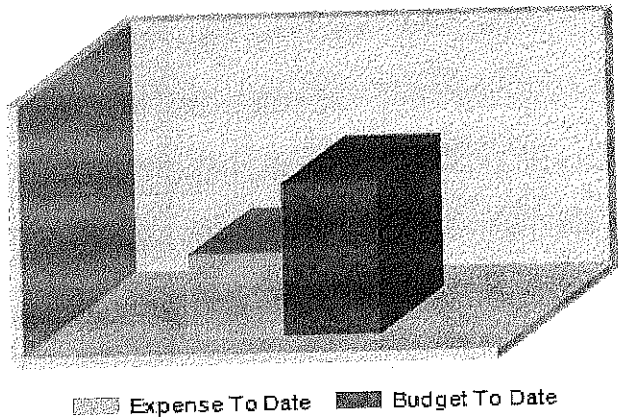
Total Cash on Hand

Cash Available: $2,954,638

Revenue To Date



Expense To Date



Revenue $3,223,930

Budget $6,370,169

Revenue To Budget 51%

Expense $3,194,728

Budget $5,973,613

Expense To Budget 53%

O'Farrell Community Center for Advanced Academy

For the period ending January of 2012. For segment2: -ALL- and segment3: -ALL-

Liquidity Ratio	22.9
Assets	
Current Assets	
Cash	$2,954,638
Accounts Receivables	$97,961
Other Current Assets	($219)
Total Current Assets	*$3,052,381*
Fixed Assets	
Buildings and Improvements	$5,600
Computer Equipment	$30,173
Furniture and Fixtures	$32,854
Accumulated Depreciation	($9,310)
Total Fixed Assets	*$59,317*
Other Assets	
Total Other Assets	
Total Assets	*$3,111,698*
Liabilities And Net Assets	
Current Liabilities	
Accounts Payable	$46,638
Accrued Salaries, Payroll Taxes, Postemployment Benefits	$6,999
Deposits held on behalf of other employees	$79,515
Total Current Liabilities	*$133,151*
Long Term Liabilities	
Total Long Term Liabilities	
Total Liabilities	*$133,151*
Net Assets	
Restricted Net Assets	$211,470
Unrestricted Net Assets	$2,737,875
Profit/Loss YTD	$29,202
Total Net Assets	*$2,978,547*
Total Liabilities And Net Assets	*$3,111,698*

CSMC

Charter Vision®

Year To Date Actual To Budget Summary

O'Farrell Community Center for Advanced Academy

2/8/201

For the period beginning in July of 2011 and ending January of 2012. For segment2: -ALL- and segment3: -ALL-

Account Description	Actual YTD	Budget YTD	Variance $	Variance %	Total Budget	Budget Remaining
Total Revenue Limit	$2,448,428	$4,479,782	($2,031,354)	-45.3%	$4,479,782	$2,031,354
Total Federal Revenues	$9,594	$944,813	($935,219)	-99.0%	$944,813	$935,219
Total Other State Revenue	$464,058	$847,097	($383,039)	-45.2%	$847,097	$383,039
Total Local Revenue	$301,850	$98,477	$203,373	206.5%	$98,477	($203,373)
Total Revenues	$3,223,930	$6,370,169	($3,146,239)	-49.4%	$6,370,169	$3,146,239
Total Certificated Salaries	$1,369,332	$2,844,642	$1,475,310	51.9%	$2,844,642	$1,475,310
Total Classified Salaries	$358,298	$684,905	$326,607	47.7%	$684,905	$326,607
Total Employee Benefits	$595,904	$1,009,183	$413,279	41.0%	$1,009,183	$413,279
Total Personnel Expenses	$2,323,534	$4,538,730	$2,215,195	48.8%	$4,538,730	$2,215,195
Total Books and Supplies	$187,424	$172,100	($15,324)	-8.9%	$172,100	($15,324)
Total Services and Other Operating Expenses	$644,769	$1,092,238	$447,469	41.0%	$1,092,238	$447,469
Total Capital Outlay	-	-	-	0.0%	-	-
Total Other Outgo	$39,000	$170,545	$131,545	77.1%	$170,545	$131,545
Total Operational Expenses	$871,194	$1,434,883	$563,689	39.3%	$1,434,883	$563,689
Total Expenses	$3,194,728	$5,973,613	$2,778,885	46.5%	$5,973,613	$2,778,885
Net Income	$29,202	$396,556	($367,354)	-92.6%	$396,556	$367,354

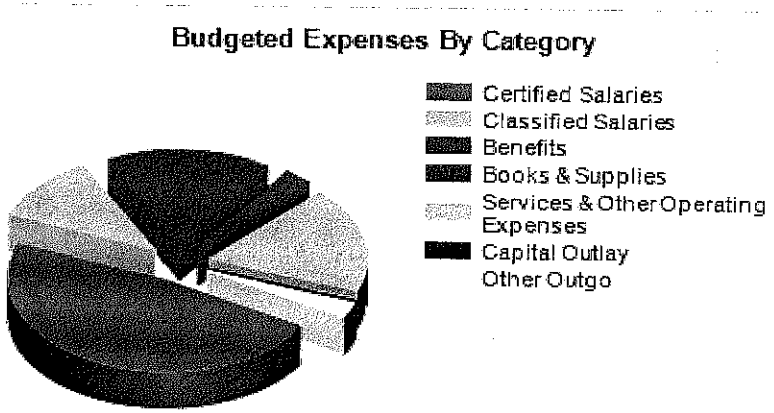
CSMC

Charter Vision®
Budgeted Expenses By Category

O'Farrell Community Center for Advanced Academy
For the period beginning in July of 2011 and ending January of 2012.

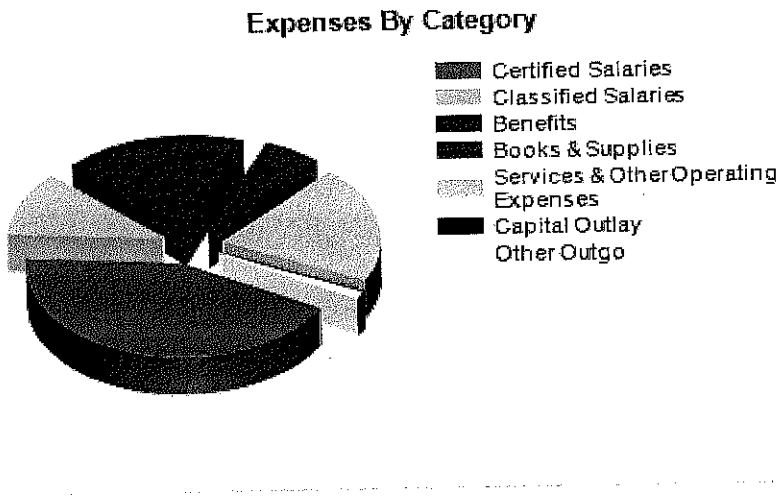
Report run at
2/8/2012 8:16:32 AM

Account Category	Description	Total	Percent
100-199	Certified Salaries	$2,844,641.73	47.62%
200-299	Classified Salaries	$684,905.17	11.47%
300-399	Benefits	$1,009,183.00	16.89%
400-499	Books & Supplies	$172,100.00	2.88%
500-599	Services & Other Operating Expenses	$1,092,238.00	18.28%
600-699	Capital Outlay	$0.00	0.00%
700-799	Other Outgo	$170,545.00	2.86%
	Total:	**$5,973,612.90**	**100.00%**



O'Farrell Community Center for Advanced Academy
For the period beginning in July of 2011 and ending January of 2012.

Account Category	Description	Total	Percent
100-199	Certified Salaries	$1,369,332.02	42.86%
200-299	Classified Salaries	$358,298.45	11.22%
300-399	Benefits	$595,903.95	18.65%
400-499	Books & Supplies	$187,424.23	5.87%
500-599	Services & Other Operating Expenses	$644,769.20	20.18%
600-699	Capital Outlay	$0.00	0.00%
700-799	Other Outgo	$39,000.10	1.22%
	Total:	**$3,194,727.95**	**100.00%**



CSMC

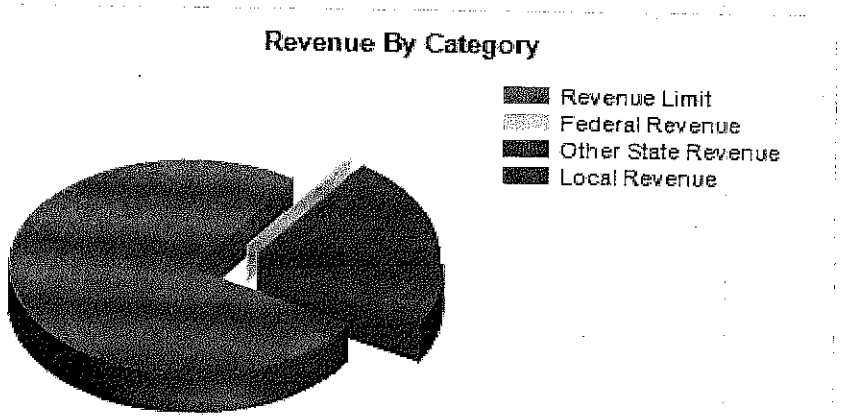
Charter Vision®
Revenue By Category

O'Farrell Community Center for Advanced Academy

For the period beginning in July of 2011 and ending January of 2012.

Report run at
2/8/2012 8:12:00 AM

Account Group	Description	Total	Percent
800	Revenue Limit	$2,448,428.00	75.95%
820	Federal Revenue	$9,594.00	0.30%
840	Other State Revenue	$464,058.35	14.39%
870	Local Revenue	$301,849.80	9.36%
	Total:	**$3,223,930.15**	**100.00%**



BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 13, 2012
Consent Calendar Item 1

RECOMMENDATION: Approve the Minutes from the January 9, 2012 Board of Directors meeting.

MINUTES
Monday, January 9, 2012

Members Present:	Christian Scott, Linda Logan, Salvador Rivera, Tim Katzman, Delano Jones, Joelito De Jesus
Members Absent:	None
Staff Present:	Jonathan Dean, Candace Austin, Jill Andersen, Susan Bond, Marlene Shannon
Guests Present:	Agnes Barrelet. Gafcon representatives: Gaf Gaffen, CEO; Katy Wright, program director; Dave Lewis; Prince Dumovran,.

I. Call to Order
The public meeting was called to order by Christian Scott at 5:00 p.m.

II. Adjourn to Closed Session – 5:00 p.m.

RECONVENE TO OPEN SESSION – 5:55 p.m.

III. Action Items Considered in Closed Session

1. **In accordance with Government Code Section 54957, the Board will meet in closed session to consider a Public Employee Appointment**
   Title: Community Board Member
   Interviewed Agnés Barrelet. No action taken. To be tabled to a special board meeting to be announced.
2. **In accordance with Education Code section 48900 (k), 48900 (a)(1) and 48900(a)(2), the Board will meet in closed session to consider the expulsion of one student I.D. #121897-288.**
   Approved. Christian Scott moved and Tim Katzman seconded. Motion carried 6-0-0.

IV. Pledge of Allegiance
The Pledge of Allegiance was led by Christian Scott.

V. Presentation

1. **Gafcon representative will present the long-term plan for establishing the O'Farrell High School.**
   Four members from Gafcon, Gaf Gaffen, CEO; Dave Lewis, finance; Katy Wright, program director and Prince Dumovran presented the services they will provide to O'Farrell to build the high school.

VI. Approval of Agenda
Approved. Tim Katzman moved and Linda Logan seconded. The motion carried 6-0-0.

VII. Public Comment
None

VIII. **Discussion Items**

1. **Executive Director Announcements** – see pages 3 – 4 in the agenda packet
2. **Charter Vision Financial Reports** – see pages 5-10 in the agenda packet
3. **Form 700** – board members filled out their forms

IX. **Consent Calendar/Routine Items of Business**

1. **Approval of Minutes from the November 7, 2011 Board of Directors Meeting**
2. **Approval of Minutes from the December 6, 2011 Special Board of Directors Meeting**
3. **Approve/Ratify recommended actions on the personnel activity list.**
4. **Approve monthly check register.**
   Approved. Linda Logan moved and Salvador Rivera seconded. Motion carried 5-0-0.

X. **Action Items**

1. **Approve the partnership with Hands United for Children fundraising organization to help facilitate ongoing and future expansion of O'Farrell Community School**
   Approved. Linda Logan moved and Tim Katzman seconded. Motion carried 6-0-0.
2. **Adopt the Oath of Office for Board Members Board Policy #2011-2012-100**
   Approved. Tim Katzman moved and Joey De Jesus seconded. Motion carried 6-0-0.
3. **Adopt the Learning Environment/Treatment of Students/Discipline Board Policy #2011-2012-200**
   Approved. Salvador Rivera moved and Linda Logan seconded. Motion carried 5-0-1, with Tim Katzman abstaining.
4. **Ratify adjustments to the 2011-2012 Budget**
   Approved. Linda Logan moved and Salvador Rivera seconded. Motion carried 6-0-0.
5. **Approve the executive director to authorize any contracts negotiated for architect selection, soils analysis survey and other studies to evaluate the feasibility of the master plan for the high school expansion to be constructed at O'Farrell Community School not to exceed, in total, twenty thousand dollars ($20,000).**
   Approved with direction from board. Christian Scott moved and Linda Logan seconded. Motion carried 6-0-0.

XI. **Roundtable**

None

XII. **Adjournment - 7:00 p.m.**

Respectfully submitted by Candace Austin, Administrative Assistant II.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 13, 2012
Consent Calendar Item 2

RECOMMENDATION: Approve the Minutes from the January 13, 2012 Special Board of Directors meeting.

Minutes

Members Present: Christian Scott, Linda Logan, Tim Katzman, Delano Jones

Members Absent: Joselito De Jesus, Salvador Rivera

I. Call to Order

The public meeting was called to order via telephone by Christian Scott at 1:08 p.m.

Roll Call via telephone: Logan, Scott, Katzman, Jones

II. Closed Session

Did not convene to closed session

III. Action Items Considered

1. O'Farrell Board Member –Agnes Barrelet

Approved. Tim Katzman moved and Linda Logan seconded.
Motion carried 4-0-0.

IV. Adjournment – 1:14 p.m.

Respectfully submitted by Candace Austin, Administrative Assistant II.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 13, 2012
Consent Calendar Item 3

RECOMMENDATION: Approve/Ratify Personnel Activity List

New Hires

Mathews, Anne	Elementary Program Coordinator	February 6, 2012
Vicki Keeran-Pearson	Long-Term Substitute Sixth Grade (Anne Mathew's replacement)	February 6, 2012
John Van Houten	Basketball Coach	February 6, 2012

Resignations

Silva, Erika	Special Education Assistant	February 10, 2012

O'Farrell Community Center for Advanced Academy

Check Register 12/1/2011 through 1/31/2012

Payment Date	Payment Number	Payment Type	Payee Name	Rec Status	Check Amount	Invoiced GL Account Amount	Account Description	Transaction Description
12/1/2011	10000295	Check	Charter School Management Corporation	Reconciled	$7,727.00	$7,727.00 5800-020-00	Professional/Consulting Services and Operating	BACK OFFICE CONSULTING
12/6/2011	10000296	Check	Public Employee Retirement	Reconciled	$8,731.78	$8,731.78 9504-020	Accrued PERS	Nov 11 PERS
12/6/2011	10000297	Check	State Teachers Retirement	Reconciled	$42,434.22	$42,434.22 9503-020	Accrued STRS	STRS Nov 2011
12/8/2011	10000298	Check	Susan Brickson	Open	$37.42	$37.42 4315-020-00	Classroom Materials and Supplies	REIMB - paper for Art Class
12/8/2011	10000299	Check	EDCO Disposal Corp	Reconciled	$399.87	$399.87 5501-020-00	Utilities	Nov 2011 Trash Service
12/8/2011	10000300	Check	EBA&M Corporation	Reconciled	$1,100.00	$850.00 3403-020-00	Health & Welfare Benefits	Dec 2011 Ins.
						$250.00 3403-020-00	Health & Welfare Benefits	S125 benefit dept
12/8/2011	10000301	Check	Flashback Stage Lighting	Reconciled	$82.00	$82.00 5605-020-00	Equipment Rental/Lease Expense	stage lighting rental for music concert
12/8/2011	10000302	Check	Foundation for Educational Administration	Reconciled	$1,540.00	$1,540.00 5200-020-02	Travel and Conferences	Master Sched Conference 11/15
12/8/2011	10000303	Check	Sarah Heilbrunn	Open	$67.83	$67.83 4315-020-00	Classroom Materials and Supplies	REIMB - chickens & plates for dissection (Science)
12/8/2011	10000304	Check	J and S Sound Systems	Reconciled	$65.00	$65.00 5605-020-00	Equipment Rental/Lease Expense	Rental of Powered Speaker, Cable & Adapters
12/8/2011	10000305	Check	Office Depot	Reconciled	$68.85	$68.85 4315-020-00	Classroom Materials and Supplies	Certificates
12/8/2011	10000306	Check	Philadelphia Insurance	Reconciled	$3,158.91	$3,158.91 5400-020-00	Insurance	Spec & Tr Sch, Flexi Plus Five, Spec Schl Umb
12/8/2011	10000307	Check	Patrick's Landscape Services	Reconciled	$850.00	$850.00 5500-020-00	Operation and Housekeeping Services	Grounds Maintenance for Dec 2011
12/8/2011	10000308	Check	Samantha Pohaku	Reconciled	$100.94	$100.94 5200-020-02	Travel and Conferences	REIMB - CA League of Schls Conf./prkg, meals & books
12/8/2011	10000309	Check	San Diego Facility Maintenance, Inc	Reconciled	$10,350.00	$10,350.00 5500-020-00	Operation and Housekeeping Services	Cleaning Service for Dec 2011
12/8/2011	10000310	Check	Sharp Health Plan	Reconciled	$35,418.10	$35,418.10 3403-020-00	Health & Welfare Benefits	Jan 2012 Health Ins.
12/8/2011	10000311	Check	Sound Therapies, Inc.	Reconciled	$4,556.00	$4,556.00 5810-020-65	Educational Consultants	Speech Therapy - Rachel McKearin (68 hrs)
12/8/2011	10000312	Check	Silicon Mountain	Reconciled	$76.32	$76.32 4300-020-00	Materials and Supplies	GB DIMM 1333Mhz 16-chip
12/8/2011	10000313	Check	SCHOOLSin	Reconciled	$783.93	$783.93 4315-020-00	Classroom Materials and Supplies	80 Headphones
12/8/2011	10000314	Check	Verizon Wireless	Reconciled	$50.08	$50.08 5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)	Wireless Chrgs 10/27 - 11/26/11

12/13/2011	10000316 Check	The McGraw-Hill Companies	Reconciled	$30,827.92	$30,827.92 4100-020-00	Approved Textbooks and Core Curricula Materials	K-5 CA Treasures Curriculum
12/14/2011	10000317 Check	Pacific Play Systems, Inc	Reconciled	$10,871.25	$10,871.25 9440-020	Furniture & Fixtures	25% dep Playground Equipment
12/19/2011	10000318 Check	Jill Andersen	Reconciled	$18.00	$18.00 4700-020-00	Food and Food Supplies	REIMB - Donuts / 8th Grade Homebase Reward
12/19/2011	10000319 Check	Basic Educational Services Team, Inc	Reconciled	$1,307.25	$1,307.25 5810-020-01	Educational Consultants	SES Tutoring: 20.75 hrs @ $63
12/19/2011	10000320 Check	City Treasurer	Reconciled	$2,005.21	$2,005.21 5501-020-00	Utilities	Fire, Backflow, Water & Sewer 11/3 - 12/2/11
12/19/2011	10000321 Check	CDW-G	Reconciled	$325.04	$185.91 4400-020-00	Noncapitalized Equipment	Linksys Router E2500
					$139.13 4400-020-00	Noncapitalized Equipment	Planar 22 wide DVI
12/19/2011	10000322 Check	California League of Middle Schools	Reconciled	$1,156.00	$1,156.00 5200-020-02	Travel and Conferences	Annual Conference: Dec 1-3, 2011 in San Diego
12/19/2011	10000323 Check	Dunbar Armored Inc	Reconciled	$107.61	$107.61 5800-020-00	Professional/Consulting Services and Operating Expenditures	Nov Armored car service
12/19/2011	10000324 Check	Jonathan C. Dean	Reconciled	$139.86	$139.86 5200-020-00	Travel and Conferences	REIMB - Mileage: Dec 4 - 15, 2011
12/19/2011	10000325 Check	Display Warehouse	Reconciled	$603.36	$603.36 4400-020-00	Noncapitalized Equipment	Display Cabinet for Library
12/19/2011	10000326 Check	The Hartford	Reconciled	$623.60	$623.60 3603-020-00	Worker Compensation Insurance	Workers Comp Ins. Pmt
12/19/2011	10000327 Check	Ikon Office Solutions	Reconciled	$982.69	$982.69 5605-020-00	Equipment Rental/Lease Expense	copier rental: IR7095 & IR3225
12/19/2011	10000328 Check	J.W. Pepper & Son, Inc.	Reconciled	$409.90	$40.95 4315-020-00	Classroom Materials and Supplies	Music Materials / CD's
					$368.95 4315-020-00	Classroom Materials and Supplies	Music Materials / CD's
12/19/2011	10000329 Check	KPM General Builders, Inc.	Reconciled	$2,700.00	$2,700.00 5601-020-00	Building Maintenance	Prepped. patched & Painted ext. of bldgs: 100's - 400's
12/19/2011	10000330 Check	Office Depot	Reconciled	$740.55	$25.43 4300-020-00	Materials and Supplies	heater
					$3.23 4300-020-00	Materials and Supplies	memo book & calendar refill
					$65.51 4300-020-00	Materials and Supplies	Reinforcements & jumbo envs.
					$15.95 4315-020-00	Classroom Materials and Supplies	1" Brads Fasteners
					$591.55 4315-020-00	Classroom Materials and Supplies	Certificates ($147.89 per grade level)
					$6.82 4315-020-00	Classroom Materials and Supplies	correction fluid
					$32.06 4315-020-00	Classroom Materials and Supplies	Disposable Gloves
12/19/2011	10000331 Check	Employment Development Department	Reconciled	$56.63	$51.28 3503-020-00	State Unemployment Insurance	Balance Period End: Sept 30, 2011 Tax
					$5.13 5800-020-00	Professional/Consulting Services and Operating Expenditures	Balance Period End: Sept 30, 2011 Penalty
					$0.22 5890-020-00	Interest Expense/Fees	Balance Period End: Sept 30, 2011 Interest
12/19/2011	10000332 Check	San Diego Charter Schools Special Ed. Consortium	Reconciled	$3,300.00	$3,300.00 5810-020-65	Educational Consultants	Billing Correctn for Serv. 10/2010-3/2011 & 5/2011

12/19/2011	10000333 Check	Student Supply	Reconciled	$245.50	$245.50 4315-020-00	Classroom Materials and Supplies	Student rewards: erasers & pencils
12/19/2011	10000334 Check	40 Acres and a Mind, Inc.	Reconciled	$1,406.50	$1,406.50 5810-020-01	Educational Consultants	Nov 2011 SES Tutoring Serv. 29 hrs @ $48.50
12/19/2011	10000335 Check	TCR Services	Reconciled	$1,283.06	$64.60 4300-020-00	Materials and Supplies	1 copier toner
					$1,218.46 5610-020-00	Equipment Repair	Cost Per page: Nov 2011 Printer
12/19/2011	10000336 Check	Tri Signal Integration, Inc.	Reconciled	$73.50	$73.50 5800-020-00	Professional/Consulting Services and Operating Expenditures	Annual Fire Extinguisher inspection (4)
12/19/2011	10000337 Check	UROK Learning Institute	Reconciled	$625.00	$625.00 5810-020-01	Educational Consultants	SES Tutoring serv. - Nov 2011 12.5 hrs @ 50/
12/19/2011	10000338 Check	Virco, Inc.	Reconciled	$4,255.19	$4,255.19 4400-020-00	Noncapitalized Equipment	6 tchr desks, 6 kidney tables & 48 chairs
12/19/2011	10000339 Check	Waxie Sanitary Supply	Reconciled	$221.97	$221.97 5500-020-00	Operation and Housekeeping Services	Trigger spray & easy reacher
1/3/2012	10000340 Check	Charter School Management Corporation	Reconciled	$7,727.00	$7,727.00 5800-020-00	Professional/Consulting Services and Operating Expenditures	Back office consulting
1/5/2012	10000341 Check	American Express	Reconciled	$209.98	$32.63 4300-020-00	Materials and Supplies	Big Lots: Santa hats
					$5.38 4300-020-00	Materials and Supplies	Office Depot: desk pad calendar
					$17.40 4300-020-00	Materials and Supplies	Target: Santa hats
					$40.57 4700-020-00	Food and Food Supplies	Vons: cookies - Ad hoc charter mtg
					$38.00 5505-020-00	Student Transportation/Field Trips	Vons: bus passes
					$76.00 5505-020-00	Student Transportation/Field Trips	Vons: bus passes
1/5/2012	10000342 Check	Wells Fargo Business Card	Reconciled	$1,923.00	$1,923.00 5505-020-00	Student Transportation/Field Trips	Sandbag: Bus passes
1/5/2012	10000343 Check	Wells Fargo Business Card	Reconciled	$315.67	$53.91 4700-020-00	Food and Food Supplies	Jake's Del Mar: Hands Unified for Children fundrsr luncheon
					$141.20 5605-020-00	Equipment Rental/Lease Expense	U-Haul Lemon Grove: Rental for 6th Grade camp
					$120.56 5605-020-00	Equipment Rental/Lease Expense	U-Haul Lemon Grove: Rental for 6th Grade camp
1/5/2012	10000344 Check	Wells Fargo Business Card	Reconciled	$1,054.52	$76.40 4300-020-00	Materials and Supplies	Cutratebatteries.com: 2 desk chargers
					$39.96 4315-020-00	Classroom Materials and Supplies	Amazon.com: 5 bks/Rash by Pete Hautman
					$107.43 4315-020-00	Classroom Materials and Supplies	Amazon.com: 9 rechargeable batteries
					$96.18 4315-020-00	Classroom Materials and Supplies	Amazon.com: 93 rechargeable batteries
					$277.39 4315-020-00	Classroom Materials and Supplies	Sears: 8 digital voice recorders
					$317.30 4315-020-00	Classroom Materials and Supplies	Walmart: 12 digital voice recorders
					$50.00 5300-020-00	Dues and Memberships	Francis Parker: app fee for Isaac Bautista

					$2.68 5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)
					$87.18 5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)
1/5/2012	10000345 Check	AT&T Mobility	Reconciled	$130.28	$130.28 5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)
1/5/2012	10000346 Check	AT&T	Reconciled	$893.45	$168.71 5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)
					$724.74 5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)
1/5/2012	10000347 Check	Demco	Reconciled	$323.23	$323.23 4300-020-00	Materials and Supplies
1/5/2012	10000348 Check	EBA&M Corporation	Reconciled	$250.00	$250.00 3403-020-00	Health & Welfare Benefits
1/5/2012	10000349 Check	Guardian	Reconciled	$3,431.99	$3,431.99 3403-020-00	Health & Welfare Benefits
1/5/2012	10000350 Check	Home Depot Credit Services	Reconciled	$133.17	$133.17 5601-020-00	Building Maintenance
1/5/2012	10000351 Check	Ikon Office Solutions	Reconciled	$234.70	$234.70 5605-020-00	Equipment Rental/Lease Expense
1/5/2012	10000352 Check	Mutual of Omaha	Reconciled	$630.50	$630.50 3403-020-00	Health & Welfare Benefits
1/5/2012	10000353 Check	Patrick's Landscape Services	Reconciled	$2,050.00	$850.00 5500-020-00	Operation and Housekeeping Services
					$1,200.00 5601-020-00	Building Maintenance
1/5/2012	10000354 Check	San Diego Gas & Electric	Reconciled	$10,855.75	$10,855.75 5501-020-00	Utilities
1/5/2012	10000355 Check	Sound Therapies, Inc.	Reconciled	$3,216.00	$3,216.00 5810-020-65	Educational Consultants
1/5/2012	10000356 Check	San Diego Charter Schools Special Ed. Consortium	Reconciled	$935.00	$552.50 5810-020-65	Educational Consultants
					$382.50 5810-020-65	Educational Consultants
1/5/2012	10000357 Check	San Diego County Superintendent of Schools	Reconciled	$150.00	$150.00 5200-020-02	Travel and Conferences
1/5/2012	10000358 Check	School Outfitters	Reconciled	$1,117.37	$1,117.37 4400-020-00	Noncapitalized Equipment
1/5/2012	10000359 Check	Tech Depot	Reconciled	$30.12	$30.12 4300-020-00	Materials and Supplies
1/5/2012	10000360 Check	Wilkinson Hadley King & Co. LLP	Reconciled	$4,580.00	$4,580.00 5805-020-00	Legal Services and Audit
1/5/2012	10000361 Check	Public Employee Retirement	Open	$8,267.54	$8,267.54 9504-020	Accrued PERS
1/5/2012	10000362 Check	State Teachers Retirement	Reconciled	$42,525.74	$42,525.74 9503-020	Accrued STRS
1/11/2012	10000363 Check	City Treasurer	Reconciled	$2,327.47	$2,327.47 5501-020-00	Utilities
1/11/2012	10000364 Check	Jonathan C. Dean	Reconciled	$20.00	$20.00 5200-020-00	Travel and Conferences

Communications (Tele., Internet, Copies, Postage, Messenger)	UPS: Addt'l postage return defective doc camera
Communications (Tele., Internet, Copies, Postage, Messenger)	UPS: return defective doc camera
Communications (Tele., Internet, Copies, Postage, Messenger)	Jon's Cell: 11/13/11 - 12/12/11
Communications (Tele., Internet, Copies, Postage, Messenger)	CALNET 2: 619-263-3009 11/13/11 - 12/12/11
Communications (Tele., Internet, Copies, Postage, Messenger)	CALNET 2: 619-266-8712 11/13/11 12/12/11
Materials and Supplies	fabric for 4 floor rockers (387.87 less credit 64.64)
Health & Welfare Benefits	S125 benefit dept
Health & Welfare Benefits	Jan 2012 Dental Ins.
Building Maintenance	Classrm repair materials: stucco, metal lath & chain)
Equipment Rental/Lease Expense	Lease MP6001: 12/6/11 - 1/5/12
Health & Welfare Benefits	Jan 2012 Ins: Life, AD&D & LTD
Operation and Housekeeping Services	Grounds Maintenance for January 2012
Building Maintenance	Painting of Classrooms 618, 619 & 405
Utilities	Gas & Electric 11/10 / 12/13/11
Educational Consultants	Speech Therapy: Rachel McKearin 48 hrs @$67
Educational Consultants	OT Serv.: 6.5 hrs /
Educational Consultants	OT Serv: 4.5 hrs
Travel and Conferences	5 Registrations for Conf. - Transforming Schl Culture
Noncapitalized Equipment	6 cork boards
Materials and Supplies	1-Star WA-SFH40B - rack mounting tray - 2U
Legal Services and Audit	Progress Billing for 10-11 Annual Audit - 90% of contract
Accrued PERS	DEC 11 PERS
Accrued STRS	DEC 11 STRS
Utilities	Fire, Backflow, Water & Sewer for 12/2/11 - 1/4/12
Travel and Conferences	REIMB - Prkg: Hands Unitd for Childrn Fndrsr Lunch & gafcon

1/11/2012	10000365 Check	EDCO Disposal Corp	Reconciled	$399.87	$399.87 5501-020-00	Utilities	Dec 2011 Trash Service
1/11/2012	10000366 Check	EBA&M Corporation	Reconciled	$4,269.50	$1,019.50 3403-020-00	Health & Welfare Benefits	Jan 2012: Admin fees/co-power/delta dental
					$3,250.00 3403-020-00	Health & Welfare Benefits	S125 benefits dept
1/11/2012	10000367 Check	Gafcon	Reconciled	$2,000.00	$2,000.00 5800-020-00	Professional/Consulting Services and Operating Expenditures	Consultant / high school / retainer per contract
1/11/2012	10000368 Check	Ikon Office Solutions	Reconciled	$953.24	$953.24 5605-020-00	Equipment Rental/Lease Expense	copier rental - Jan 2012
1/11/2012	10000369 Check	KPM General Builders, Inc.	Reconciled	$5,600.00	$5,600.00 9420-020	Building Improvements	Modify & install new urinals & toilets for kinder/elem
1/11/2012	10000370 Check	Law Office of Middleton, Young & Minney, LLP	Reconciled	$852.15	$852.15 5805-020-00	Legal Services and Audit	Dec 2012 Services: 501c4 research
1/11/2012	10000371 Check	Office Depot	Reconciled	$25.43	$25.43 4300-020-00	Materials and Supplies	space heater
1/11/2012	10000372 Check	Philadelphia Insurance	Reconciled	$3,158.91	$3,158.91 5400-020-00	Insurance	Jan 2012: Spec & Tr Sch, Flexi 5, Spec Schl Umb
1/11/2012	10000373 Check	San Diego Facility Maintenance, Inc	Reconciled	$10,350.00	$10,350.00 5500-020-00	Operation and Housekeeping Services	Jan 2012 Cleaning Services
1/11/2012	10000374 Check	Sharp Health Plan	Reconciled	$37,898.74	$37,898.74 3403-020-00	Health & Welfare Benefits	Feb 2012 Health Ins.
1/11/2012	10000375 Check	San Diego Charter Schools Special Ed. Consortium	Reconciled	$18,813.75	$38.75 5810-020-65	Educational Consultants	.25 hrs - Audiiological Services
					$1,035.00 5810-020-65	Educational Consultants	7.5 hrs @ $90:
					$17,740.00 5810-020-65	Educational Consultants	Installment 2 - Mngmt Serv. Fees, 887 - per 9/30/11 CBEDS
1/11/2012	10000376 Check	40 Acres and a Mind, Inc.	Reconciled	$3,686.00	$3,686.00 5810-020-01	Educational Consultants	Dec 2011 SES
1/11/2012	10000377 Check	School Media Associates	Reconciled	$248.90	$248.90 4315-020-00	Classroom Materials and Supplies	DVD's - smoking, bulling, drugs
1/11/2012	10000378 Check	Total Education Solutions	Reconciled	$577.50	$577.50 5810-020-01	Educational Consultants	SES - 10.5 hrs @ $55
1/11/2012	10000379 Check	Teach-n-Tutor Inc.	Reconciled	$1,250.00	$1,250.00 5810-020-01	Educational Consultants	Nov 2011 Tutoring
1/11/2012	10000380 Check	UROK Learning Institute	Reconciled	$400.00	$400.00 5810-020-01	Educational Consultants	SES Tutoring Serv. - Dec 2011, 8 hrs @ $50
1/11/2012	10000381 Check	Verizon Wireless	Reconciled	$50.08	$50.08 5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)	Wireless 4G monthly access chrgs 11/27 - 12/26/11
1/19/2012	10000382 Check	AAAE	Open	$800.00	$800.00 5200-020-02	Travel and Conferences	Regist. for conf.: 3/2 & 3/3/12: (4)
1/19/2012	10000383 Check	Basic Educational Services Team, Inc.	Reconciled	$441.00	$441.00 5810-020-01	Educational Consultants	SES Tutoring - Dec 2011, Davis & Guerra
1/19/2012	10000384 Check	CDW-G	Reconciled	$156.38	$156.38 4400-020-00	Noncapitalized Equipment	Humanscale M2 monitor arm
1/19/2012	10000385 Check	Charter School Development Center	Reconciled	$2,691.00	$2,691.00 5300-020-01	Dues and Memberships	Membership fees - 897 @ $3.00
1/19/2012	10000386 Check	Dunbar Armored Inc	Reconciled	$110.52	$110.52 5800-020-00	Professional/Consulting Services and Operating Expenditures	Dec 2011 armored service
1/19/2012	10000387 Check	The Hartford	Reconciled	$3,752.06	$3,752.06 3603-020-00	Worker Compensation Insurance	Workers comp pmt 11/12

1/19/2012	10000388 Check	Ikon Office Solutions	Reconciled	$1,010.54	$775.84 5605-020-00	Equipment Rental/Lease Expense
					$234.70 5605-020-00	Equipment Rental/Lease Expense
1/19/2012	10000390 Check	Signs Done Fast LLC	Open	$663.44	$77.58 5815-020-00	Advertising/Recruiting
					$585.86 5815-020-00	Advertising/Recruiting
1/19/2012	10000391 Check	TCR Services	Reconciled	$707.42	$707.42 5605-020-00	Equipment Rental/Lease Expense
1/20/2012	10000392 Check	Postmaster	Open	$2,435.00	$2,435.00 5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)
1/20/2012	10000393 Check	Postmaster	Reconciled	$2,500.00	$2,500.00 5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)
1/25/2012	10000394 Check	American Express	Reconciled	$572.44	$103.74 4300-020-00	Materials and Supplies
					$430.70 5200-020-02	Travel and Conferences
					$38.00 5505-020-00	Student Transportation/Field Trips
1/25/2012	10000395 Check	AT&T	Reconciled	$888.87	$162.57 5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)
					$726.30 5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)
1/25/2012	10000396 Check	Clothing International, Inc.	Reconciled	$803.23	$803.23 4430-020-01	Noncapitalized Student Equipment
1/25/2012	10000397 Check	Comm USA	Reconciled	$199.34	$199.34 4400-020-00	Noncapitalized Equipment
1/25/2012	10000398 Check	EBA&M Corporation	Open	$500.00	$500.00 3403-020-00	Health & Welfare Benefits
1/25/2012	10000399 Check	Dave Helfman	Reconciled	$464.00	$464.00 5800-020-00	Professional/Consulting Services and Operating Expenditures
1/25/2012	10000400 Check	Mutual of Omaha	Reconciled	$1,261.00	$1,261.00 3403-020-00	Health & Welfare Benefits
1/25/2012	10000401 Check	Evelyn Monzon	Open	$10.21	$10.21 5200-020-00	Travel and Conferences
1/25/2012	10000402 Check	Office Depot	Open	$341.43	$85.75 4300-020-00	Materials and Supplies
					$255.68 4315-020-00	Classroom Materials and Supplies
1/25/2012	10000403 Check	Pad Solutions	Reconciled	$135.00	$135.00 5601-020-00	Building Maintenance
1/25/2012	10000404 Check	Xkylyr Rauh	Reconciled	$79.53	$79.53 4315-020-00	Classroom Materials and Supplies
1/25/2012	10000405 Check	San Diego Gas & Electric	Reconciled	$9,221.94	$9,221.94 5501-020-00	Utilities
1/27/2012	10000406 Check	Public Employee Retirement	Open	$8,672.06	$8,672.06 9504-020	Accrued PERS
1/27/2012	10000407 Check	State Teachers Retirement	Open	$42,478.52	$42,478.52 9503-020	Accrued STRS
1/31/2012	10000412 Check	CDW-G	Open	$44.04	$44.04 4300-020-00	Materials and Supplies
1/31/2012	10000413 Check	EDCO Disposal Corp	Open	$399.87	$399.87 5501-020-00	Utilities

Copier contract: meter usage Dec 2011
copier contract: MP6001 min images 10,000
Invoice # 2274
Remaining Balance of Inv. # 2161
Dec cost per page
Stamps
Deposit funds into Bulk Permit # 204
CA - Costco: Food for Board Mtg
JD - SW Airlines: airfare for Leading the Leaders Wkshop
CA - Vons: Bus Passes
CALNET2: 619-263-3009 12/13/11-1/12/12
CALNET2: 619-266-8712 12/13/11 - 1/12/12
60 Shirts & 10 Jackets
8 Channel Radio
S125 benefits dept
CPR Training & CPR Recertification (16 @ $29.00)
Feb 2012 Ins: Life, AD&D & LTD
REIMB - Mileage for Rt Post Office
filing crates, tissue, binder clips, file folders
copy paper, tape, msking tape, contrctn paper
6' Pole pad
REIMB - Music Dept Materials
Gas & Electric chrsg: 12/12/11 - 1/13/12
jan 2012 reporting
Jan 12 reporting
ACAD MS SEL OFFICE MAC STD 2011
Jan 2012 Trash Service

1/31/2012	10000414 Check	Guardian	Open	$3,431.99	$3,431.99 3403-020-00	Health & Welfare Benefits	Feb 2012 Dental Ins.
1/31/2012	10000415 Check	Office Depot	Open	$356.51	$102.89 4300-020-00	Materials and Supplies	Heavy Duty pencil sharpener
					$59.67 4315-020-00	Classroom Materials and Supplies	colored pencils, markers, paint, tissue paper - art dept
					$193.95 4315-020-00	Classroom Materials and Supplies	comp books (qty 240) - Science Dept
1/31/2012	10000416 Check	Total Education Solutions	Open	$495.00	$495.00 5810-020-01	Educational Consultants	SES - 9 hrs @ $55
1/31/2012	10000417 Check	Teach-n-Tutor Inc.	Open	$900.00	$900.00 5810-020-01	Educational Consultants	Dec 2011 Tutoring
1/31/2012	10000418 Check	Virco, Inc.	Open	$2,406.21	$2,406.21 4400-020-00	Noncapitalized Equipment	14 Dbl desks & 28 14" chairs
1/31/2012	10000419 Check	Wells Fargo Business Card	Open	$2,042.78	$21.33 5500-020-00	Operation and Housekeeping Services	Alcatraz Locksmith - Keys made
					$2,021.45 5505-020-00	Student Transportation/Field Trips	Sandbag - Bus Passes
1/31/2012	10000420 Check	Wells Fargo Business Card	Open	$251.84	$209.56 4300-020-00	Materials and Supplies	Jake's Del Mar - Fundraising Mtg
					$42.28 5890-020-00	Interest Expense/Fees	Late & Finance Chrgs
1/31/2012	10000421 Check	Wells Fargo Business Card	Open	$147.20	$41.20 4300-020-00	Materials and Supplies	Cutratebatteries.com - Motorola MagOne Desk chrgr
					$61.14 4315-020-00	Classroom Materials and Supplies	Amazon.com - Rechargeable AAA batteries
					$44.86 5890-020-00	Interest Expense/Fees	Late Chrgs & Finance Chrgs
1/31/2012	10000422 Check	Waxie Sanitary Supply	Open	$320.86	$320.86 5500-020-00	Operation and Housekeeping Services	dispenser soap

Total Check Amount: $457,441.62

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 13, 2012
Action Item 1

RECOMMENDATION: Approve the 2012-2013 Comprehensive School Safety Plan.

BACKGROUND INFORMATION:
California Education Code 32282 requires all schools to create a comprehensive school safety plan which includes the following criteria.

Criterion 1: Assessment of current status of school crime and site response to school crime data
Criterion 2: Child abuse reporting procedures
Criterion 3: Disaster procedures, routine, and emergency
Criterion 4: Policies and acts related to suspension, expulsion, or mandatory expulsion
Criterion 5: Notification to teachers of dangerous students
Criterion 6: A sexual harassment policy
Criterion 7: The provisions of any school-wide dress code
Criterion 8: Procedures to ensure safety of students, staff, and parents/guardians while going to and from school
Criterion 9: Safe and orderly school environment
Criterion 10: Safe School Planning Committee formation

O'Farrell has submitted these plans annually since 2005.

CURRENT INFORMATION:
On January 9, 2012, the Safety School Planning Committee met to review and approve the final plan for the 2012-2013 school year.

ADDITIONAL DATA:
O'Farrell Community School's Safety School Planning Committee consists of:

Chair:
Jonathan Dean, Executive Director

Members:
Sheryl Yeager, Emergency Disaster Preparation Coordinator
Jill Andersen, Program Coordinator/ 7th Grade Family Leader
Anne Mathews, Elementary Program Coordinator
Liz Wong, 8th Grade Family Leader
Brian Rainey, 9th Grade Family Leader
Lakisha, Bracy Lester, Campus Security Assistant
David Sanders, Campus Security Assistant
Candace Austin, Administrative Assistant to the Executive Director

Law Enforcement Consultants:
San Diego Police Dept.

O'Farrell Community School:
Center for Advanced Academic Studies

Comprehensive
School Safety Plan
2012-2013

6130 Skyline Drive
San Diego, CA 92114
(619) 263-3009

O'Farrell Community School
Comprehensive Safety School Plan Criteria
2012-2013

California Education Code 32282 requires all schools to create a comprehensive school safety plan which includes the following criteria. O'Farrell has submitted these plans annually since 2005.

CRITERION 1

ASSESSMENT OF CURRENT STATUS OF SCHOOL CRIME AND SITE RESPONSE TO SCHOOL CRIME DATA

This means that, after you receive the data from the California Safe Schools Assessment (CSSA) regarding your site, it is your responsibility to review it, analyze the information, and develop a response that details how your school community will improve on the current year's conditions. Identify appropriate strategies and programs to provide or maintain a high level of school safety, and address procedures for complying with existing school safety laws.
This information is not being made available this year. We analyzed site generated suspension data to develop the updated plan.

Programs and Activities

The Staff will:

a. Hold regular meetings in order to identify problem areas or concerns.
b. Hold regular meetings that provide training in classroom management strategies and social skills curriculum.
c. Enforce school wide rules, procedures and expectations for all students.
d. Actively deal with all discipline issues in a timely manner.
e. Review substance abuse programs and substance use intervention contract.
f. Provide instruction in zero tolerance, safety, and school rules.
g. Maintain the school uniform policy and work with staff on proper enforcement.
h. Teach thematic lessons to all students through homebase related to safety, crime prevention and promoting tolerance.
i. Lock doors and windows when not in the classroom as well as draw blinds and make sure room alarms are properly functioning during non-school hours.
j. Establish reward programs for positive behavior and attendance.
k. Escort students from the campus at the end of each day.

THE STUDENTS WILL:

l. Review the concerns of school crime through the homebase program.
m. Report problems, concerns or suspicious activity to O'Farrell staff promptly.
n. Sign and abide by the provisions of the charter school contract.
o. Follow and practice the FALCON Way.

THE SCHOOL WILL:

p. Have emergency procedures and supplies in place prior to school opening.
q. Practice emergency lockdown and fire drill procedures with all staff and students.
r. Require supervision aides and student monitors to wear identifying uniforms/vests.
s. Required all staff and visitors to wear uniforms or visible forms of identification.
t. Review and analyze suspension data on a regular basis. Data will be shared with team leaders and used to modify campus supervision as appropriate.
u. Maintain standardized hall pass for all classrooms.
v. Work with community to improve communication and safety awareness.
w. Work with city officials to monitor traffic safety and crosswalks around the school.
x. Maintain accurate equipment inventory and serial number records for each classroom.
y. Repair vandalism and remove graffiti immediately or before students' arrival if possible.
z. Immediately notify San Diego Police Services of all graffiti and burglary incidents.
aa. Install security fencing to limit access to the school grounds.

CRITERION 2

CHILD ABUSE REPORTING PROCEDURES

(Penal Code 11164 et seq. (Administrative Procedure 6370)

1. All teachers, instructional aides, teachers' assistants, classified employees, administrative officers, supervisors of child welfare and attendance personnel employees, and licensed nurses are required to report suspected child abuse. An in-service, which provided awareness and training, was given to all certificated/classified employees at the beginning of the school year.
2. Suspected child abuse forms are available from the health technician or the FSS office.
3. A known or suspected instance of child abuse must be reported by telephone or by fax, immediately or as soon as practically possible, to one of the child protective agencies.
   a. Integrated Child Protected Services: Department of Social Services – (619) 560-2191
4. Persons observing evidence of suspected child abuse must inform FSS staff and give completed reports to the FSS coordinator. Students and parents shall be aware that students may also report instances of child abuse on themselves or others to their teachers, counselors, or the executive director.
5. All reports are strictly confidential.

NOTE: THE REPORTING PERSON SHOULD NOT CONTACT THE CHILD'S HOME OR CONDUCT AN INVESTIGATION OF ANY KIND.

CRITERION 3

DISASTER PREPAREDNESS PLAN

In order to prepare to react in the event of a disaster or emergency situation, we are required to formulate a site emergency preparedness plan. This plan is intended to coordinate all emergency activities of staff and students, and give each person on site a definite plan of action to be followed in the event of an emergency situation.

It is most important for staff to realize that emergency preparedness must become a normal part of a continuous planning process throughout the year. A well prepared and tested plan will minimize injuries and loss of life in a major disaster; therefore, it is expected that all staff members be familiar with the school's emergency preparedness plan.

Disaster planning experts indicate that in the event of a natural calamity such as an earthquake, school staff should be prepared to be self-sufficient for as long as 72 hours. It is the goal of the Disaster Planning Committee to ensure safety and accountability of students and staff and at the same time provide for their needs within that 72-hour period.

Staff members should remember that in times of stress, they must remain calm, evaluate the situation and take action based on the best available information. Be aware that your calm behavior and clear communication will influence the students and other staff members.

REMEMBER - YOUR FIRST PRIORITY IS THE SAFETY OF THE CHILDREN!

Please note:
All public employees are declared by law to be disaster services workers (Government Code 3100). They are subject to such disaster services as may be assigned to them by their supervisors or by law upon the declaration of an appropriate state of emergency. The extent to which school employees function as disaster services workers depends in large measure upon the decisions of the various school sites and their supervisory personnel.

STAFF AWARENESS AND PREPARATION

Each staff member should become thoroughly familiar with the contents of this emergency plan, and students should be instructed in the procedures outlined for emergency action so that they will be prepared to react quickly to instructions given to them in times of emergency.
Throughout this plan, the word "DROP" will be used. It has sometimes been referred to as "Duck and Cover."
Students should know the following DROP position: Drop to knees, clasp both hands behind neck, cover ears with forearms, close eyes, and bury face in arms. Make exposed body area as small as possible. DROP is appropriate for any of the following emergencies, whether they be drills or for real: a.) Earthquake, B.) Shooting, C.) Explosion. DROP is appropriate outside of the classroom for an earthquake and when there is a bright flash or explosion.

Alarm Signals

- Fire: Repeated short bells for one minute
- Earthquake Drill: Continuous one-minute bell
- Real Earthquake: Movement/vibration of ground
- Explosion, Plane Crash, Tremendous Noise or Sudden Blinding or Surprise Attack: Glare
- Sniper Fire: Sudden burst of gunfire
- Major Neighborhood Disturbance: CEO will activate actions from the main office according to need
- Bomb Threat: Fire alarm or verbal instructions
- Lockdown: Imminent Danger, Disruptions or Unlawful Acts: Continuous one-minute bell or verbal instructions

BASIC ACTIONS

Fire

- SIGNAL: Repeated short bells for one minute
- ACTION: Evacuate all buildings to Emergency Assembly Area
- CLEAR: A long bell or verbal instruction

Earthquake

- SIGNAL: Continuous one-minute bell, if drill. Movement of ground if actual emergency.
- ACTION: INSIDE: Drop, cover, and hold (in case of a real earthquake, hold on to the furniture you are under to prevent it from moving away from you). If possible, move away from glass windows, overhead hanging objects, light fixtures, book shelves, etc. OUTSIDE: Drop. Stay away from building, walls, trees, utility poles, wires, and other objects which could fall. In the event of an actual earthquake, Drop and Cover will remain in effect until verbal directions are given on how to proceed whether students are inside or outside. In the event of a drill, students will remain in the Drop position until evacuation bell sounds series of short bells-fire drill bell).
- CLEAR: A long bell or verbal instruction

<u>Explosion, Plane Crash, Surprise Attack</u>

- SIGNAL: Tremendous noise or sudden glare
- ACTION: Drop and cover will remain in effect until verbal directions are given on how to proceed. This action will be in effect for inside or outside the classroom.
- CLEAR: Verbal Instructions

<u>Shooting</u>

- SIGNAL: Sudden burst of gunfire
- ACTION: Instruct students to drop to the ground immediately, face down, as flat as possible. If students are on the playing field or anywhere on the school grounds, do not attempt to run for cover. If within 15-20 feet of a safe place or cover, duck and run to it. Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof. Try to get inside or behind a building and stay down. When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening. Call the office from your classroom or other safe position, or run to the office (only if safe) to report the situation. Wait and listen for directions from the police.
- CLEAR: Verbal Instructions

<u>Major Disturbance in the Immediate Neighborhood</u>
(such as, but not limited to, a SWAT action, major house fire, or automobile accident).

- SIGNAL: Phone call to office from police or from other reliable sources.

- ACTION: Students will remain in, or immediately return to, their rooms. If signal comes any time during the instructional day and/or as dismissal is in progress, students are to return to their classrooms and wait for instructions. All school doors should be locked during this emergency.
- CLEAR: Verbal instructions

Bomb Threat

- SIGNAL: "Bomb threat" phone call to the school. Fire alarm or verbal instruction will be given. Evacuate to Emergency Assembly Area.

-ACTION: The majority of "bomb threat" telephone calls and notes are a hoax or prank calls. All such threats must, nevertheless, be handled quickly and efficiently. The safety of all school personnel and the prevention of panic are the primary consideration. In the event that a bomb threat is received by telephone, the following actions will be taken:

1. Person receiving threat--keep caller on the line as long as possible. Delay the caller with such statements as "I'm sorry. I did not understand you." "What did you say?" The recipient of a bomb threat call should use the checklist to get additional information from the caller.
2. Recipient of bomb threat call notifies CEO or designee immediately after caller hangs up.
3. Immediately notify:
   a. School Police: 291-7678
   b. Police Department or Sheriff's Office: 911
   c. Fire Department: 911
4. Office personnel--search your work area for foreign or suspicious objects. If one is found,
   DO NOT TOUCH OR MOVE IT.
5. Building Services Supervisor--turn off bell system.
6. Building Services Supervisor--make thorough search of area designated for evacuation of students. Be ready to turn off utilities at their source.
7. CEO--alert the staff of the situation in a discreet manner. Coordinate the activities of the staff. Make decision whether school or certain selected buildings will be evacuated.
8. Student Services Coordinator--assume duties of CEO in his absence. Direct search classroom and school grounds. Supervise evacuation of students and maintain firm student control.
9. Teachers--when fire drill signal is sounded, evacuate students to Emergency Assembly Area. Precaution must be taken to avoid the danger of evacuating past the location of the bomb.
10. Remember--do not touch or move any unidentifiable object. Report all such finds to the CEO. All action regarding disposal or handling of the bomb or device will be handled by the Police or Fire Department.

- CLEAR: Verbal Instruction

Lockdown: Imminent Danger, Disruptions or Unlawful Acts

- SIGNAL Teachers are notified that a lockdown is in effect. Means of notification could include the use of phones, school radios, supervision staff or long continuous bell.
- ACTION If you sense imminent danger, please get your students to the nearest safe area and attempt to notify the office. In the event of a lockdown, the following actions will be taken:
  1. Students will remain in their classes. Do not follow the regular daily schedule. Keep students in class until further notice. No passes!
  2. All P.E. students and staff will go immediately to the locker rooms as a practice SMOG ALERT drill. Students remain in locker room until further notice.

3. Classroom doors, windows and curtain will be shut and locked. Lights should be turned off.
4. Lunch will be cancelled or delayed. If a lockdown occurs during lunch, teachers and staff at lunch go immediately to lunch area, escort their students to the closest room and keep them there.
5. Family members on prep need to assist PE teachers if it is safe to reach the locker area.
6. No one should use the telephones in the classrooms unless you have pertinent information (police or medical) for rescue personnel. The information should be given to the school secretary. Students should NOT be answering the phones.
7. Evacuation information will be given verbally by security staff or by telephone message.

- CLEAR Verbal notification or phone calls.

FIRE SAFETY

All staff members must be prepared to react in the event of fire. Knowing exactly what to do is essential to protect your own life and the lives of students and other staff members. If a fire is discovered, you shall:

1. Alert office and persons in the immediate area.
3. Attempt to extinguish the fire ONLY if it is controllable. (You should not attempt to extinguish any fire larger than a wastebasket size fire, or if it has spread beyond the spot where it started, or if the fire could block your route of exit.) Do NOT use any extinguisher unless you are familiar with its type and method of operation.

FIRE EXTINGUISHERS

Our school has two types of fire extinguishers, CLASS 'B-C'--CO2 OR DRY CHEMICAL: These extinguishers come in two types, either carbon dioxide or dry chemical. They are RED canisters and are used for flammable liquids or electrical fires. It is important that you familiarize yourself with the type of fire extinguisher located in your room.

The use of all fire extinguishers is basically the same. Stand approximately eight feet from the fire, remove the locking pin, aim the hose or nozzle at the base of the fire, squeeze the handle while slowly sweeping from side to side. Most extinguishers discharge their material quickly, usually in about 8 to 10 seconds. Once used, never rehang an empty fire extinguisher. Notify maintenance to have it recharged.

IMPORTANT FIRE SAFETY RULES

1. Storage of combustibles: Keep storage areas clean and orderly. No combustibles closer than 18 inches from light fixtures or 36 inches from electrical panels.
2. No more than 20 percent of each wall may be covered with paper or flammable decorations. Never hang anything from ceilings or light fixtures.
3. No open flames or hot plates in any classroom unless it has been designated for this purpose and has been equipped with a fire blanket and the proper extinguisher.
4. No extension cords or "octopus" adapters may be used in place of permanent wiring. Extension cords are only for temporary use and must be disconnected and rolled up after use. Permanent type equipment may

be connected to circuit breaker extension strips. These are approved by the fire department and are available through the stock catalog. (No. II-E-1000).

REQUIRED SAFETY DRILLS AND PROCEDURES

As required by state law, two fire drills, one disaster drill, and one lockdown drill will occur during the school year. In preparation for these drills, please review with each class the drill procedures. Directions for leaving the building and an evacuation map are located in each room by the exit door.

FIRE DRILL PROCEDURES

These procedures should be covered with students during the first week of school.
Fire Drill Signal: Continuous series of short bells. Leave the room immediately.
All Clear Signal: A long bell or verbal instruction. Return to class.

Rules for Conducting a Fire Drill

1. Students should be told to stand and proceed quickly and quietly in a single file line to the Emergency Evacuation Area.
2. Caution students to take all valuables with them.
3. Close the doors, teachers take roll sheets and follow the class.
4. If an exit is blocked, the teacher should select the next best route and proceed to a safe area.
5. Classes must stand away from all buildings.
6. When the all clear signal is given, return by the same route in an orderly manner.

During Lunch

In case of a fire drill during lunch, students will report to their grade level area in the Emergency Evacuation Area. Adults out supervising the lunch area will help escort the students to the Emergency Evacuation Area.

During Passing Period

Should the alarm sound between classes, the students should report to their grade level area in the Emergency Evacuation Area. For example, if an alarm sounds between second and third core, teachers and students would assemble as promptly as possible at the area assigned for their homebase class.

Before or After School

In case an alarm is sounded before or after school, all persons present should move rapidly, but in an orderly fashion, to their grade level area at the Emergency Evacuation Area.

DISASTER DRILL AND EARTHQUAKE PROCEDURES

Disaster Drill

- SIGNAL: One continuous bell. Instruct students to "Duck and Cover."
- EVACUATION SIGNAL: Series of short bells (fire drill bell).
- ALL CLEAR

SIGNAL: A long bell or verbal instruction.

Earthquake

- SIGNAL: The event itself sets the procedure in motion. There will be movement and vibration of ground. Everyone "Ducks and Covers."
- EVACUATION Evacuation to the Emergency Evacuation Area will be communicated by the SIGNAL:SIGNAL adult in charge when in the judgment of that person it is safe to evacuate (usually 3 to 5 minutes after initial earthquake). If aftershock occurs, "Duck and Cover" until it stops.
- EVACUATION:
  - Student leader leads class to the Emergency Evacuation Area.
  - Teacher takes roll book and emergency folder and puts the appropriate marker on classroom door. DO NOT LOCK THE DOOR!
    - Chalk 'X' on the outside of the door to represent all persons have been evacuated.
    - YELLOW - delayed care needed
    - RED - immediate care needed
    - BLACK - dead

Any injuries too severe to move or anything that is too time consuming (such as unburying a student) are to be left. The Search and Rescue Team will do this. You have responsibilities to the mobile students to get them into the clear.

Area (North

- Grades 6-8 go to your classroom location at the Emergency Evacuation North P.E. Field). Grade 9 go to your classroom location at the Emergency Evacuation South P.E. Field)
  Line up against fence according to your room number. Families are located together.
  - Take attendance after waiting a few minutes for students who may have been in the restroom, running an errand, in the Library, etc. Transfer attendance information to the "Teacher Emergency Report Form." Send the form and the orange card with your room number to Command Center located in the center of the P.E. field.
  - Calm students, monitor for shock and control bleeding. Students who need to be moved to the Nurse's Triage Center need to be escorted. It is located at the top of the north P.E. ramp on the right side. All non-critical injuries are to be handled by you and your homebase class. Utilize your class survival and first aid kits. Since you are located by families you can move the students to the homebase after the initial roll-call.
  - If your students are at P.E. you will need to go to your family area immediately.
    Please wait until the P.E. teachers have taken roll-call followed by the relay to the Command Center before you move your students into homebase groups.
  - Break out games or other activities to keep students occupied. Teachers will remain in the Emergency Evacuation Area with their class unless they have been assigned to an emergency team. Teachers who have to leave the area because of team responsibilities should pre-arrange to have a buddy teacher watch their class until they return from their duties.
  - The Search and Rescue Teams will be doing a sweep of all buildings.
- In case of a drill:
  Once the sweep has been completed and everyone has been accounted for the ALL CLEAR signal will ring (one long bell). A runner from the Command Center will be sent to excuse the homebases. At this time you will pick up all your things on the ground (including trash) and return to your homebase classroom.

- In case of a real earthquake:
  Once the sweep has been completed and everyone has been accounted for, everyone will remain in the Emergency Evacuation Area. Teachers will not release any students from the area unless instructed by the team at the Reunion Gate. If student has been requested at Reunion Gate, send the student to the gate with a member of that team for processing. DO NOT RE-ENTER BUILDINGS; only sweep and rescue team members will be allowed in buildings.

During Lunch
In case of an earthquake during lunch, move away from buildings, trees, utility poles, and other hazards. Everyone will "Duck and Cover." Evacuation will be communicated by an adult in charge when, in the judgment of that person, it is safe to evacuate (usually 3 to 5 minutes after initial earthquake). Students will evacuate to their homebase pole in the Emergency Evacuation Area.

During Passing Period
Should an earthquake occur during the passing period, students should "Duck and Cover" in a safe area. An adult in the area will communicate evacuation when in the judgment of that person it is safe to evacuate (usually 3 to 5 minutes after initial earthquake). Students will evacuate to their homebase pole. For example, if an earthquake occurs between second and third core, teachers and students would assemble as promptly as possible at the area assigned for their homebase class.

Before or After School
In case of an earthquake before or after school, everyone should find a safe area and "Duck and Cover." Evacuation to the Emergency Evacuation Area will be communicated by an adult in charge when, in the judgment of that person, it is safe to evacuate (usually 3 to 5 minutes after the initial shock).

LOCKDOWN DRILL

Students and teachers will always be notified of the exact date and time of a lockdown drill by e-mail and bulletin notices.

Lockdown Drill Signal: One long continuous bell. Everyone stays in the room. Do not leave. Teacher waits for phone call.

Actual Lockdown: If you hear a long, continuous bell and you haven't been warned about a drill, it means it is a real lockdown. Everyone immediately goes to the nearest room for shelter.

- SIGNAL — One continuous bell with follow-up phone call
- EVACUTION — At direction of supervision staff or police only
- ALL CLEAR SIGNAL — Phone call or notification by supervision staff

Once the drill begins, the teacher shall locate any students in the immediate vicinity of the classroom, get them inside, and then **read aloud** all the safety procedures listed below.

All students and teachers shall remain in their classrooms with lights off, blinds closed and doors locked until the room has been cleared by security. We will not be practicing an evacuation. Evacuation procedures will be determined by police who take charge in the event of a shooting. It would be useful to check attendance again. It is not necessary to move any furniture. Instruction may continue while waiting for security to clear the room.

SAFETY PROCEDURES IN EVENT OF A SHOOTING/LOCKDOWN

1. Teachers are to get every student nearby into a classroom and lock the door and close the curtains. Lights and computer monitors should be turned off.

2. Teachers are to take the names, grade, and homebase of all students in the classroom.

3. All student desks and tables should be flipped on their sides to serve as a barrier between the windows and the students in event of a shooting incident.

4. No one should use the telephones in the classrooms unless you have pertinent information (police and medical) for rescue personnel. Information should be given to the school secretary (dial 0). Only adult staff should be communicating on the telephone.

5. Teachers should be positioned near the door to permit access to students and staff.

6. Evacuation information will be given verbally by security staff or by a telephone message.

7. Check your e-mail. If possible, updates on the situation will be sent every 5 to 10 minutes.

8. **STAY PUT!**

CRITERION 4

POLICIES AND ACTS RELATED TO SUSPENSION, EXPULSION, OR MANDATORY EXPULSION

SUSPENSION

The Family Leader or other designee of the Executive Director is authorized to conduct the process leading to formal suspension. They are based on O'Farrell Administrative Policy for behavior. Length of suspension is determined using the guidelines. The parent/guardian should be contacted by the homebase teacher or family leader and offered a conference to explain the suspension. At the parent conference, the parent/guardian and student should be fully informed of reason for disciplinary action and given all evidence against him/her as well as an opportunity to present their version and/or evidence in their defense. The parent/guardian must also be fully apprised of their rights to appeal the suspension. The Report on Suspension should be fully completed and immediately given to supervision for processing. Comments noted on the form should be brief and specific to the offense. The family leader must sign the bottom of the form. Parents should be informed that a suspension also includes an automatic notification to Family Support Services. On the tenth day of suspension within any given school year the student may be recommended for a expulsion.

ZERO TOLERANCE/EXPULSION

Each student and parent is required to read and sign the Zero Tolerance Policy Contract as a requirement upon enrollment. Students attend an assembly which explains the policies of both zero tolerance and suspensions. Zero Tolerance/expulsion offenses are based on O'Farrell Board Policy. If a student has committed a Zero Tolerance offense, contact the executive director. If San Diego police are involved, the family leader/executive director will contact them so they can investigate before the parent notification is made. Victim and witness statements should be taken immediately on the correct forms available.

If a student commits an offense that is eligible for expulsion, family leaders are to sign and complete the Report on Suspension form and suspend the student for five days. At the end of the fifth day, the student will be dropped from enrollment at O'Farrell. The Recommendation for Expulsion/Zero Tolerance form must also be completed. Homebase teachers are then responsible to document the interventions that have been done previous to the suspension. If a student is in a special education program, the psychologist will do a manifestation review to determine if the incident was caused by the student's handicapping condition or placement.

CRITERION 5

NOTIFICATION TO TEACHERS OF DANGEROUS STUDENTS

The Executive Director will provide all teachers with information received from the court and the Probation Department regarding students that previously have committed violent or dangerous crimes. Such information will be made available to teachers, counselors, and administrators with direct supervisory experience over the student in order to enable staff to (a) work with the students in the appropriate fashions; (b) avoid being needlessly vulnerable; and (c) protect other persons from needless vulnerability. Teachers, counselors, and administrators may access such information through the executive director who maintains a file for this purpose. Any such information so received by a teacher, counselor, or administrator shall be confidential and not be disseminated any further. In addition, teachers have full access through Zangle to view all prior disciplinary actions or incidents occurred by their assigned students.

CRITERION 6

A SEXUAL HARASSMENT POLICY

O'Farrell Community School is committed to providing a work and educational atmosphere that is free of unlawful harassment. O'Farrell's policy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. O'Farrell will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which the School does business. This policy applies to all employee actions and relationships, regardless of position or gender. O'Farrell will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment;
- Deferential or preferential treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the School.

O'Farrell is committed to provide a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive sexual harassment training within six (6) months of their

assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive School environment that is free from harassing or disruptive activity. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Executive Director. See **Appendix A** for the "Harassment Complaint Form" and **Appendix B** for the general "Complaint Form", in the Employee Handbook

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
    - Rape, sexual battery, molestation or attempts to commit these assaults.
    - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
    - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
    - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
    - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
    - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic;
    - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-

inclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

O'Farrell will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities.

CRITERION 7

THE O'FARRELL UNIFORM POLICY

O'Farrell requires that all students wear uniforms. Approved O'Farrell uniforms can be purchased at Mario's Family Clothing. 28 N. Euclid Ave, 91950. 619-264-6081. For your convenience, they have a brochure called "O'Farrell's Uniform Brochure" that lists all of the approved clothing. Please do not purchase anything that is not a part of this list as it will not be permitted on campus.

- **Purpose: Safety and Unity**
  Research has shown that students who dress alike also enjoy an increased sense of unity. The same evidence shows that uniforms will increase student safety, reduce violence and make it much easier to identify persons who do not belong on campus. Student uniforms ensure that we avoid styles of clothing that could be misinterpreted as gang-related, distracting, or immodest.

- **Scholarships/Assistance-**
  Assistance may be available for students and families in need through Family Support Services. Contact them directly for more information.
- **Enforcement**
  Infractions will be routed to the Homebase teacher, who will then follow through with appropriate discipline actions. If a student is not in uniform, the student will remain in their homebase classroom for the remainder of the day or until the parent or guardian is able to bring them appropriate clothing. These additional consequences will be added with each infraction.

  - **First uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. Parent/Guardian telephoned by Homebase teacher.

  - **Second uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. Parent/Guardian telephoned by Homebase teacher and student assigned detention.

  - **Third uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. Parent/Guardian telephoned by Homebase teacher. Student assigned to Friday Night School or Saturday School

  - **Fourth uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. In-School Suspension and conference with the parent/guardian

- **Fifth uniform violation** – Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. Parent/Guardian telephoned by the Homebase teacher and/or family leader. One day suspension.

- **Continued Violations** – Each further violation will result in a one day suspension.

The uniform must fit properly, not exceeding one size beyond the correct size and **may not be modified, altered or changed in any way**. This includes bagging or sagging pants, oversized shirts, skinny pants, safety pins, rubber bands, buttons etc. Clothes may not have a ripped or torn appearance. Rain gear, hats or other extreme weather, non uniform items must be removed and put away upon campus entry.

NO ITEMS OF CLOTHING WITH LOGOS, WRITING OR BRAND NAMES THAT ARE VISIBLE WILL BE ALLOWED. The only exceptions are O'Farrell uniforms with O'Farrell logos or lettering.

THE O'FARRELL 6th, 7th & 8th GRADE UNIFORM POLICY

The uniform is found Mario's. Uniform means "one form". As such, the uniform cannot be modified or changed in any way. This includes using rubber bands, safety pins, or tapering pants to make them "skinny". Clothing may not be ripped or torn in any way. Rain gear, hats or other non uniform items must be removed and put away upon campus entry.

Pants, Shorts and Skirts-Purchased at Mario's

- Students can wear pants, shorts, or skirts in **solid khaki. No capris.**

- **Long Pants:** Must fit properly, be worn at the waist and not be altered or modified in any way.
  Pants which are too large (saggy, baggy) or too tight (skinny) are not allowed.

- **Shorts/Skirts:** The shorts/skirts must be no more than 2" above or below the knee and not be form fitting. They must fit properly as with long pants.

Shirts and Undershirts

- Students can wear either the approved **white or navy** polo shirt (long or short sleeved) from Mario's containing the O'Farrell embroidered logo. All shirts must be completely and properly tucked in at all times, so that the belt is visible.

- Undergarments may not be visible, including appearance through thin or transparent clothing. Undershirts or turtlenecks must be plain **white or navy** (no emblems or graphics).

Jackets, Sweatshirts and Sweaters

- Approved items (from Mario's) are **navy** with the O'Farrell embroidered logo. Winter garments do not have hoods. A uniform shirt must be worn underneath any outer garments.

Shoes

- Plain **solid black** leather or canvas shoes with black laces. Shoes must have closed toes and heels. No boots, house shoes or slippers. Any name brand/logo MUST be **solid black.**

Socks

- Must be **solid white**. Socks must be at least 4 inches below the knee. No leggings permitted.

Belts

- All students must wear the O'Farrell belt. It is a **solid black** web belt with a **plain silver** (no initials or designs) slide buckle and is available at Mario's. It is also available for

purchase at O'Farrell. The belt must match the waist size. Extra length must be tucked in the belt loops.

Accessories

- **Jewelry/other:** All jewelry must be plain with no lettering, logos or symbols and **gold or silver** in appearance. Accessories or body modifications that prove to be a distraction will be handled on an individual basis.

- **Hair Accessories:** Hair accessories may be worn as long as they are **solid black**. Hair (including dyes, streaks or extensions) must be of a natural hair color. For example, magenta and burgundy are not natural hair colors and are therefore not allowed. Bandanas, scarves or rags are not allowed. If headwear for religious or medical reasons is required, the head covering must be solid black with no logos, or writing.

- **Beanies/Hats:** An O'Farrell approved beanie will be available for purchase ONLY at O'Farrell in late fall. Students will be allowed to wear the beanie from December to March only when outside. Beanies must be worn above the eyebrows. No other hats are allowed.

- **Glasses**: Non-prescription glasses or non-prescription sunglasses are not allowed.

- **Backpacks:** Any color/brand ok. May not be modified or written on except for student's name.

THE O'FARRELL 9TH GRADE UNIFORM POLICY

The uniform is found at Mario's. Uniform means "one form". As such, the uniform cannot be modified or changed in any way. This includes using rubber bands, safety pins, or tapering pants to make them "skinny". Clothing may not be ripped or torn in any way. Rain gear, hats or other non uniform items must be removed and put away upon campus entry.

Pants, Shorts and Skirts

- Bottoms may be jean material in **blue, black or grey**, or slacks/pant material in **navy blue, black or grey**. Students may wear long pants, shorts or skirts. **No capris.**

- **Long Pants:** Must fit properly, be worn at the waist and not be altered or modified in any way.
  Pants which are too large (saggy, baggy) or too tight (skinny) are not allowed.

- **Shorts/Skirts:** The shorts/skirts must be no more than 2" above or below the knee and not be form fitting. They must fit properly as with long pants.

Shirts and Undershirts

- Students can wear either the approved **black or maroon** polo shirt (long or short sleeved) containing the O'Farrell embroidered logo. All shirts must be completely and properly tucked in at all times, so that the belt is visible.

- Undergarments may not be visible, including appearance through thin or transparent clothing. Undershirts or turtlenecks must be plain **black or white** (no emblems or graphics).

Jackets, Sweatshirts and Sweaters

- Approved items (from Mario's) are **black** with the O'Farrell embroidered logo. Winter garments do not have hoods. A uniform shirt must always be worn underneath any outer garments. Students may also wear their navy blue O'Farrell outerwear from their 8th grade uniform

Shoes

- Plain **black or white, or a combination of black and white,** leather or canvas shoes with black or white laces. Shoes must have closed toes and heels. No boots, house shoes or slippers. Any name brand/logo MUST be **solid black or white.**

Socks

- Must be **solid white or black**. Socks must be at least 4 inches below the knee. No leggings.

Belts

- All students must wear the O'Farrell belt. It is a **solid black** web belt with a **plain silver** (no initials or designs) slide buckle and is available at Royal Blazers. It is also available for purchase at O'Farrell. The belt must match the waist size. Extra length must be tucked in the belt loops.

Accessories

- **Jewelry/other:** All jewelry must be plain with no lettering, logos or symbols and **gold or silver** in appearance. Accessories or body modifications that prove to be a distraction will be handled on an individual basis.

- **Hair Accessories:** Hair accessories may be worn as long as they are **solid black**. Hair (including dyes, streaks or extensions) must be of a natural hair color. For example, magenta and burgundy are not natural hair colors and are therefore not allowed. Bandanas, scarves or rags are not allowed. If headwear for religious or medical reasons is required, the head covering must be solid black with no logos, or writing.

- **Beanies/Hats:** An O'Farrell approved beanie will be available for purchase ONLY at O'Farrell in late fall. Students will be allowed to wear the beanie from December to March only when outside. Beanies must be worn above the eyebrows. No other hats are allowed.

- **Glasses**: Non-prescription glasses or non-prescription sunglasses are not allowed.

- **Backpacks:** Any color/brand ok. May not be modified or written on except for student's name.

CRITERION 8

PROCEDURES TO ENSURE SAFETY OF STUDENTS, STAFF, AND PARENTS/GUARDIANS WHILE GOING TO AND FROM SCHOOL

1. In the O'Farrell Binder, students are reminded that school behavioral standards are in effect in route to and from school as well as during extra curricular activities both on and off campus. Students are also reminded of this during discipline assemblies.
2. Parents and students are reminded about traffic safety and crosswalk use in the student planner and school newsletter.
3. Site staff are posted at all entrance/exits before and after school.
4. Entry or exit to the campus is only allowed through supervised gates.
5. Student campus access is restricted in the mornings only into supervised areas and students are escorted off campus each day after school.
6. As required by state law, each principal/site administrator shall conduct safety drills periodically (including fire, earthquake/disaster preparedness and lock down drill) to maintain awareness of procedures.
7. Site emergency plan will be reviewed twice annually by staff.
8. See Disaster Preparedness Plan and Comprehensive School Safety Plan.

CRITERION 9

SAFE AND ORDERLY SCHOOL ENVIRONMENT

We believe in timely, consistent, and appropriate intervention that puts the child back on track as quickly as possible when a student fails to learn and act in the FALCON Way. We also believe that consequences must be designed to meet the individual needs of students. Therefore, the homebase teacher will refer to the school-wide discipline plan guide and may consult with students, parents, teachers, family leaders or administration in order to select appropriate consequences and intervention to meet the individual needs of the child. The severity of the inappropriate behavior will determine the level of consequence.

Annually, we will provide copies of our comprehensive Safety School Plan to staff, local fire departments, law enforcement agencies, Primetime program director and the Board of Directors.

Per Procedure 6270, students are under the direct supervision of staff members at all times wile in school, or while attending a school-directed activity. The discipline policies and homebase program of O'Farrell are designed to establish and maintain an environment in which students and staff members can perform effectively in the school setting, so that each student can exercise his or her right to obtain the best education possible.

All staff is regularly provided training on roles and responsibilities related to school safety and discipline policies. Homebase teachers meet with parents and are the primary liaison for all concerns related to students in their homebase.

STAFF RESPONSIBILITIES

Teachers should sign in each morning to indicate their presence. Staff should not be on campus alone after hours. (6:30 a.m. - 4:00 p.m.) Doors should be locked when rooms are not in use or when working before or after school. All suspicious persons on campus should be reported to the office or supervision aides. In case of a threatening situation, seek immediate help from nearby staff and contact the site supervision aides who can radio for help.

CAMPUS SUPERVISION

Campus Security Assistants patrol the campus daily. They report to the executive director. Teachers should be standing at the door of their classrooms at 7:25 a.m. and standing at their door during passing periods unless assigned other duties. The executive director should be available to staff until 4:00 p.m. daily. When exceptions arise backup can be provided by the administrator-in-charge, designated by the executive director, and can be called by the administrative assistant or other office staff.

CAMPUS SUPERVISION RESPONSIBILITIES

Classroom teachers who leave their rooms during prep periods are expected to be back in time to supervise during passing periods. Please make a point of returning early to locked classrooms so

that students will not congregate outside the doorway. Early dismissals are not authorized. Students must be supervised at all times.

LUNCH SUPERVISION

Lunchtime supervision is conducted to maintain acceptable standards of student behavior, promote the cleanliness of the campus, prevent the entry of unauthorized visitors, and enforce the policy of a closed campus.

Students are required to follow the "FALCON Way" at all times, stay in the designated lunch area and dispose of their trash in trash receptacles. They are not permitted to leave campus during lunchtime, nor have visitors. Students are required to remain seated the last ten minutes of each lunch.

PASSES FROM CLASS

No lavatory passes should be issued during the first five minutes and the last five minutes of any class. Students should not be permitted to leave class at any time without a properly completed pass containing the student's name, the date, destination, time and the teacher's signature. Ink should be used to fill out these passes. Cone passes are for only one student at a time and should be only used for restroom or water breaks.

Lavatory passes should be kept to a minimum and no more than one student should be sent at one time. Students should be encouraged to use the lavatory on their own time. If physiological or health problems are used as a reason for frequent lavatory passes, the student's name should be submitted to the health technician for further checking and recommendation.

Requests to see the health technician should be given careful consideration. Teachers must use careful judgment in granting or refusing requests to see the health. Students may not "drop in" to see the nurse between classes without a pass.

Students going to the Library should use a regular pass complete with name, date, time, destination, and teacher's signature. Note the time to return, if student is to return to class before the end of the period.

SCHOOLWIDE DISCIPLINE GUIDE

Rationale

- All staff members at O'Farrell are responsible for school-wide discipline
- Promote consistency school-wide
- Provide a process for intervention prior to suspension
- Provide follow-up after suspension, including a contract, and FSS intervention
- Maintain a high standard of behavior school-wide

Successful Strategies for Classroom Management

We advocate a proactive philosophy that focuses on early intervention to promote positive behavior.

- Enforce the FALCON Way.
- Use positive classroom management.
- Be consistent.
- Use mediation.
- Teach positive problem solving strategies to your students.
- Put the student on a daily contract/progress report
- Utilize FSS. Ask FSS staff to present lessons on various topics to the whole class. Involve FSS staff in the curriculum when appropriate.
- Give out yellow slips for exemplary behavior.
- Use awards and rewards: specific and genuine verbal compliments, raffles, etc.
- Listen compassionately and reflectively to your students.
- Encourage student involvement in extracurricular school activities.

All parties, startng with homebase teachers, must be involved in resolving conflicts.

- When incidents involve students from different homebases or student/adult conflicts, all adults must be in agreement concerning disciplinary action of the student(s). If agreement is not reached, family leaders should be involved in a resolution.
- Family leaders need to be notified of any serious infractions concerning their family members.

Intervention Process (Prior to Suspension)

It is expected that homebase teachers encourage students' proactive, positive behavior. However, in the event that a student does not follow the FALCON Way, the following guidelines for redirection are suggested.

Category A	**Category B**
- Warn student	- Return student to homebase
- Time-out/reflection	- Parent/teacher/student conference
- Student/teacher conference	- Contract
- Educational family detention	- FSS involvement
- Parent contact	- Revoke privileges
- Daily progress report	- Mediation
- Revoke privileges	
Category C	**Category D**
- Educational family in-school suspension	- Formal suspension
- Saturday School	- Expulsion
- Parent shadowing	- Disenrollment
- Deferred suspension	

DEFINITION OF TERMS

Category A Interventions

- Warning: Communicate to the student that inappropriate behavior needs to stop. This may be done by talking to the student individually.
- Time out: Separating the student exhibiting the inappropriate behavior from other students or teacher in a class time out area.
- Student/teacher conference: Discussion between the parties involved as to the behaviors that need to be modified.
- Detention: Consequence for inappropriate behavior. Detention may occur before school, during lunch, or after school.
- Parent contact: Parent is contacted by phone or letter about the student' behavior.
- Daily progress report: Signed by parent and returned to homebase teacher.
- Revoke privileges: These include, but are not limited to, classroom or family privileges, field trips, classroom movies, etc.

Category B Interventions

- Return to homebase with reflection: Student is sent back to homebase for exhibiting inappropriate behavior. Once in homebase, student will complete a reflection sheet and will discuss it with the homebase teacher.
- Parent/teacher/student conference: A meeting with the student parent/guardian, homebase teacher and others necessary to mediate the problem.
- Contract: The student and homebase teacher discuss options for the student to be successful. An agreement is made and a contract is written. The contract should include strategies for changing the targeted behavior.
- FSS involvement: Referral form is completed by the homebase teacher and put in the FSS mailbox or brought to FSS, where it will be assigned to the appropriate staff member. All referrals are followed up within 24 hours.
- Revoke privileges: These include, but are not limited to, school-wide privileges such as school dances and the Magic Mountain field trip.
- Mediation: Students who have conflict with other students should participate in a mediation leading to a contract to resolve the problem and prevent an escalation of the conflict.

Category C Interventions

- Educational family in-school suspension: Student stays in one classroom for an entire day. This may be the homebase teacher's room or another classroom decided upon by the homebase teacher and the educational family. The student is required to complete school work assigned by educational family.
- Saturday School: Following the approval of family leader and homebase teacher, Saturday School will be assigned. The student will be required to attend from 8 a.m. to 10 a.m. in proper O'Farrell dress. If a student is asked to leave Saturday School before 10 a.m., the educational family is notified and they will decide what the next intervention will be.
- Parent shadowing: Parent may spend an entire day with his/her child in class. If the parent elects not to shadow the child, the next step may be formal suspension.

Category D Interventions

- Formal suspension: See suspension form for guidelines. This is approved by the homebase teacher and family leader. A post-suspension referral to FSS for evaluation of the student will take place during the first day of the student's return to school.
- Students suspended for a total of ten days or receiving five uniform violations during any given school year will be considered for disenrollment.

CHARTER EXPULSION POLICY

The O'Farrell Charter School Contract has specific requirements for students to be enrolled. Students can be expelled for receiving ten or more cumulative days of suspension during the school year.

BEHAVIORAL EXPECTATIONS

Conduct

Students are expected to model the FALCON Way at all times. They are to wear the O'Farrell uniform and be in class on time. Students will walk, engage in appropriate behaviors on the school grounds and avoid behaviors that are disruptive, irresponsible and unsafe. Gang signing is considered an inappropriate behavior.

Prohibited Items

Items that can disrupt the learning process or create issues of theft are prohibited.

- Inappropriate items include skateboards, scooters, electronic devices, sports equipment, balls, etc., finger boards, dice playing cards, all toys, firecrackers, weapons, propellant sprays, excess cash, items of value, etc. CDs and DVDs are also inappropriate unless permission is received from the homebase teacher. Confiscated items may be picked up by the parent from the homebase teacher.

EXAMPLES OF UNACCEPTABLE

Minor offenses may include:

- Not bringing required supplies to class.
- Off-task behavior: talking, distracting others, etc.
- Food/gum in class (if not allowed)
- Running in the hallway
- Not keeping hands to self (not including punching, stabbing, etc.)
- Littering and disorderly environment (inside and outside the classroom)
- Misusing school supplies, and PE/science/computer/art equipment
- Threatening to cause physical injury (stops or will mediate when warned), first offense

Severe offenses may include:

- Disrupting class: defiant behavior toward any adult
- Using inappropriate language toward other student or adult
- Using inappropriate physical contact, obscene acts
- Stealing and/or receiving stolen property

- Misusing or severely damaging school equipment
- Instigating fights, fighting (first offense with no serious physical injury)
- Possessing drug paraphernalia
- Threatening to cause physical injury (threat continues despite warning, refusal to mediate)

Suspendible offenses include:

- Causing cuts and bruises or injuries requiring medical attention
- Possessing/using a controlled substance on campus
- Providing illegal substances (controlled substances or alcohol)
- Damaging school/private property
- Stealing school/private property
- Knowingly receiving stolen school/private property
- Possessing or using tobacco on school premises
- Committing an obscene act or engaging in habitual profanity or vulgarity directed toward staff, supervisor(s) or other students
- Committing sexual harassment, verbal, visual or physical
- Possessing drug paraphernalia as in the Health and Safety Code
- Disrupting/defiance minor, major, or involving threatening incident
- Attempting or threatening to cause physical injury
- Engaging in hate violence
- Engaging in intimidation
- Step 5 of progressive discipline

Zero Tolerance/Expulsion offenses include:

- Causing serious injuries requiring medical attention to student or staff
- Possessing, selling, or otherwise furnishing or brandishing any firearm, knife, explosive, or other dangerous object
- Two incidence of fighting in one school year
- Selling or furnishing illegal substance or alcohol on campus
- Committing robbery or extortion on campus
- Possessing an imitation firearm (including starter pistols)
- Sexual assault or battery
- Drug related offenses
- Fourth tobacco related offense

STUDENT POSSESSION OF CELLULAR PHONES, PAGERS AND OTHER ELECTRONIC SIGNALING DEVICES

Student possession of and use of cellular phones, pagers, and any other electronic signaling devices on school campus, or at school sponsored activities, and while under the supervision and control of O'Farrell staff is permitted under the circumstances described herein. Students may use these devices on campus prior to the first instructional period and after the last instructional period under the supervision of staff (includes time sent to office, Family Support Services, or any other location on school property prior to last instructional period scheduled). At all other

times between first and last instructional periods these devices shall be turned off and out of sight. Unauthorized use of these devices is cause for confiscation, and parent/guardian to be call to pick up the item. Repeated unauthorized use can/will lead to disciplinary action. The school is not responsible for the loss, theft, or damage of such devices when in the student's possession.

Parents/guardians must be aware that in the event an emergency should occur at the school, or school sponsored activity, they are not to call, signal, or page and give instructions to their student that contradicts the supervision of staff.

Ninth graders are permitted use of their cell phones in their designated area and during their designated time.

CRITERION 10

SAFE SCHOOL PLANNING COMMITTEE FORMATION

The Board of Directors of O'Farrell has delegated the responsibility of development of the School Safety Plan to the School Safety Planning Committee. The Board will review and approve the final plan before it is submitted.

The O'Farrell Community School Safety School Planning Committee consists of the following:

Chair:
Jonathan Dean, Executive Director

Members:
Sheryl Yeager, Emergency Disaster Preparation Coordinator
Jill Andersen, Program Coordinator/ 7th Grade Family Leader
Anne Mathews, 6th Grade Family Leader
Liz Wong, 8th Grade Family Leader
Brian Rainey, 9th Grade Family Leader
Lakisha, Bracy Lester, Campus Security Assistant
David Sanders, Campus Security Assistant
Candace Austin, Administrative Assistant to the Executive Director

Law Enforcement Consultants:
San Diego Police Dept.

Public Meetings:
Board of Directors Meetings

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 13, 2012
Action Item 2

RECOMMENDATION: Approve the contract with Wilkinson Hadley King & Co., CPAs and Advisors, to audit the financial statements of the governmental activities and the business-type activities of O'Farrell as of and for the year ending June 30, 2012 in the amount not to exceed $6,500 for the audit and $850 for the information returns.

BACKGROUND INFORMATION:

Every year the Board of Directors approves the contract for audit services.

CURRENT INFORMATION:

Our office staff will make available all financial records and related information required for the audit. It is O'Farrell's responsibility to set up the implementation and design of programs and controls to prevent and detect fraud, and for informing Wilkinson Hadley & Co. about all known or suspected fraud, or illegal acts affecting the government involving 1) management, 2) employees who have significant roles in internal control, and; 3) others where the fraud or illegal acts could have a material effect on the financial statements.

The audit is expected to begin on approximately April 16, 2012 and reports will be issued no later than December 15, 2012, or the approved extension date.

Their service also includes preparing the federal and state information returns for the year ending June 30, 2012. They also will provide copies of our reports to the California Department of Education, the State Controllers Office, the Federal Audit Clearing House, and the San Diego Unified School District.

ADDITIONAL INFORMATION:

The fees have increased from $6,200 to $6,500 and from $750 to $850 for information returns. See attached contract.

Wilkinson Hadley King & Co. LLP
CPAs and Advisors

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

218 W. Douglas Avenue • El Cajon, CA 92020
Tel. (619) 447-6700 • Fax (619) 447-6707

Aubrey W. King, CPA
Richard K. Savage, CPA

February 1, 2012

O'Farrell Community School
6130 Skyline Drive
San Diego, California 92114

We are pleased to confirm our understanding of the services we are to provide for O'Farrell Community School for the year ended June 30, 2012.

We will audit the statement(s) of financial position of O'Farrell Community School as of June 30, 2012, and the related statements of activities and cash flows for the year then ended. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole:

1) Schedule of expenditures of federal awards.

2) Required supplementary information as outlined in the Education Audit Appeals Panel *Audits of California K-12 Local Education Agencies 2011-12 Audit Guide.*

We will also prepare the organization's federal and state information returns for the year ended June 30, 2012.

Audit Objectives

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards.*
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations.*
- State compliance as outlined by the Education Audit Appeals Panel *Audits of California K-12 Local Education Agencies 2011-12 Audit Guide.*

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individual charged with governance, others within the organization, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. If our opinion on the financial statements or the Single Audit compliance opinion is other than unqualified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee the tax services and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities; to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, changes in net assets, and cash flows in conformity with U. S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us, and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying any significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review during the audit.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us, previous financial audits attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of O'Farrell Community School's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Circular A-133 Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. The purpose of these procedures will be to express an opinion on O'Farrell Community School's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

The audit documentation for this engagement is the property of Wilkinson Hadley King & Co LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the California Department of Education, San Diego Unified School District or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Wilkinson Hadley King & Co LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the California Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Aubrey King is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately April 15, 2012 and to issue our reports no later than December 15, 2012. We expect to complete your information returns by the extended due date of the returns.

We estimate that our fees for these services will be $6,500 for the audit and $850 for the information returns. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2008 peer review accompanies this letter.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Wilkinson Hadley King & Co LLP

Wilkinson Hadley King & Co., LLP

RESPONSE:

This letter correctly sets forth the understanding of O'Farrell Community School.

Officer signature: _____

Title: _____

Date: _____

BOARD OF DIRECTORS AGENDA ITEM
Action Item 3
Agenda Date: February 13, 2012

RECOMMENDATION: Approve the preliminary budget for 2012-2013.

BACKGROUND INFORMATION:

Revenue Projections: 7,256,152 (assumes ($370)pp cut to 2012/2013 budget)

Expense Projection: 7,249,184 (includes 218k SPED, plus 212K for general uncertainties see below)

Surplus/(deficit) Projection: 6,869.00

Certificated Positions: 54 FTE (50 teachers, 1 Executive Director, 2 Program Coordinators, .8 Pupil Support/Psych)

Classified Positions: 9.0 FTE

Student Enrollment: 1,090

Student ADA: 1,036

CURRENT INFORMATION:

This proposed budget includes an "internal special education encroachment" of $200 or $218,000 for uncertainties.

Additionally, there is a 3% built in reserve for general uncertainties of 212K

Projected ending fund balance as of July 2012: 2.9 mil

We will continue with the five furlough days.

O'FARRELL COMMUNITY SCHOOL

2012/2013

			BASE-Y	ADA Calculation
CHARTER SCHOOL BLOCK GRANT	1,090	Enrollment		
REVENUE LIMIT FUNDING	1035.50	ADA		
Charter General Purpose Revenue			5,600,136.00	grade k-3
Supplemental Hourly			78,477.00	104.50
SPED 602 and IDEA	435/127		581,951.00	412.00
			6,260,564.00	5,562.00
Charter Categorical Programs			426,626.00	grade 4-6
Other Categorical (Tier II)			90,790.00	285.00
Economic Impact Aid	$ 318.00		292,204.00	3,227.00
			809,620.00	412.00
Lottery Unrestricted	$ 109.50		100,414.00	5,639.00
Lottery Restricted	$ 11.50		11,867.00	grade 7-8
Subtotal			*112,281.00*	532.00
FEDERAL FUNDS				5,380.00
				412.00
Title I			336,721.00	5,792.00
Title II			78,561.00	Total ADA
Title III			27,645.00	grade 9
EETT			-	114.00
Subtotal			442,927.00	6,229.00
Interest			20,000.00	412.00
TAX Parcel cut	370/pp		(389,240.00)	
Subtotal			*(369,240.00)*	6,641.00
Total Revenue			*7,256,152.00*	*7,256,152.00*
EXPENDITURES				
Certificated/1000				
Teacher Classroom	50		2,662,153.60	
Program Director	2.00		133,019.10	
Stipend for Family Leaders and Dept Chairs			30,000.00	
			3,026,152.70	
Certificated Benefits/Monthly			348,007.56	
Monthly Sub-total	54		*3,374,160.26*	
Day to Day Visiting Tchr			67,500.00	
LT Sub	2lt		48,000.00	
Cert Hrly			7,500.00	
Suppl Hrly Teacher			59,250.00	summer school
Staff Development			10,850.00	
			193,100.00	
Certificated Benefits/Hourly			22,206.50	
Hourly Sub-total			*215,306.50*	
Total Certificated	*53.80*		*3,589,466.76*	*3,666,685.24*
Classified/2000				
Clerical Staff	8.000		322,735.45	
Custodial	1.000		35,172.02	
			357,907.47	
Classified Benefits/Monthly			76,950.11	
Monthly Sub-total	9.00		*434,857.58*	
Clsrm Asst Hourly - PE/ELL/Copy/SPED	HRLY		209,487.50	
Custodial	HRLY		34,560.00	
Clerical Hourly/Summer School	HRLY		2,400.00	
Campus Security Hourly	HRLY		45,150.00	
			291,597.50	
Classified Benefits/Hourly			62,693.46	
Hourly Sub-total			*354,290.96*	
Total Classified	*9.00*		*789,148.54*	*2,877,536.70*
NON SALARY ACCOUNTS				
Health and Welfare Insurance			673,421.00	
Books and Supplies			453,000.00	
Contracts and Services			983,541.07	
Program Improvement/Set Aside			127,802.00	
Sub-total			*2,237,764.07*	*639,772.63*
BUY BACK SERVICES	1,090	pupils		
Oversight	1%		63,189.66	
Internal Special Ed Encroachment	*200.00*		*218,000.00*	
Sub-total	4		294,319.66	*345,452.97*
Prop 39: 2%	2%		126,379.32	
Sub-total			126,379.32	*219,073.65*
Reserve for Uncertainties	3%		*212,105.52*	*6,968.13*
Total Expenses			*7,249,183.87*	
			6,968.13	
STARTING FUND BALANCE JULY 1, 2012			2,900,000.00	unrestricted fund balance
PROJECTED END BALANCE JUNE 30, 2013			2,906,968.13	

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 13, 2012
Action Item 4

RECOMMENDATION: Approve the contract with Palomar Christian Conference Center scheduled for May 30, 2012 to June 1, 2012 in the amount of $10,880 for this year's ninth grade retreat.

BACKGROUND INFORMATION:

On May 9, 2011, the Board of Directors approved the first 9th grade retreat which was held at Camp Stevens.

CURRENT INFORMATION:
The ninth grade is requesting approval for a two-night retreat for 85 students and chaperones.

Educational activities will be provided throughout the day. Wednesday night they will gather around the campfire for a year-end culminating activity and cook s'mores. The students will have a time to reflect on their time at O'Farrell and share what they've appreciated and what they will miss. They will also have the opportunity to look forward to their hopes and their dreams.

ADDITIONAL DATA:

Last year this trip was paid through the Friends of O'Farrell and the cost was $5,166 for 88 students, but it was only a one-night retreat. This will be presented at the next Friends of O'Farrell meeting and if they do not agree to pay for this trip, O'Farrell will cover the cost.

See attached contract.

PALOMAR
CHRISTIAN CONFERENCE CENTER

Guest Group Contract

Issued: 1/27/2012 3:51:40 PM

O'Farrell Community School

,

Dear Brian,

We are looking forward to your event with us and we appreciate your choosing Palomar Christian Conference Center. Enclosed you will find a contract for the inclusive dates of your event. O'Farrell Community School is scheduled to arrive on Wednesday, May 30, 2012 with Lunch on Wednesday as your first meal.

- Deposit amount: $2,176.00 (20% of guaranteed minimum)
- Guaranteed minimum: $10,880.00 amounting to a minimum of 85 people.
- Meal times will be scheduled three weeks prior to your arrival
- Insurance – Please return a certificate of insurance naming Palomar Christian Conference Center as "additional insured" on your group's general liability policy.

You are scheduled to stay in Spruce Room(s): 714, 715, 716, 717; Palomar Room(s): 910-914, 920-923, 924-925, 926-929, 915-919, and we have a meeting room reserved for you. We will try to fulfill your meeting room requests whenever possible. We reserve the right; however, to assign rooms to best meet the needs of all groups at the conference center.

Standard Rates	Motel Style (All Ages)	Dorm Style (Age 12+)	Dorm Style (Age 6-11)	Children (Age 1-5)
Per Person:	$N/A.00	$128.00	$N/A.00	$15.00/day
Day Use Rates	**Campus Day Use**	**Breakfast**	**Lunch**	**Dinner**
Per Person:	$15.00/day	$8.00	$10.00	$15.00
No discount for meals not taken, Part time rates only available after minimum is met with full time guests.				

Please sign and date the enclosed Signature Page of the contract and return it along with your deposit of $2,176.00 (20% of guaranteed minimum) by Monday, February 27, 2012. Because of the large number of groups who desire to use Palomar Christian Conference Center, we cannot guarantee that space will be available after February 27.

If you have not visited Palomar Christian Conference Center before, we encourage you to call and schedule a tour of the facilities. This will enable you to better prepare for you conference.

In His Service,

Katie Welch
Guest Services Coordinator
Palomar Christian Conference
Center

PALOMAR
CHRISTIAN CONFERENCE CENTER

Guest Group Contract

Issued: 1/27/2012 3:51:41 PM

Event ID # 2564

Organization Name: O'Farrell Community School

This Guest Group Contract ("Agreement"), entered into on January 27, 2012, is between Palomar Christian Conference Center (PCCC) and O'Farrell Community School, which represents that its address is: 6130 Skyline Drive, San Diego, CA, 92114. And that the name of its duly authorized agent for purposes of contact with PCCC are as follows: Brian Rainey, . In consideration of the covenants and conditions contained herein, PCCC agrees to allow O'Farrell Community School to use PCCC's conference center facility located on Palomar Mountain on the terms and conditions set forth herein:

1. TERM

The guest Conference shall be entitled to use the conference center beginning at 10:00 AM on Wednesday, May 30, 2012 and ending at 12:00 PM on Friday, June 01, 2012. Time is of the essence with respect to both arrival and departure and a $100.00 surcharge may be assessed in the event of early arrival or late departure. Luggage needs to be out of rooms by 9:00 am on date of departure. The term includes 2 night(s) and 6 meals with the first meal being Lunch on Wednesday, and the last meal being Breakfast on Friday.

2. CONTRACT GUARANTEE

We agree to pay a guaranteed minimum amount of $10,880.00. We also agree to bring a minimum of 85 full time conference center guests to meet our guaranteed minimum. Part-time conferees are not applied against the contract minimum. PCCC will provide accommodations for a maximum of 105 full-time conference guests: We agree to inform PCCC of the number of guests anticipated and the planned schedule of activities no later than 7 days before our arrival date.

3. INSURANCE

We understand and acknowledge that any insurance policy which PCCC may, in its sole discretion, elect to carry from time to time, may contain an "excess clause" so that it will only become applicable after the policy limits of all other available insurance have been exhausted. We agree to provide PCCC with a Certificate of Insurance, naming "Palomar Christian Conference Center" as an "additional insured" on our group's general liability insurance policy with a minimum limit of liability (per occurrence and in the aggregate) of $1,000,000.00, at least ten (10) days prior to admittance on the conference center grounds.

4. MEDICAL AID

We understand and agree that conference guests are responsible for their own emergency transportation, as well as any medical and hospitalization costs, incurred while at the conference center. We understand and acknowledge that PCCC does not have full-time medical personnel at the conference center. Accordingly, we agree that we will provide first aid supplies and a qualified nurse or first-aid care giver to provide medical aid for conference guests during the conference.

5. CHARGES

We agree to pay rates in effect at the time of this event. Current rates per guest are listed on the first page of this contract. We also agree to fulfill our obligation of the guaranteed minimum amount of $10,880.00 upon arrival at the conference center. All deposits, including the required amount of $2,176.00 (20% of guaranteed minimum) will be applied to the final settle-up amount. If our conference falls below the minimum number of guests for part or all of the term specified, we will meet our entire financial obligation to PCCC for the full guaranteed minimum amount. We understand that the number of guests over the minimum, plus any damages assessed and any other miscellaneous charges, including a possible meal tax imposed by the state of California (aprox 4% of per person rate), shall be added to our invoice and that payment is due prior to departure. We understand that PCCC does not "bill" groups and we hereby agree to assure that an authorized agent will come prepared to settle all final charges. After 14 days, all late payments will be charged a 5% late fee for every 10 the account remains unpaid.

6. CANCELLATION

If it becomes necessary to cancel our conference, we understand that we will remain responsible for the full amount of $10,880.00 (guaranteed minimum, less any amount that PCCC is able to recover through reasonable efforts to replace our group. In any event, however, we understand that cancellation will result in the assessment of a $100.00 cancellation fee to cover administrative costs associated with cancellation.

7. CONTRACT CONFIRMATION

We understand that this contract must be signed and returned, along with the required deposit, as soon as possible but no later than Monday, February 27, 2012 to confirm the reservation.

8. ACKNOWLEDGEMENT OF STATEMENT OF FAITH

We agree to uphold Pccc's statement of faith quoted herein (see 12 H) and agree to assure that no guest or speaker will do anything, by word or act, to in any way conflict with the Statement of Faith

9. RULES

We agree to abide by the terms set forth in this contract, including the Governing Guidelines quoted herein and all rules posted on the grounds. The signer accepts the responsibility of communicating these terms and rules to the leadership of the conference and agrees to follow through to ensure compliance by all conference attendees.

10. FINANCIAL RESPONSIBILITY

If our group is not underwritten by a formal organization or fellowship, the undersigned hereby agree(s) to be held individually responsible for all the financial obligations of this agreement.

11. GOVERNING GUIDELINES

We acknowledge and agree to act in accordance with the following policies and statements of Palomar Christian Conference Center: All exceptions must be in writing by the Guest Group Coordinator.

A. Dining Hall Protocols

To ensure that the food is served hot, and the kitchen staff is not detained in their schedule, it is essential that all conference guests adhere to the meal schedule. There will be no reduction in cost for meals not eaten. Wasting food or playing food games is not tolerated. The dining hall is closed except for meals. No guests will be allowed in the kitchen prep area in accordance with health code. The kitchen will not be required to serve meals when the agreed upon schedule is not met. Nor will the conference center give credit or reimbursement for missed meals.

B. Product Sales

The sale of books, CD's, Tapes, OR ANY FOOD is prohibited unless the express written permission of PCCC has been obtained. All requests for such permission must be in writing and must be submitted at the time this signed agreement is returned to PCCC.

C. Ground Rules

- Smoking is permitted only in the designated area
- Alcoholic beverages or non-prescription drugs are not allowed
- Conferee's pets are not allowed on the conference grounds
- Food and beverages are not allowed in the dormitory buildings
- Guests must wear modest clothing. PCCC preserves the right to request conferees to change their clothing, please inquire dress clothing guidelines
- Vehicles are prohibited in camp unless permission is given my office staff

D. Property Damage

All conferees are required to treat the grounds and facilities, as well as, personal property of other guests, with respect; otherwise, future use of PCCC could be jeopardized. A fee will beassessed for any damage noted, and charges settled within 10 days of invoice date.

E. Surcharge Policies

- PCCC reserves the right to assess a $100.00 surcharge for failure to comply with the following policies
- Arriving earlier than two hours prior to the contracted time of arrival: (with the exception of early arrival of leadership with prior WRITTEN approval from the Guest Group Coordinator)
- Failure to vacate all buildings by the contracted time of departure for cleaning.
- Failure to depart from the conference grounds within two hours after the contracted time of departure
- Exceeding contract maximum group size. Guest group leaders are required to call in advance to verify space for extra conference guests. Arriving with more than the contracted maximum is not acceptable, and some guests may have to be turned away
- Not out of lodging by 9 am without written consent of the Guest Group Coordinator

F. Refunds

Refunds are not made for any reason once the conference has begun. (This includes individual conferees' fees.) If the entire conference has to be canceled due to circumstances beyond the group's control, PCCC's refund policy may, in the sole discretion of PCCC, be waived.

G. Conference Criteria

PCCC does not discriminate on the basis of race, color, national or ethnic origin, veteran status, age, gender, or disability. Use of PCCC is exclusive to those groups which acknowledge and agree to respect Palomar Christian Conference Center's beliefs set forth in the Statement of Faith below.

H. Statement of Faith

The following statement summarizes the beliefs upon which PCCC was founded and is operated:
We believe in the plenary inspiration of the Old and New Testaments and recognize them to be God's Word to us. We believe in the Deity of the Triune God: Father, Son, and Holy Spirit. We believe in the Deity of the Lord Jesus Christ, His substitutionary atonement for our sin, His bodily resurrection and His personal, visible return to earth to reign in righteousness and glory. We believe in the person of the Holy Spirit who dwells in every believer and His work of conviction, regeneration, and sanctification. We believe in the necessity of the new birth, in salvation by faith in Jesus Christ alone, and in the importance of a life committed to the will of God.

12. TAXING

Beginning January 1, 2011 PCCC is required to tax all lodging and food per state tax requirements. Groups that require attendance of every group member at planned meetings and meet the additional criteria noted below will not be taxed. Meeting must be educational in nature and must be taught by a qualified instructor.

Yes	No	
☐	☐	Our group requires attendance of every group member at planned meetings
☐	☐	Planned meetings are educational in nature
☐	☐	Meeting are taught by a qualified instructor
☐	☐	If you have any questions regarding if your group qualifies, please contact the Guest Group Coordinator for details and answers.

PALOMAR
CHRISTIAN CONFERENCE CENTER

Guest Group Contract

Issued: 1/27/2012 3:51:44 PM

Contract Signature Page

DEPOSIT AND SIGNATURE PAGE DUE BY: 2/27/2012

Deposit can be made with a credit card over the phone or mailed in as a check.

Event ID #:	2564
Type:	Youth, Jr. & Sr. Hig
Arrival Date:	May 30, 2012
Organization:	O'Farrell Community School
Group Name:	O'Farrell Community School 05.30.12

I, the undersigned, hereby certify that I am a duly authorized agent and signer on behalf of O'Farrell Community School. I am currently empowered to act under the resolutions authorizing this contract and other services provided therein, and that the title and specimen signature set forth opposite the printed name is true and genuine. I hereby agree with all of the terms, conditions, paragraphs, and sections of this contract, and I hereby authorize and direct PCCC to continue to view me as a duly authorized agent until such authorization is revoked in writing.

(Print Name)	**(Signature)**
(Title)	**(Date)**

Contract prepared by:

Katie Welch
Guest Services Coordinator
kwelch@pccc.org

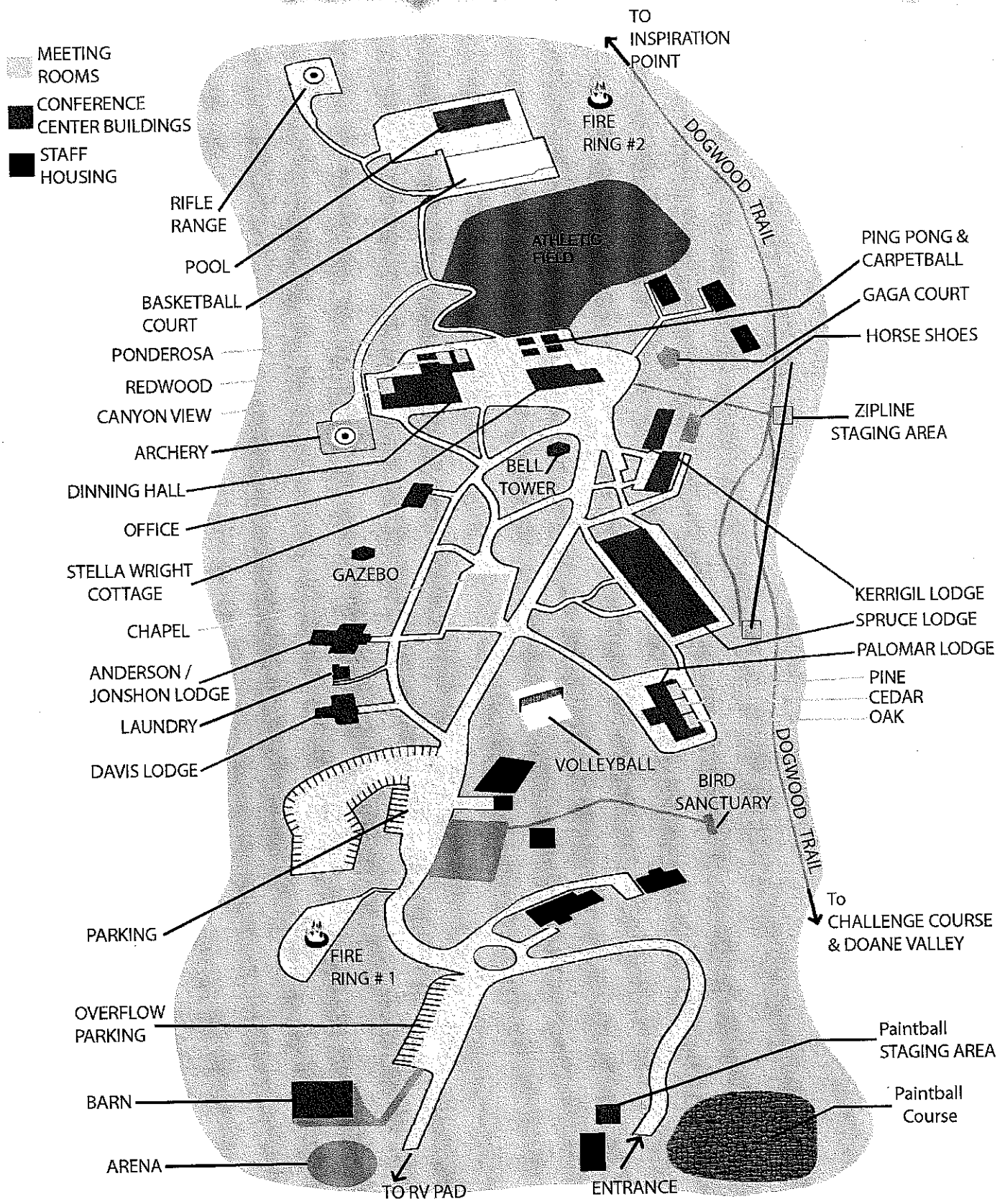
Signature: Cindy Keleher

Digitally signed by Cindy Keleher
DN: cn=Cindy Keleher, o=PCCC, ou, email=ckeleher@pccc.org, c=US
Date: 2012.01.27 15:52:15 -08'00'

Dated: _____

Palomar Christian Conference Center
P.O. Box 160 Palomar Mtn. Ca. 92060
Toll Free: 800 833-1444
Ph: 760 742-3438
Fax: 760 742-4207

PALOMAR CHRISTIAN CONFERENCE CENTER Campus Grounds Map



O'Farrell Community School
Board of Directors Meeting
Monday, February 13, 2012 - Library
Closed Session: 5:00 p.m. – 5:30 p.m.
Public Session: 5:30 p.m. – 7:00 p.m.

AGENDA

I. Call to Order

II. Adjourn to Closed Session

1. **In accordance with Government Code Section 48900 (a)(1), 48900 (a)(2), and 48900 (k) the Board will meet in closed session to consider the expulsion of three students ID #011897151, ID #76894 and ID #072898010.**

Reconvene to Open Session

III. Action for Items Considered in Closed Session

1. **Approve the findings and recommendations of the Executive Director pursuant to student expulsions for two students ID #011897151, #76894 and ID #072898010.**

IV. Pledge of Allegiance

V. Presentation:

1. **Swearing in new board member – Agnés Barrelet**

VI. Approval of Agenda

VII. Public Comment

Anyone may address the Board for up to three minutes on any item. The Public Commentary period preceding the formal agenda shall be limited to a total of 15 minutes. Please submit a "Request to Address the Board" slip to the Board chairperson. The Board Chair will call you forward at the appropriate time.

VIII. Discussion Items

1. **Executive Director Announcements ..... Page 3**
2. **Charter Vision Financial Reports ..... Page 7**

IX. Consent Calendar/Routine Items of Business

All items listed under the Consent Calendar are considered by the Board in **one action**. There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

1. **Approval of Minutes from the January 9, 2012 Board of Directors Meeting ..... Page 13**
2. **Approval of Minutes from the January 13, 2011 Special Board of Directors Meeting ..... Page 15**
3. **Approve/Ratify recommended actions on the personnel activity list ..... Page 16**
4. **Approve monthly check registers ..... Page 17**

X. Action Items

1. **Approve the 2012-2013 Comprehensive School Safety Plan ..... Page 24**

2. **Approve the contract with Wilkinson Hadley King & Co. for auditing services in the amount of $6,500 for the audit and $850 for the information returns** ..... **Page 57**
3. **Approve Preliminary Budget for 2012-2013** ..... **Page 63**
4. **Approve the contract with Palomar Christian Conference Center scheduled for May 30, 2012 to June 1, 2012 in the amount of $10,880 for this year's ninth grade retreat.** ..... **Page 65**

XI. Roundtable

XII. Adjournment

NOTICES

The next regular meeting of the O'Farrell Community School Board of Directors will be March 12, 2011 at 5:15 p.m.

O'Farrell Community School does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Jonathan Dean, Executive Director, has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in O'Farrell Community School's open and public meetings. Please notify Jonathan Dean at (619) 263-3009, extension 2202 seventy-two (72) hours prior to disability accommodations being needed in order to participate in the meeting.

Certification of Posting

I, Jonathan Dean, Executive Director, hereby certify that I posted this agenda on Wednesday, February 8, 2012 at 3:00 p.m.