

**MARCUM-ILLINOIS UNION SCHOOL DISTRICT
REGULAR BOARD MEETING**

AGENDA

Tuesday, May 20, 2025

6:00 pm Open Session

Library

**2452 El Centro Blvd.
East Nicolaus, CA 95659**

Meeting facilities are accessible to persons with disabilities. Anyone who is planning to attend the board meeting and is visually or hearing impaired or has any disability that needs special assistance should call the Superintendent/Principal at the District Office at least 48 hours in advance of the meeting to make arrangements.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE

2. ROLL CALL

Present

Absent

Josh Wanner

Emily Daddow

Elise Nelson

Jeff Reese

Keith Turner

3. APPROVAL OF THE AGENDA

Occasionally an item requiring attention will arrive in the office after the agenda is posted. Items may be added to the agenda with 2/3-majority approval of the board. Items to be added will be made available to the public at the meeting.

Motion _____ Second _____ Vote _____

4. SUPERINTENDENT'S REPORT

5. COMMENTS FROM THE PUBLIC

"No action or discussion shall be undertaken on any item not appearing on the posted agenda except the Members of the Board or the Marcum-Illinois Union Elementary School District Staff may briefly respond to statements made or questions posed. As the Board discusses agenda items, audience participation is permitted. The president will recognize those members of the audience who wish to speak. If necessary, each person wishing to speak will be asked to identify himself prior to speaking. Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The president shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. Generally, the president will ask board members for their remarks prior to recognizing requests to speak from the audience. At the president's discretion, agenda items may be considered in other than numerical order." Board Policy (Bylaws) 9323

6. **CONSENT AGENDA**

Any item on the Consent Agenda may be considered separately at the request of a board member.

8.1 Approval of Minutes: April 14, 2025, May 13, 2025

8.2 Approval of Monthly Warrants: 14275, 14306, 14365

8.3 Williams Act Report: 0 Complaints

8.4 Enrollment Report:

Marcum-Illinois Elementary School Enrollment

TK	K	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Total
12	16	19	21	14	19	17	18	19	23	178

Marcum-Illinois Preschool Enrollment

Full Time 18

Projected Marcum-Illinois Elementary School Enrollment for 2025-2026

TK	K	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Total
20	20	17	20	21	16	20	19	18	20	191

Projected Marcum-Illinois Preschool Enrollment for 2025-2026

Full Time 16

Motion _____ Second _____ Vote _____

7. **ITEMS PULLED FROM THE CONSENT AGENDA FOR DISCUSSION**

Motion _____ Second _____ Vote _____

8. **INFORMATION ITEMS**

9. **ACTION ITEMS**

9.1 Declaration of Need for Fully Qualified Educators

The District is required to annually update the California Commission on Teacher Credentialing (CTC) on the possibility of the need of General Education Assignment Permits. The Board is asked to approve this Declaration of Need to ensure compliance.

Motion _____ Second _____ Vote _____

9.2 Intra-Budget Transfer Resolution 2024-2025-10

It is recommended that the Board approve this resolution allowing the Sutter County Superintendent of Schools External Business Office to make budget transfers at the close of the year as are necessary to permit the payment obligations for the district for the 2024/2025 school year.

Motion _____ Second _____ Vote _____

9.3 Lozano Smith Agreement Renewal 2025-2026

It is recommended that the Board approve this 2025-2026 agreement renewal for legal services.

Motion _____ Second _____ Vote _____

9.4 Comprehensive School Safety Plan- Update

It is recommended that the Board approve this update to the Comprehensive School Safety Plan. This update includes minor revisions and the inclusion of the Instructional Continuity Plan. The Instructional Continuity Plan must be included in the Comprehensive School Safety Plan by July 1, 2025, per Senate Bill 153.

Motion _____ Second _____ Vote _____

10. NEXT BOARD MEETINGS

- June 2, 2025 6:00pm
- June 9, 2025 6:00pm

11. CLOSED SESSION

- Public Employee Discipline/Dismissal/Release/Complaint
- Interdistrict Student Agreements
- Student Programs
- Superintendent/Principal's Evaluation

12. REPORT OUT FROM CLOSED SESSION

Motion _____ Second _____ Vote _____

13. ADJOURNMENT

**MARCUM-ILLINOIS UNION SCHOOL DISTRICT
REGULAR BOARD MEETING**

**MINUTES
Monday, April 14, 2025**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Called to order at 6:00pm.

2. ROLL CALL

Present: Josh Wanner, Emily Daddow, Jeff Reese, Keith Turner

Absent: Elise Nelson

3. APPROVAL OF THE AGENDA

Occasionally an item requiring attention will arrive in the office after the agenda is posted. Items may be added to the agenda with 2/3-majority approval of the board. Items to be added will be made available to the public at the meeting.

Emily Daddow moved to approve the agenda as written. Keith Turner seconded. Roll call vote 4-0.

4. SOUTH SUTTER CHARTER SCHOOL

Cynthia Rachel was unable to attend this meeting. She provided the regular monthly update containing current news and upcoming events for the Board materials.

5. SUPERINTENDENT'S REPORT

Maggie Irby shared that we are at the mid point of 2nd trimester. Progress reports will go home on Friday. Spring Break is next week. Camp Marcum is set to run all of Spring Break. There are currently about 25 students signed up. Miss Tiffany has planned a great week including a couple of field trips. Friday is our annual egg drop. It will take place at 8:45. Community is welcome to attend. Last week, 5th-8th grade attended our annual canoe trip.

6. COMMENTS FROM THE PUBLIC

"No action or discussion shall be undertaken on any item not appearing on the posted agenda except the Members of the Board or the Marcum-Illinois Union Elementary School District Staff may briefly respond to statements made or questions posed. As the Board discusses agenda items, audience participation is permitted. The president will recognize those members of the audience who wish to speak. If necessary, each person wishing to speak will be asked to identify himself prior to speaking. Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The president shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. Generally, the president will ask board members for their remarks prior to recognizing requests to speak from the audience. At the president's discretion, agenda items may be considered in other than numerical order." Board Policy (Bylaws) 9323

No public comment.

7. CONSENT AGENDA

Any item on the Consent Agenda may be considered separately at the request of a board member.

7.1 Approval of Minutes: March 10, 2025

7.2 Approval of Monthly Warrants: 13964, 14023, 14077, 14122, 14171

7.3 Williams Act Report: 0 Complaints

7.4 Enrollment Report:

Marcum-Illinois Elementary School Enrollment

TK	K	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Total
12	16	19	20	14	19	17	18	19	23	177

Marcum-Illinois Preschool Enrollment

Full Time 18

Projected Marcum-Illinois Elementary School Enrollment for 2025-2026

TK	K	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Total
20	19	16	20	20	15	20	16	18	19	183

Projected Marcum-Illinois Preschool Enrollment for 2025-2026

Full Time 16

Jeff Reese moved to approve the consent agenda. Emily Daddow seconded. Roll call vote 4-0.

8. ITEMS PULLED FROM THE CONSENT AGENDA FOR DISCUSSION

None.

9. INFORMATION ITEMS

10. ACTION ITEMS

10.1 Approve Multitudes as the adopted Universal Reading Screener in Kindergarten Second Grades

The Board is asked to approve the adoption of Multitudes as the Universal Reading Screener in kindergarten through 2nd grade for reading delays, including the risk of dyslexia. Local Educational Agencies will begin assessing each student in kindergarten-2nd grade for reading difficulties using the adopted instrument in the 2025-2026 year, per SB 114. SB 114 required the State Board of Education to approve a list of screening instruments by December 31, 2024 and requires Local Educational Agencies to adopt one or more screening instruments from the approved list by June 30, 2025.

Josh Wanner moved to approve Multitudes as the adopted Universal Reading Screener in Kindergarten-Second Grades. Keith Turner seconded. Roll call vote 4-0.

11. NEXT BOARD MEETING

- **Tuesday, May 13, 2025 6:00pm**

12. CLOSED SESSION

- Public Employee Discipline/Dismissal/Release/Complaint
- Employee Benefits
- Interdistrict Student Agreements
- Student Programs

13. REPORT OUT FROM CLOSED SESSION

Josh Wanner moved to increase the district's contribution for Health benefits for eligible employees by \$150 per month starting July 1, 2025. Keith Turner seconded. Roll call vote 4-0.

14. ADJOURNMENT

Meeting adjourned at 6:43pm.

**MARCUM-ILLINOIS UNION SCHOOL DISTRICT
REGULAR BOARD MEETING**

**MINUTES
Tuesday, May 13, 2025**

Quorum not met. Regular Meeting will be rescheduled. Wildcat Contributor and South Sutter Charter Presentation continued as planned to respect the time of our visitors.

WILDCAT CONTRIBUTOR AWARD- SHANNON SCHEIBER

Shannon Scheiber was presented with the Wildcat Contributor Award for her outstanding contributions to the school community.

SOUTH SUTTER CHARTER SCHOOL

Cynthia Rachel, Melissa Gonzalez, and Angie Covil shared the 2025 Annual Charter Authorizer Presentation. The presentation included the following:

- information related to charter renewal processes and criteria
- Engagement in BOOST Intervention program
- Early Literacy program
- English Learner Progress on the CA School Dashboard and responsive ELPAC Bootcamp as well as targeted instruction and support
- Synchronous K-8 LIVE program driven by teacher interests/passions
- High School Academies Cohorts
- Increased CTE Pathway options
- Club opportunities and Prop 28 funded focus on Art classes (in person, online, and clubs)
- Park Days for community and family relationship building
- Special Education services update
- Social-Emotional Learning programs
- Non-educational charter renewal factors update: Governance Board and Parent Council
- Fiscal update – strategically spending down reserves in intentional ways.
- Enrollment update – highest enrollment and continuing to grow

Cynthia Rachel also provided information on Assembly Bill 84, which contains proposals that would negatively impact the operation of South Sutter Charter School. She discussed current and upcoming advocacy efforts being made to oppose the bill. A similar bill (SB 414) has also been proposed.

NEXT BOARD MEETING

- **RESCEDULED - May 20, 2025 at 6:00pm**

Approval Batch 014275

Bank Account COUNTY - COUNTY

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		AT&T CALNET (003812/2) P.O. BOX 9011 CAROL STREAM, IL 60197-9011								
2024/25	04/07/25		24-25 FIBER 4/7-5/6	DP25-00109 (1406968)	04/15/25	Paid	Printed	204.00		204.00
		2025 01- 0000- 0- 5900- 00- 0000- 2700- 000- 000- 0000- 00								
Check #	00631879					Check Date 04/17/25		PO#	Register # 000354	
Total Invoice Amount								204.00		

Direct Vendor		BULLSEYE MECHANICAL INC (000118/2) 7633 ORANGE DR CITRUS HEIGHTS, CA 95610								
2024/25	04/07/25	KITCHEN FREEZER		17661	(1406968)	04/15/25	Paid	Printed	782.84	782.84
		REPAIR								
		2025 01- 0000- 0- 5600- 00- 0000- 8100- 000- 000- 0000- 00								
Check #	00631880					Check Date	04/17/25	PO#	Register # 000354	
Total Invoice Amount							782.84			

Direct Vendor		CENIOM (013011/1) P.O. BOX 340942 SACRAMENTO, CA 95834-0942								
2024/25	04/12/25	TEACHER LAPTOPS (4)	16292	(1406968)	04/15/25	Paid	Printed	3,446.16		3,446.16
		2025 01- 5807- 0- 4400- 00- 1110- 1000- 000- 0000- 00								
Check #	00631881					Check Date	04/17/25	PO#	Register # 000354	
2024/25	04/14/25	MONTHLY TECH APR 25	16307	(1406968)	04/15/25	Paid	Printed	1,200.00		1,200.00
		2025 01- 0000- 0- 5800- 00- 0000- 2420- 000- 000- 0000- 00								
Check #	00631881					Check Date	04/17/25	PO#	Register # 000354	
Total Invoice Amount								4,646.16		

Direct Vendor		EAST NICOLAUS JOINT UHSD (001533/1) 2454 NICOLAUS AVE TROWBRIDGE, CA 95659									
2024/25	04/10/25	MOWER FUEL 1ST Q 2025		AR25-00018 (1406968)	04/15/25	Paid	Printed	39.80		39.80	
		2025 01- 0000- 0- 4300- 00- 0000- 8100- 000- 000- 0000- 00									
Check #	00631882					Check Date	04/17/25	PO#	Register # 000354		
						Total Invoice Amount		39.80			

Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? N, Zero? Y)

Approval Batch 014275 (continued)

Bank Account COUNTY - COUNTY

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		J&J HEATING & AIR (002504/2) PO BOX 671 LIVE OAK, CA 95953								
2024/25	04/10/25		PREK HVAC UNIT CONTROL BOARD	1567 (1406968)	04/15/25	Paid	Printed	615.98		615.98
		2025 01- 0000- 0- 5600- 00- 0000- 8100- 000- 000- 0000- 00								
Check #	00631883					Check Date 04/17/25		PO#	Register # 000354	
Total Invoice Amount								615.98		
Direct Vendor		PACIFIC GAS & ELECTRIC (003433/1) PO BOX 997300 SACRAMENTO, CA 95899-7300								
2024/25	04/07/25		ELECTRICITY 3/6-4/3	DP25-00108 (1406968)	04/15/25	Paid	Printed	1,262.28		1,262.28
		2025 01- 0000- 0- 5502- 00- 0000- 8200- 000- 000- 0000- 00								
Check #	00631884					Check Date 04/17/25		PO#	Register # 000354	
Total Invoice Amount								1,262.28		
Direct Vendor		PERFORMANCE SYSTEMS INTEG (000078/3) PO BOX 8528 PASADENA, CA 91109-8601								
2024/25	03/12/25		FIRE ALARM MONITORING W/TELGUARD- YEAR 2 OF 5 MAR 25-FEB 26	12667622 (1406968)	04/15/25	Paid	Printed	1,200.00		1,200.00
		2025 01- 0000- 0- 5800- 00- 0000- 8100- 000- 000- 0000- 00								
Check #	00631885					Check Date 04/17/25		PO#	Register # 000354	
Total Invoice Amount								1,200.00		
Direct Vendor		PROPACIFIC FRESH (014752/1) P.O. BOX 1069 DURHAM, CA 95938								
2024/25	03/31/25		CAFETERIA MILK	7157055 (1406968)	04/15/25	Paid	Printed	432.18		432.18
		2025 13- 5310- 0- 4712- 00- 0000- 3700- 000- 000- 0000- 00								
Check #	00631886					Check Date 04/17/25		PO#	Register # 000354	
2024/25	03/31/25		CAFETERIA FOOD	7157055-1 (1406968)	04/15/25	Paid	Printed	1,212.62		1,212.62
		2025 13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00								
Selection	Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? N, Zero? Y)								ERP for California	
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Approval Batch 014275 (continued)

Bank Account COUNTY - COUNTY

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		PROPACIFIC FRESH (014752/1)			(continued)		(continued)			
Check #	00631886					Check Date	04/17/25	PO#	Register # 000354	
Total Invoice Amount								1,644.80		
Direct Vendor		RECOLOGY YUBA-SUTTER (005096/1) PO DRAWER G MARYSVILLE, CA 95901								
2024/25	04/01/25		RECOLOGY APR 25	77699072 (1406968)	04/15/25	Paid	Printed	591.23		591.23
2025		01- 0000- 0- 5506- 00- 0000- 8200- 000- 000- 0000- 00								
Check #	00631887					Check Date	04/17/25	PO#	Register # 000354	
Total Invoice Amount								591.23		
Direct Vendor		SAM'S CLUB (009139/2) PO BOX 669810 DALLAS, TX 75266-0956								
2024/25	03/20/25		VAN FUEL 2/27	000084 (1406968)	04/15/25	Paid	Printed	63.31		63.31
2025		01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00								
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
2024/25	03/20/25		VAN FUEL 2/20	000106 (1406968)	04/15/25	Paid	Printed	64.86		64.86
2025		01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00								
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
2024/25	03/20/25		VAN FUEL 3/11	003490 (1406968)	04/15/25	Paid	Printed	59.81		59.81
2025		01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00								
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
2024/25	03/20/25		VAN FUEL 3/18	003990 (1406968)	04/15/25	Paid	Printed	61.94		61.94
2025		01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00								
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
2024/25	03/20/25		VAN FUEL 3/5	006302 (1406968)	04/15/25	Paid	Printed	63.26		63.26
2025		01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00								
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
2024/25	03/20/25		DEN FOOD	DP25-00110 (1406968)	04/15/25	Paid	Printed	29.16		29.16
2025		01- 6010- 0- 4300- 00- 1110- 1000- 000- 000- 0000- 00								
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Approval Batch 014275 (continued)								Bank Account COUNTY - COUNTY		
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		SAM'S CLUB (009139/2)			(continued)			(continued)		
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
2024/25	03/20/25		OPERATIONS SUPPLIES	DP25-00111 (1406968)	04/15/25	Paid	Printed	235.33		235.33
	2025	01- 0000- 0- 4300- 00- 0000- 8100- 000- 000- 0000- 00								
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
2024/25	03/20/25		PREK FOOD/SUPPLIES	DP25-00112 (1406968)	04/15/25	Paid	Printed	283.56		283.56
	2025	12- 6105- 0- 4300- 00- 0001- 1000- 000- 000- 0000- 00								
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
2024/25	03/20/25		DEN FOOD/SUPPLIES	DP25-00113 (1406968)	04/15/25	Paid	Printed	51.80		51.80
	2025	01- 6010- 0- 4300- 00- 1110- 1000- 000- 000- 0000- 00								
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
2024/25	03/20/25		POPCORN	DP25-00114 (1406968)	04/15/25	Paid	Printed	33.96		33.96
	2025	01- 0000- 0- 4300- 00- 0000- 2700- 000- 000- 0000- 00								
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
2024/25	03/20/25		OPERATIONS SUPPLIES	DP25-00115 (1406968)	04/15/25	Paid	Printed	302.62		302.62
	2025	01- 0000- 0- 4300- 00- 0000- 8100- 000- 000- 0000- 00								
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
2024/25	03/20/25		CAFETERIA FOOD	DP25-00116 (1406968)	04/15/25	Paid	Printed	84.21		84.21
	2025	13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00								
Check #	00631888					Check Date	04/17/25	PO#	Register # 000354	
Total Invoice Amount								1,333.82		
Direct Vendor		SHADD JANITORIAL SUPPLY (008795/1) 226 BRIDGE ST YUBA CITY, CA 95991								
2024/25	04/14/25		HAND SOAP	SHAD29566 (1406968)	04/15/25	Paid	Printed	323.40		323.40
	2025	01 0000 0 4300 00 0000 8100 000 000 0000 00								
Check #	00631889					Check Date	04/17/25	PO#	Register # 000354	
Total Invoice Amount								323.40		
Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)									ERP for California	
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Approval Batch 014275 (continued)								Bank Account COUNTY - COUNTY		
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		SHULTHISE LOCK AND KEY (000114/2) 1282 STABLER LN ST. 630 #188 YUBA CITY, CA 95993								
2024/25	03/05/25		PARKING LOT GATE RIM CYLINDER	4024 (1406968)	04/15/25	Paid	Printed	411.91		411.91
Check #		2025 01- 0000- 0- 5800- 00- 0000- 8100- 000- 000- 0000- 00				Check Date 04/17/25		PO#	Register # 000354	
2024/25	04/14/25		GYM DOOR LOCK REPAIR	4025 (1406968)	04/15/25	Paid	Printed	280.00		280.00
Check #		2025 01- 0000- 0- 5800- 00- 0000- 8100- 000- 000- 0000- 00				Check Date 04/17/25		PO#	Register # 000354	
Total Invoice Amount								691.91		
Direct Vendor		STAPLES (000322/2) PO BOX 660409 DALLAS, TX 75266-0409								
2024/25	04/15/25		ENVELOPES	6028861994 (1406968)	04/15/25	Paid	Printed	48.67		48.67
Check #		2025 01- 0000- 0- 4300- 00- 0000- 2700- 000- 000- 0000- 00				Check Date 04/17/25		PO#	Register # 000354	
2024/25	04/15/25		CARDSTOCK	6028861994-1 (1406968)	04/15/25	Paid	Printed	19.88		19.88
Check #		2025 01- 0000- 0- 4300- 00- 1110- 1000- 000- 000- 0000- 00				Check Date 04/17/25		PO#	Register # 000354	
Total Invoice Amount								68.55		
Direct Vendor		SYSCO FOOD SVCS OF SACRAMENTO (000043/2) PO BOX 138007 SACRAMENTO, CA 95813-8007								
2024/25	04/02/25		CAFETERIA FOOD	531666447 (1406968)	04/15/25	Paid	Printed	1,398.38		1,398.38
Check #		2025 13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00				Check Date 04/17/25		PO#	Register # 000354	
2024/25	04/02/25		CAFETERIA MILK	531666447-1 (1406968)	04/15/25	Paid	Printed	57.16		57.16
Check #		2025 13- 5310- 0- 4712- 00- 0000- 3700- 000- 000- 0000- 00				Check Date 04/17/25		PO#	Register # 000354	
2024/25	04/02/25		CAFETERIA SUPPLIES	531666447-2 (1406968)	04/15/25	Paid	Printed	154.44		154.44
Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)									ERP for California	
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Approval Batch 014275 (continued)								Bank Account COUNTY - COUNTY		
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		SYSCO FOOD SVCS OF SACRAMENTO (000043/2) (continued)						(continued)		
2024/25	04/02/25		CAFETERIA SUPPLIES	531666447-2 (1406968) (continued)	04/15/25	Paid	Printed	(continued)		
Check #	2025 00631892	13- 5310- 0- 4300- 00- 0000- 3700- 000- 000- 0000- 00				Check Date	04/17/25	PO#		Register # 000354
2024/25	04/08/25		CAFETERIA MILK	531677988 (1406968)	04/15/25	Paid	Printed	145.25		145.25
Check #	2025 00631892	13- 5310- 0- 4712- 00- 0000- 3700- 000- 000- 0000- 00				Check Date	04/17/25	PO#		Register # 000354
2024/25	04/09/25		CAFETERIA FOOD	531679348 (1406968)	04/15/25	Paid	Printed	476.36		476.36
Check #	2025 00631892	13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00				Check Date	04/17/25	PO#		Register # 000354
2024/25	04/09/25		CAFETERIA SUPPLIES	531679348-1 (1406968)	04/15/25	Paid	Printed	178.34		178.34
Check #	2025 00631892	13- 5310- 0- 4300- 00- 0000- 3700- 000- 000- 0000- 00				Check Date	04/17/25	PO#		Register # 000354
Total Invoice Amount								2,409.93		
Direct Vendor		THORNTON'S GAS (004577/1) 2041 WATT AVENUE EAST NICOLAUS, CA 95622								
2024/25	03/31/25		BUS PROPANE 3/5	135331 (1406968)	04/15/25	Paid	Printed	144.01		144.01
Check #	2025 00631893	01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00				Check Date	04/17/25	PO#		Register # 000354
2024/25	03/31/25		BUS PROPANE 3/12	135382 (1406968)	04/15/25	Paid	Printed	137.35		137.35
Check #	2025 00631893	01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00				Check Date	04/17/25	PO#		Register # 000354
2024/25	03/31/25		SCHOOL PROPANE 3/12	135383 (1406968)	04/15/25	Paid	Printed	2,046.24		2,046.24
Check #	2025 00631893	01- 0000- 0- 5503- 00- 0000- 8200- 000- 000- 0000- 00				Check Date	04/17/25	PO#		Register # 000354
2024/25	03/31/25		BUS PROPANE 3/14	135401 (1406968)	04/15/25	Paid	Printed	136.20		136.20
Check #	2025 00631893	01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00				Check Date	04/17/25	PO#		Register # 000354
Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)									ERP for California	
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Approval Batch 014275 (continued)							Bank Account COUNTY - COUNTY			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor	THORNTON'S GAS (004577/1)			(continued)			(continued)			
2024/25	03/31/25		BUS FUEL 3/19	135423 (1406968)	04/15/25	Paid	Printed	32.45		32.45
Check #	2025 01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00	00631893				Check Date	04/17/25	PO#	Register #	000354
2024/25	03/31/25		BUS FUEL 3/24	135450 (1406968)	04/15/25	Paid	Printed	147.19		147.19
Check #	2025 01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00	00631893				Check Date	04/17/25	PO#	Register #	000354
2024/25	03/31/25		BUS FUEL 3/28	135464 (1406968)	04/15/25	Paid	Printed	133.87		133.87
Check #	2025 01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00	00631893				Check Date	04/17/25	PO#	Register #	000354
2024/25	03/31/25		BUS PROPANE 3/13	621344 (1406968)	04/15/25	Paid	Printed	49.55		49.55
Check #	2025 01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00	00631893				Check Date	04/17/25	PO#	Register #	000354
2024/25	03/31/25		KITCHEN WATER HEATER REPAIR	E027459 (1406968)	04/15/25	Paid	Printed	130.29		130.29
Check #	2025 01- 0000- 0- 5600- 00- 0000- 8100- 000- 000- 0000- 00	00631893				Check Date	04/17/25	PO#	Register #	000354
2024/25	03/31/25		KITCHEN WATER HEATER REPAIR	E027504 (1406968)	04/15/25	Paid	Printed	241.81		241.81
Check #	2025 01- 0000- 0- 5600- 00- 0000- 8100- 000- 000- 0000- 00	00631893				Check Date	04/17/25	PO#	Register #	000354
Total Invoice Amount								3,198.96		
Direct Vendor	US BANK CORP. PAYMENT SYSTEM (004687/1) PO BOX 790428 ST. LOUIS, MO 63179-0428									
2024/25	03/27/25		COPIER LEASE 3/20-4/20	552104143 (1406968)	04/15/25	Paid	Printed	981.78		981.78
Check #	2025 01- 0000- 0- 5600- 00- 1110- 1000- 000- 000- 0000- 00	00631894				Check Date	04/17/25	PO#	Register #	000354
Total Invoice Amount								981.78		
Direct Vendor	VERIZON WIRELESS (009718/1) P.O. BOX 660108 DALLAS, TX 75266-0108									
Selection	Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)								ERP for California	
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Approval Batch 014275 (continued)							Bank Account COUNTY - COUNTY			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		VERIZON WIRELESS (009718/1)		(continued)						
2024/25	04/02/25		CELL SERVICE	6110043196	04/15/25	Paid	Printed	329.72		329.72
			3/3-4/2	(1406968)						
		2025 01- 0000- 0- 5900- 00- 0000- 2700- 000- 000- 0000- 00								
Check #	00631895					Check Date	04/17/25	PO#		Register # 000354
Total Invoice Amount								329.72		

Approval Batch 014306								Bank Account COUNTY - COUNTY		
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Payment		BRYAN BRAMHILL (BRYAN BRAMH)								
2024/25	04/15/25		24/25 WRESTLING COACH STIPEND	DP25-00121 (1409392)	04/22/25	Paid	Printed	300.00		300.00
		2025 01- 0000- 0- 5800- 00- 1110- 1000- 000- 000- 0000- 00								
Check #	00632170					Check Date	04/24/25	PO#	Register # 000355	
Total Invoice Amount								300.00		
Direct Vendor		CALIFORNIA'S VALUED TRUST (010974/2) P.O BOX 26300 FRESNO, CA 93729-6300								
2024/25	04/17/25		VISION/DENTAL MAY 25	DP25-00119 (1409392)	04/22/25	Paid	Printed	3,631.43		3,631.43
		2025 01- 0000- 0- 9514- - - - - - - - - -								
Check #	00632171					Check Date	04/24/25	PO#	Register # 000355	
2024/25	04/17/25		VISION/DENTAL MARCH UNDERPAYMENT	DP25-00120 (1409392)	04/22/25	Paid	Printed	.43		.43
		2025 01- 0000- 0- 9514- - - - - - - - - -								
Check #	00632171					Check Date	04/24/25	PO#	Register # 000355	
Total Invoice Amount								3,631.86		
Direct Vendor		CLARK PEST CONTROL OF STOCKTON (001045/2) PO BOX 6015 WHITTIER, CA 90607-6015								
2024/25	04/03/25		MONLTHLY PEST SERVICE APR 25	37352296 (1409392)	04/22/25	Paid	Printed	216.00		216.00
		2025 01- 0000- 0- 5507- 00- 0000- 8200- 000- 000- 0000- 00								
Check #	00632172					Check Date	04/24/25	PO#	Register # 000355	
2024/25	04/03/25		QRTLTY LOT WEED SPRAY 1/3	37352296-1 (1409392)	04/22/25	Paid	Printed	242.00		242.00
		2025 01- 0000- 0- 5800- 00- 0000- 8100- 000- 000- 0000- 00								
Check #	00632172					Check Date	04/24/25	PO#	Register # 000355	
Total Invoice Amount								458.00		
Direct Vendor		GOLD STAR FOODS (009670/2) PO BOX 201475 DALLAS, TX 75320-1475								
Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)										
									ERP for California	
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Approval Batch 014306 (continued)

Bank Account COUNTY - COUNTY

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		GOLD STAR FOODS (009670/2) (continued)								
2024/25	04/16/25		CAFETERIA FOOD	8625029 (1409392)	04/22/25	Paid	Printed	1,439.11		1,439.11
Check #	2025 00632173	13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00	Check Date 04/24/25 PO# Register # 000355							
2024/25	04/16/25		CAFETERIA SUPPLIES	8625029-1 (1409392)	04/22/25	Paid	Printed	251.36		251.36
Check #	2025 00632173	13- 5310- 0- 4300- 00- 0000- 3700- 000- 000- 0000- 00	Check Date 04/24/25 PO# Register # 000355							
Total Invoice Amount								1,690.47		
Direct Employee		IRBY, MARGARET K (170371)								
2024/25	04/21/25		MAR/APR 25 MILEGAE 70%	EP25-00053 (1409392)	04/22/25	Paid	Printed	234.22		234.22
Check #	2025 00632174	01- 0000- 0- 5220- 00- 0000- 2700- 000- 000- 0000- 00	Check Date 04/24/25 PO# Register # 000355							
2024/25	04/21/25		MAR/APR 25 MILEAGE 30%	EP25-00054 (1409392)	04/22/25	Paid	Printed	100.38		100.38
Check #	2025 00632174	01- 0000- 0- 5220- 00- 0000- 7100- 000- 000- 0000- 00	Check Date 04/24/25 PO# Register # 000355							
2024/25	04/21/25		SSDA CONF PARKING	EP25-00055 (1409392)	04/22/25	Paid	Printed	80.00		80.00
Check #	2025 00632174	01- 0000- 0- 5200- 00- 0000- 2700- 000- 000- 0000- 00	Check Date 04/24/25 PO# Register # 000355							
Total Invoice Amount								414.60		
Direct Vendor		KAREN L. BOWEN (000042/1)								
2024/25	04/15/25		24/25 SUMMATIVE ELPAC TESTING	2425-1 (1409392)	04/22/25	Paid	Printed	600.00		600.00
Check #	2025 00632175	01- 0000- 0- 5800- 00- 1110- 1000- 000- 000- 0000- 00	Check Date 04/24/25 PO# Register # 000355							
Total Invoice Amount								600.00		

Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)



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Approval Batch 014306 (continued)								Bank Account COUNTY - COUNTY		
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		NORTH VALLEY SIG C/O KEENAN-SETECH (000087/1) PO BOX 4328 TORRANCE, CA 90510								
2024/25	06/26/24		24-25 WORKERS COMP MAY 25	306875 (1409392)	04/22/25	Paid	Printed	3,692.00		3,692.00
		2025 01- 0000- 0- 9516- - - - -								
Check #	00632176					Check Date 04/24/25		PO#	Register # 000355	
Total Invoice Amount								3,692.00		
Direct Vendor		PACE ANALYTICAL SERVICES LLC (000044/2) PO BOX 684056 CHICAGO, IL 60695-4056								
2024/25	04/18/25		WATER TESTING 4/17	252802870 (1409392)	04/22/25	Paid	Printed	202.60		202.60
		2025 01- 0000- 0- 5800- 00- 0000- 8100- 000- 000- 0000- 00								
Check #	00632177					Check Date 04/24/25		PO#	Register # 000355	
Total Invoice Amount								202.60		
Direct Vendor		PROPACIFIC FRESH (014752/1) P.O. BOX 1069 DURHAM, CA 95938								
2024/25	04/07/25		CAFETERIA FOOD	7158755 (1409392)	04/22/25	Paid	Printed	1,374.64		1,374.64
		2025 13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00								
Check #	00632178					Check Date 04/24/25		PO#	Register # 000355	
2024/25	04/07/25		CAFETERIA MILK	7158755-1 (1409392)	04/22/25	Paid	Printed	260.92		260.92
		2025 13- 5310- 0- 4712- 00- 0000- 3700- 000- 000- 0000- 00								
Check #	00632178					Check Date 04/24/25		PO#	Register # 000355	
2024/25	04/07/25		CAFETERIA SUPPLIES	7158755-2 (1409392)	04/22/25	Paid	Printed	39.63		39.63
		2025 13- 5310- 0- 4300- 00- 0000- 3700- 000- 000- 0000- 00								
Check #	00632178					Check Date 04/24/25		PO#	Register # 000355	
2024/25	04/14/25		CAFETERIA FOOD	7160427 (1409392)	04/22/25	Paid	Printed	963.67		963.67
		2025 13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00								
Check #	00632178					Check Date 04/24/25		PO#	Register # 000355	
Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)										
									ERP for California	
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Approval Batch 014306 (continued)

Bank Account COUNTY - COUNTY

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		PROPACIFIC FRESH (014752/1)			(continued)			(continued)		
2024/25	04/14/25		CAFETERIA MILK	7160427-1 (1409392)	04/22/25	Paid	Printed	359.00		359.00
		2025 13- 5310- 0- 4712- 00- 0000- 3700- 000- 000- 0000- 00								
Check #	00632178				Check Date		04/24/25	PO#	Register # 000355	
Total Invoice Amount								2,997.86		
Direct Vendor		SHULTHISE LOCK AND KEY (000114/2) 1282 STABLER LN ST. 630 #188 YUBA CITY, CA 95993								
2024/25	04/17/25		5/6 GATE RIM CYLINDER	4027 (1409392)	04/22/25	Paid	Printed	419.40		419.40
		2025 01- 0000- 0- 5800- 00- 0000- 8100- 000- 000- 0000- 00								
Check #	00632179				Check Date		04/24/25	PO#	Register # 000355	
Total Invoice Amount								419.40		
Direct Vendor		SUTTER CO. ELECTIONS (000035/1) 1435 VETERANS MEMORIAL DR YUAB CITY, CA 95993								
2024/25	04/14/25		NOV 24 ELECTION-2 CANDIDATES	04-2025-06 (1409392)	04/22/25	Paid	Printed	146.50		146.50
		2025 01- 0000- 0- 5800- 00- 0000- 7100- 000- 000- 0000- 00								
Check #	00632180				Check Date		04/24/25	PO#	Register # 000355	
Total Invoice Amount								146.50		
Direct Vendor		SYSCO FOOD SVCS OF SACRAMENTO (000043/2) PO BOX 138007 SACRAMENTO, CA 95813-8007								
2024/25	04/15/25		CAFETERIA FOOD	531688880 (1409392)	04/22/25	Paid	Printed	102.44		102.44
		2025 13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00								
Check #	00632181				Check Date		04/24/25	PO#	Register # 000355	
2024/25	04/15/25		CAFETERIA SUPPLIES	531688880-1 (1409392)	04/22/25	Paid	Printed	77.22		77.22
		2025 13- 5310- 0- 4300- 00- 0000- 3700- 000- 000- 0000- 00								
Check #	00632181				Check Date		04/24/25	PO#	Register # 000355	
Total Invoice Amount								179.66		

Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? N, Zero? Y)

Approval Batch 014306 (continued)							Bank Account COUNTY - COUNTY			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		TCSIG (004372/2) 400 PLUMAS BLVD STE 210 YUBA CITY, CA 95991								
2024/25	04/21/25		HEALTH MAY 25	DP25-00117 (1409392)	04/22/25	Paid	Printed	28,048.00		28,048.00
		2025 01- 0000- 0- 9514- - - - -								
Check #	00632182					Check Date	04/24/25	PO#	Register # 000355	
Total Invoice Amount								28,048.00		
Direct Vendor		TWIN RIVERS FENCING (003304/1) PO BOX 1686 YUBA CITY, CA 95992								
2024/25	04/15/25		FURNISH & INSTALL GATE W/PANIC BAR (5/6 SIDE)	DP25-00118 (1409392)	04/22/25	Paid	Printed	1,780.00		1,780.00
		2025 01- 0000- 0- 6170- 00- 0000- 8500- 000- 000- 0000- 00								
Check #	00632183					Check Date	04/24/25	PO#	Register # 000355	
Total Invoice Amount								1,780.00		

Approval Batch 014365

Bank Account COUNTY - COUNTY

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		ALHAMBRA & SIERRA SPRINGS (009102/1) P.O. BOX 660579 DALLAS, TX 75266-0579								
2024/25	04/20/25		CAFETERIA WATER 4/9	15604920042025 (1414384)	04/29/25	Paid	Printed	77.94		77.94
Check #		2025 13- 5310- 0- 5800- 00- 0000- 3700- 000- 000- 0000- 00								
00632554				Check Date 05/01/25		PO#		Register # 000356		
2024/25	04/20/25		OFFICE/STAFF WATER 4/9	15604920042025-1 (1414384)	04/29/25	Paid	Printed	247.31		247.31
Check #		2025 01- 0000- 0- 5800- 00- 0000- 2700- 000- 000- 0000- 00								
00632554				Check Date 05/01/25		PO#		Register # 000356		
Total Invoice Amount								325.25		
Direct Vendor		AT&T (003812/3) PO BOX 5075 CAROL STREAM, IL 60197-5075								
2024/25	04/19/25		LONG DISTANCE	DP25-00122 (1414384)	04/29/25	Paid	Printed	48.92		48.92
Check #		2025 01- 0000- 0- 5900- 00- 0000- 2700- 000- 000- 0000- 00								
00632555				Check Date 05/01/25		PO#		Register # 000356		
Total Invoice Amount								48.92		
Direct Vendor		AT&T CALNET (003812/2) P.O. BOX 9011 CAROL STREAM, IL 60197-9011								
2024/25	04/24/25		BAN#702 3/24-4/23	000023372353 (1414384)	04/29/25	Paid	Printed	32.37		32.37
Check #		2025 01- 0000- 0- 5900- 00- 0000- 2700- 000- 000- 0000- 00								
00632556				Check Date 05/01/25		PO#		Register # 000356		
2024/25	04/24/25		BAN#040 3/24-4/23	000023373910 (1414384)	04/29/25	Paid	Printed	62.15		62.15
Check #		2025 01- 0000- 0- 5900- 00- 0000- 2700- 000- 000- 0000- 00								
00632556				Check Date 05/01/25		PO#		Register # 000356		
Total Invoice Amount								94.52		
Direct Vendor		DOMINO'S (000031/2) 1545 N TEXAS ST SUITE 306 FAIRFIELD, CA 94533								
2024/25	04/28/25		PIZZA LUNCH 3/28	100-1 (1414384)	04/29/25	Paid	Printed	307.00		307.00
Check #		2025 13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00								
00632556				Check Date 05/01/25		PO#		Register # 000356		
Total Invoice Amount								307.00		
Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)									ERP for California	
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Approval Batch 014365 (continued)								Bank Account COUNTY - COUNTY			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)		Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		DOMINO'S (000031/2)		(continued)							
2024/25	04/28/25		PIZZA LUNCH 3/28	100-1	(1414384)	04/29/25	Paid	Printed	(continued)		
				(continued)							
Check #	00632557						Check Date	05/01/25	PO#	Register #	000356
2024/25	04/28/25		PIZZA LUNCH 3/7	105-1	(1414384)	04/29/25	Paid	Printed	307.00		307.00
	2025	13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00									
Check #	00632557						Check Date	05/01/25	PO#	Register #	000356
2024/25	04/28/25		PIZZA LUNCH 4/4	19	(1414384)	04/29/25	Paid	Printed	293.50		293.50
	2025	13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00									
Check #	00632557						Check Date	05/01/25	PO#	Register #	000356
2024/25	04/28/25		PIZZA LUNCH 4/11	261-1	(1414384)	04/29/25	Paid	Printed	293.50		293.50
	2025	13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00									
Check #	00632557						Check Date	05/01/25	PO#	Register #	000356
2024/25	04/28/25		PIZZA LUNCH 3/21	34-1	(1414384)	04/29/25	Paid	Printed	293.50		293.50
	2025	13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00									
Check #	00632557						Check Date	05/01/25	PO#	Register #	000356
2024/25	04/28/25		PIZZA LUNCH 4/18	39	(1414384)	04/29/25	Paid	Printed	293.50		293.50
	2025	13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00									
Check #	00632557						Check Date	05/01/25	PO#	Register #	000356
2024/25	04/28/25		PIZZA LUNCH 3/14	62-1	(1414384)	04/29/25	Paid	Printed	293.50		293.50
	2025	13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00									
Check #	00632557						Check Date	05/01/25	PO#	Register #	000356
Total Invoice Amount									2,081.50		
Direct Vendor		FLETCHERS PLUMBING & CONTRACTING INC (001777/1) 219 BURNS DR. YUBA CITY, CA 95991									
2024/25	04/28/25		KITCHEN WATER HEATER REPAIR	191945	(1414384)	04/29/25	Paid	Printed	229.50		229.50
	2025	01- 0000- 0- 5600- 00- 0000- 8100- 000- 000- 0000- 00									
Check #	00632558						Check Date	05/01/25	PO#	Register #	000356
Total Invoice Amount									229.50		
Direct Vendor		GOLDEN BEAR ALARM SERVICE INC (000061/2) PO BOX 2203 MARYSVILLE, CA 95901									
Selection		Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)								ERP for California	
Page 15 of 20											

Approval Batch 014365 (continued)

Bank Account COUNTY - COUNTY

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			GOLDEN BEAR ALARM SERVICE INC (000061/2) (continued)							
2024/25	04/23/25		ALARM-MINI DOOR CONTACT	89583 (1414384)	04/29/25	Paid	Printed	75.00		75.00
2025 01- 0000- 0- 4300- 00- 0000- 8300- 000- 000- 0000- 00										
Check #	00632559					Check Date	05/01/25	PO#		Register # 000356
2024/25	05/01/25		ALARM SERVICE MAY 25	91038 (1414384)	04/29/25	Paid	Printed	180.00		180.00
2025 01- 0000- 0- 5800- 00- 0000- 8300- 000- 000- 0000- 00										
Check #	00632559					Check Date	05/01/25	PO#		Register # 000356
Total Invoice Amount								255.00		

Direct Vendor			HOME DEPOT CREDIT SERVICES DEPT. 32 2001278484 (004490/1) P.O. BOX 9001030 LOUISVILLE, KY 40290-1030							
2024/25	04/24/25		PREK MERRY-GO-ROUND/ GYM DOOR PAINT SUPPLIES	7811628 (1414384)	04/29/25	Paid	Printed	140.68		140.68
2025 01- 0000- 0- 4300- 00- 0000- 8100- 000- 000- 0000- 00										
Check #	00632560					Check Date	05/01/25	PO#		Register # 000356
2024/25	04/25/25		PREK MERRY-GO-ROUND SUPPLIES	6811771 (1414384)	04/29/25	Paid	Printed	24.96		24.96
2025 01- 0000- 0- 4300- 00- 0000- 8100- 000- 000- 0000- 00										
Check #	00632560					Check Date	05/01/25	PO#		Register # 000356
Total Invoice Amount								165.64		

Direct Vendor			J&J HEATING & AIR (002504/2) PO BOX 671 LIVE OAK, CA 95953							
2024/25	04/22/25		HVAC MAINTENANCE	1589 (1414384)	04/29/25	Paid	Printed	1,685.00		1,685.00
2025 01- 0000- 0- 5800- 00- 0000- 8100- 000- 000- 0000- 00										
Check #	00632561					Check Date	05/01/25	PO#		Register # 000356
Total Invoice Amount								1,685.00		

Direct Vendor			SAM'S CLUB (009139/2) PO BOX 669810 DALLAS, TX 75266-0956							
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Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)

Approval Batch 014365 (continued)							Bank Account COUNTY - COUNTY			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		SAM'S CLUB (009139/2)		(continued)						
2024/25	04/20/25		VAN FUEL 4/17	001304 (1414384)	04/29/25	Paid	Printed	61.23		61.23
Check #	2025 00632562	01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00				Check Date 05/01/25	PO#		Register # 000356	
2024/25	04/20/25		VAN FUEL 4/2	001486 (1414384)	04/29/25	Paid	Printed	60.93		60.93
Check #	2025 00632562	01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00				Check Date 05/01/25	PO#		Register # 000356	
2024/25	04/20/25		VAN FUEL 3/27	004742 (1414384)	04/29/25	Paid	Printed	55.40		55.40
Check #	2025 00632562	01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00				Check Date 05/01/25	PO#		Register # 000356	
2024/25	04/20/25		VAN FUEL 4/8	009614-1 (1414384)	04/29/25	Paid	Printed	62.54		62.54
Check #	2025 00632562	01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00				Check Date 05/01/25	PO#		Register # 000356	
2024/25	04/20/25		VAN FUEL 3/21	009670 (1414384)	04/29/25	Paid	Printed	49.45		49.45
Check #	2025 00632562	01- 0000- 0- 4300- 00- 0000- 3600- 000- 000- 0000- 00				Check Date 05/01/25	PO#		Register # 000356	
2024/25	04/20/25		DEN FOOD	DP25-00123 (1414384)	04/29/25	Paid	Printed	15.92		15.92
Check #	2025 00632562	01- 6010- 0- 4300- 00- 1110- 1000- 000- 000- 0000- 00				Check Date 05/01/25	PO#		Register # 000356	
2024/25	04/20/25		DEN FOOD	DP25-00124 (1414384)	04/29/25	Paid	Printed	68.62		68.62
Check #	2025 00632562	01- 6010- 0- 4300- 00- 1110- 1000- 000- 000- 0000- 00				Check Date 05/01/25	PO#		Register # 000356	
2024/25	04/20/25		OPERATIONS SUPPLIES	DP25-00125 (1414384)	04/29/25	Paid	Printed	244.89		244.89
Check #	2025 00632562	01- 0000- 0- 4300- 00- 0000- 8100- 000- 000- 0000- 00				Check Date 05/01/25	PO#		Register # 000356	
2024/25	04/20/25		DEN FOOD/SUPPLIES	DP25-00126 (1414384)	04/29/25	Paid	Printed	61.38		61.38
Check #	2025 00632562	01- 6010- 0- 4300- 00- 1110- 1000- 000- 000- 0000- 00				Check Date 05/01/25	PO#		Register # 000356	

Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)

Approval Batch 014365 (continued)								Bank Account COUNTY - COUNTY		
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor	SAM'S CLUB (009139/2)		(continued)		(continued)					
2024/25	04/20/25		FIELD TRIP FOOD	DP25-00127 (1414384)	04/29/25	Paid	Printed	76.17		76.17
Check #	2025 00632562	13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00				Check Date	05/01/25	PO#	Register #	000356
2024/25	04/20/25		DEN FOOD	DP25-00128 (1414384)	04/29/25	Paid	Printed	73.56		73.56
Check #	2025 00632562	01- 6010- 0- 4300- 00- 1110- 1000- 000- 000- 0000- 00				Check Date	05/01/25	PO#	Register #	000356
2024/25	04/20/25		CAMP MARCUM FOOD	DP25-00129 (1414384)	04/29/25	Paid	Printed	339.03		339.03
Check #	2025 00632562	01- 6010- 0- 4300- 00- 1110- 1000- 000- 000- 0000- 00				Check Date	05/01/25	PO#	Register #	000356
2024/25	04/20/25		BATTERIES	DP25-00130 (1414384)	04/29/25	Paid	Printed	53.58		53.58
Check #	2025 00632562	01- 0000- 0- 4300- 00- 0000- 2700- 000- 000- 0000- 00				Check Date	05/01/25	PO#	Register #	000356
2024/25	04/20/25		CAFETERIA FOOD	DP25-00131 (1414384)	04/29/25	Paid	Printed	84.16		84.16
Check #	2025 00632562	13- 5310- 0- 4700- 00- 0000- 3700- 000- 000- 0000- 00				Check Date	05/01/25	PO#	Register #	000356
2024/25	04/20/25		OPERATIONS SUPPLIES	DP25-00132 (1414384)	04/29/25	Paid	Printed	193.80		193.80
Check #	2025 00632562	01- 0000- 0- 4300- 00- 0000- 8100- 000- 000- 0000- 00				Check Date	05/01/25	PO#	Register #	000356
Total Invoice Amount								1,500.66		
Direct Vendor	SIERRA WATER UTILITY (000005/1) 1380 EAST AVE, STE 124 #313 CHICO, CA 95926									
2024/25	05/01/25		OPERATOR SERVICE APR 25	6405-1309 (1414384)	04/29/25	Paid	Printed	190.57		190.57
Check #	2025 00632563	01- 0000- 0- 5800- 00- 0000- 8100- 000- 000- 0000- 00				Check Date	05/01/25	PO#	Register #	000356
2024/25	05/01/25		#1 STENNER TUBE	6405-1309-1 (1414384)	04/29/25	Paid	Printed	48.40		48.40
Check #	2025 00632563	01- 0000- 0- 4300- 00- 0000- 8100- 000- 000- 0000- 00				Check Date	05/01/25	PO#	Register #	000356
Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)									ERP for California	
Page 18 of 20										

Approval Batch 014365 (continued)

Bank Account COUNTY - COUNTY

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Total Invoice Amount								238.97		

Direct Vendor SUPERIOR EQUIPMENT REPAIR INC (000093/2)
1905 AVIATION BLVD
LINCOLN, CA 95648

2024/25	04/24/25		BUS #2 45 DAY INSPECT	INV-71253 (1414384)	04/29/25	Paid	Printed	143.77		143.77
Check #	00632564	2025 01- 0000- 0- 5600- 00- 0000- 3600- 000- 000- 0000- 00								
						Check Date	05/01/25	PO#	Register #	000356
2024/25	04/24/25		BUS #3 45 DAY INSPECT	INV-71254 (1414384)	04/29/25	Paid	Printed	143.77		143.77
Check #	00632564	2025 01- 0000- 0- 5600- 00- 0000- 3600- 000- 000- 0000- 00								
						Check Date	05/01/25	PO#	Register #	000356
2024/25	04/25/25		BUS #1 45 DAY INSPECT/AIR LINE	INV-71291 (1414384)	04/29/25	Paid	Printed	372.97		372.97
Check #	00632564	2025 01- 0000- 0- 5600- 00- 0000- 3600- 000- 000- 0000- 00								
						Check Date	05/01/25	PO#	Register #	000356
Total Invoice Amount								660.51		

Direct Vendor SUTTER COUNTY SUPERINTENDENT
OF SCHOOLS OFFICE (004329/1)
970 KLAMATH LANE
YUBA CITY, CA 95993

2024/25	03/28/25		24-25 SHADY CREEK CLOTHING	25-0220 (1414384)	04/29/25	Paid	Printed	505.00		505.00
Check #	00632565	2025 01- 0000- 0- 4300- 00- 1110- 1000- 000- 000- 0000- 00								
						Check Date	05/01/25	PO#	Register #	000356
Total Invoice Amount								505.00		

EXPENSES BY FUND - Bank Account COUNTY

Fund	Expense	Cash Balance	Difference
01	61,066.32	2,785,761.14	2,724,694.82
12	283.56	32,651.11	32,367.55
13	11,326.70	10,089.65-	21,416.35-
Total	72,676.58		

Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)

Number of Payments	109	
Number of Checks	43	\$72,676.58
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$72,676.58	
Total Unpaid Sales Tax	\$.00	
Total Expense Amount	\$72,676.58	

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	4
\$100 - \$499	15
\$500 - \$999	8
\$1,000 - \$4,999	15
\$5,000 - \$9,999	
\$10,000 - \$14,999	
\$15,000 - \$99,999	1
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

***** ITEMS OF INTEREST *****

* Number of payments to a different vendor
 ! Number of Prepaid payments
 @ Number of Liability payments
 & Number of Employee Also Vendors
 ? denotes check name different than payment name
 F denotes Final Payment

Report Totals -	Payment Count	109	Check Count	43	ACH Count	0	vCard Count	0	Total Check/Advice Amount	72,676.58
										\$72,676.58

Selection Sorted by Approval BatchId, Filtered by (Org = 17, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 014275,014306,014365, Page Break by Check/Advice? = N, Zero? = Y)

Checks Dated 04/04/2025 through 05/01/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
00631879	04/17/2025	AT&T CALNET	01-5900		204.00
00631880	04/17/2025	BULLSEYE MECHANICAL INC	01-5600		782.84
00631881	04/17/2025	CENIOM	01-4400	3,446.16	
			01-5800	1,200.00	4,646.16
00631882	04/17/2025	EAST NICOLAUS JOINT UHSD	01-4300		39.80
00631883	04/17/2025	J&J HEATING & AIR	01-5600		615.98
00631884	04/17/2025	PACIFIC GAS & ELECTRIC	01-5502		1,262.28
00631885	04/17/2025	PERFORMANCE SYSTEMS INTEG	01-5800		1,200.00
00631886	04/17/2025	PROPACIFIC FRESH	13-4700	1,212.62	
			13-4712	432.18	1,644.80
00631887	04/17/2025	RECOLOGY YUBA-SUTTER	01-5506		591.23
00631888	04/17/2025	SAM'S CLUB	01-4300	966.05	
			12-4300	283.56	
			13-4700	84.21	1,333.82
00631889	04/17/2025	SHADD JANITORIAL SUPPLY	01-4300		323.40
00631890	04/17/2025	SHULTHISE LOCK AND KEY	01-5800		691.91
00631891	04/17/2025	STAPLES	01-4300		68.55
00631892	04/17/2025	SYSCO FOOD SVCS OF SACRAMENTO	13-4300	332.78	
			13-4700	1,874.74	
			13-4712	202.41	2,409.93
00631893	04/17/2025	THORNTON'S GAS	01-4300	780.62	
			01-5503	2,046.24	
			01-5600	372.10	3,198.96
00631894	04/17/2025	US BANK CORP. PAYMENT SYSTEM	01-5600		981.78
00631895	04/17/2025	VERIZON WIRELESS	01-5900		329.72
00632170	04/24/2025	BRYAN BRAMHILL	01-5800		300.00
00632171	04/24/2025	CALIFORNIA'S VALUED TRUST	01-9514		3,631.86
00632172	04/24/2025	CLARK PEST CONTROL OF STOCKTON	01-5507	216.00	
			01-5800	242.00	458.00
00632173	04/24/2025	GOLD STAR FOODS	13-4300	251.36	
			13-4700	1,439.11	1,690.47
00632174	04/24/2025	IRBY, MARGARET K	01-5200	80.00	
			01-5220	334.60	414.60
00632175	04/24/2025	KAREN L. BOWEN	01-5800		600.00
00632176	04/24/2025	NORTH VALLEY SIG C/O KEENAN-SETECH	01-9516		3,692.00
00632177	04/24/2025	PACE ANALYTICAL SERVICES LLC	01-5800		202.60
00632178	04/24/2025	PROPACIFIC FRESH	13-4300	39.63	
			13-4700	2,338.31	
			13-4712	619.92	2,997.86
00632179	04/24/2025	SHULTHISE LOCK AND KEY	01-5800		419.40
00632180	04/24/2025	SUTTER CO. ELECTIONS	01-5800		146.50
00632181	04/24/2025	SYSCO FOOD SVCS OF SACRAMENTO	13-4300	77.22	
			13-4700	102.44	179.66

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 04/04/2025 through 05/01/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
00632182	04/24/2025	TCSIG	01-9514		28,048.00
00632183	04/24/2025	TWIN RIVERS FENCING	01-6170		1,780.00
00632554	05/01/2025	ALHAMBRA & SIERRA SPRINGS	01-5800	247.31	
			13-5800	77.94	325.25
00632555	05/01/2025	AT&T	01-5900		48.92
00632556	05/01/2025	AT&T CALNET	01-5900		94.52
00632557	05/01/2025	DOMINO'S	13-4700		2,081.50
00632558	05/01/2025	FLETCHERS PLUMBING & CONTRACTING INC	01-5600		229.50
00632559	05/01/2025	GOLDEN BEAR ALARM SERVICE INC	01-4300	75.00	
			01-5800	180.00	255.00
00632560	05/01/2025	HOME DEPOT CREDIT SERVICES DEPT. 32 2001278484	01-4300		165.64
00632561	05/01/2025	J&J HEATING & AIR	01-5800		1,685.00
00632562	05/01/2025	SAM'S CLUB	01-4300	1,340.33	
			13-4700	160.33	1,500.66
00632563	05/01/2025	SIERRA WATER UTILITY	01-4300	48.40	
			01-5800	190.57	238.97
00632564	05/01/2025	SUPERIOR EQUIPMENT REPAIR INC	01-5600		660.51
00632565	05/01/2025	SUTTER COUNTY SUPERINTENDENT OF SCHOOLS OFFICE	01-4300		505.00
Total Number of Checks			43		<u><u>72,676.58</u></u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	37	61,066.32
12	CHILD DEVELOPMENT	1	283.56
13	CAFETERIA	9	11,326.70
Total Number of Checks		43	72,676.58
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u><u>72,676.58</u></u>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

64

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2025-2026

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Marcum-Illinois Union Elementary School District CDS Code: 71407

Name of County: Sutter County CDS Code: 51

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 5/13/25 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2026.

Submitted by (Superintendent, Board Secretary, or Designee):

Maggie Irby Superintendent/Principal

Name

Signature

Title

530-755-4302

530-656-2407

Fax Number

Telephone Number

Date

2452 El Centro Blvd. East Nicolaus, CA 95659

Mailing Address

maggiei@sutter.k12.ca.us

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

1

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

Emergency Transitional Kindergarten (ETK)

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	
Special Education	
TOTAL	1

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☒ Yes ☐ No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an internship program.

National University

If no, explain why you do not participate in an internship program.

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

Marcum-Illinois Union Elementary School District

BUDGET RESOLUTION # 2024-2025-10

INTRA-BUDGET TRANSFER RESOLUTION AT THE CLOSE OF THE SCHOOL YEAR

ON **MOTION** of member _____, seconded by member _____.

IT IS RESOLVED AND ORDERED by the governing Board that pursuant to Education Code **Section 42601** of the Superintendent of Schools, Department of Education, Sutter County, make such transfers between the undistributed reserve and any expenditure classification or classifications or balance any expenditure classification of the budget of the district for the school year 2024/2025 as are necessary to permit the payment of obligations of the district incurred during said school year.

PASSED AND ADOPTED by said Governing Board on _____, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

I, President of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regular called and conducted meeting held on said date.

SIGNED: _____
PRESIDENT OF THE BOARD

Karen M. Rezendes
Attorney at Law

E-mail: krezendes@lozanosmith.com

April 14, 2025

Maggie Irby
Superintendent/Principal
Marcum-Illinois Union Elementary School District
2452 El Centro Boulevard
East Nicolaus, CA 95659

Re: 2025-2026 Agreement Renewal

Dear Ms. Irby:

On behalf of Lozano Smith, thank you for your dedication to supporting students and our school communities. We deeply value the trust you have placed in us during this school year.

With the new 2025-2026 school year quickly approaching, we look forward to continuing our partnership and ensuring your team receives unparalleled legal counsel. To support your future planning, we have included an overview of the legal services agreement renewal process and an update regarding leadership coaching and consulting services.

Billing Practices

- Our industry-leading practice, designed to save costs for clients, will remain at the 1/10 (.10) of an hour increment.
- There are no required minimum billing periods for phone calls or email correspondences. We will bill actual time spent.
- We provide a “tiered” billing system to ensure that when appropriate, associate attorneys can be utilized, providing you with cost savings. Based on an annual review, we adjust legal staff rates to reflect updated tiered status levels for all attorneys based upon their years of experience.

Through these practices and other cost-saving measures, your legal team remains dedicated to delivering the highest quality service in a timely and client-centered manner.

Leadership Coaching and Consulting

New this year, Lozano Smith is pleased to offer clients up to five (5) hours of complimentary consulting time through our Concierge Consulting Services (CCS) program. These hours can be used for leadership coaching, mentoring, or strategic planning support provided by an experienced CCS Consultant. General information regarding CCS can be found at ccs.lozanosmith.com. We encourage you to contact your Lozano Smith attorney to implement these services.

Cost-Preventive Resources

We invite you to explore our client resource center at LozanoSmith.com/clientresources throughout the year. Here, your team can access a variety of publications, handbooks, and podcasts focused on the key legal issues shaping California's public education agencies.

Agreements

Enclosed, you will find two agreements for legal services for the 2025-2026 school year. Once your Board approves the renewal agreement, please retain one original and sign and return the other to us in the enclosed, self-addressed envelope.

Thank you again for the opportunity to serve as your legal partner. Please let us know if we can answer any questions related to the 2025-2026 legal services agreement. We look forward to supporting your continued success in the year ahead.

Sincerely,

LOZANO SMITH



Karen M. Rezendes
Managing Partner

KMR/em

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT ("Agreement") is effective July 1, 2025 ("Effective Date"), between the MARCUM-ILLINOIS UNION ELEMENTARY SCHOOL DISTRICT ("Client") and the law firm of LOZANO SMITH, LLP ("Attorney") (each a "Party" and collectively the "Parties"). Attorney shall provide legal services as requested by Client on the following terms and conditions:

1. **ENGAGEMENT.** Client hires Attorney on an as-requested basis as its legal counsel with respect to matters the Client refers to Attorney. When Client refers a matter to Attorney, Attorney shall confirm availability and ability to perform legal services regarding the matter. After Attorney has completed services for the specific matter referred by Client, then no continuing attorney-client relationship exists unless Client requests further services and Attorney accepts a new engagement. If Attorney undertakes to provide legal services to represent Client in such matters, Attorney shall keep Client informed of significant developments and respond to Client's inquiries regarding those matters. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation. Client agrees to be forthcoming with Attorney, to cooperate with Attorney in protecting Client's interests, to keep Attorney fully informed of developments material to Attorney's representation of client, and to abide by this Agreement. Client is hereby advised of the right to seek independent legal advice regarding this Agreement.
2. **RATES TO BE CHARGED.** Client agrees to pay Attorney for services rendered based on the attached rate schedule. Agreements for legal fees on other-than-an-hourly basis may be made by mutual agreement for special projects (including as set forth in future addenda to this Agreement).
3. **REIMBURSEMENT.** Client agrees to reimburse Attorney for actual and necessary expenses and costs incurred in the course of providing legal services to Client, including but not limited to expert, consultant, mediation, arbitration fees and e-discovery service fees. Attorney shall not be required to advance costs on behalf of Client over the amount of \$1,000 unless otherwise agreed to in writing by Attorney. Typical expenses advanced for Client, without prior authorization, include messenger fees, witness fees, expedited delivery charges, travel expenses, court reporter fees and transcript fees. Client authorizes Attorney to retain experts or consultants to perform services necessary to represent Client for a specific matter.
4. **MONTHLY INVOICES.** Attorney shall send Client a statement for fees and costs incurred every calendar month (the "Statement"). Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney's Statements within thirty (30) calendar days after receipt. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) calendar days past due, not to exceed 10% per annum.
5. **COMMUNICATIONS BETWEEN ATTORNEY AND CLIENT.** The Parties recognize that all legal advice provided by Attorney is protected by the Attorney-Client and Work Product

Privileges. In addition to regular telephone, mail and other common business communication methods, Client hereby authorizes Attorney to use facsimile transmissions, cellular telephone calls and text, unencrypted email, and other electronic transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information.

6. **POTENTIAL AND ACTUAL CONFLICTS OF INTEREST.** If Attorney becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Attorney, Attorney will comply with applicable laws and rules of professional conduct.

7. **INDEPENDENT CONTRACTOR.** Attorney is an independent contractor and not an employee of Client.

8. **TERMINATION.**

a. Termination by Client. Client may discharge Attorney at any time, with or without cause, by written notice to Attorney.

b. Termination by Mutual Consent or by Attorney. Attorney may terminate its services at any time with Client's consent or for good cause. Good cause exists if (a) Client fails to pay Attorney's Statement within sixty (60) calendar days of its date; (b) Client fails to comply with other terms and conditions of this Agreement, including Client's duty to cooperate with Attorney in protecting Client's interests; (c) Client has failed to disclose material facts to Attorney; or (d) any other circumstance exists that requires termination of this engagement under the ethical rules applicable to Attorney. Additionally, to the extent allowed by law, Attorney may decline to provide services on new matters or may terminate the Agreement without cause upon written notice to Client if Attorney is not then providing any legal services to Client. Even if this Agreement is not terminated, under paragraph 1, an attorney-client relationship exists only when Attorney is providing legal services to Client.

c. Following Termination. Upon termination by either Party: (i) Client shall promptly pay all unpaid fees and costs for services provided or costs incurred pursuant to this Agreement up to the date of termination; (ii) unless otherwise required by law or agreed to by the Parties, Attorney will provide no legal services following notice of termination; (iii) Client will cooperate with Attorney in facilitating the orderly transfer of any outstanding matters to new counsel, including promptly signing a substitution of counsel form at Attorney's request; and (iv) Client shall, upon request, be provided the Client's file documents maintained for the Client by Attorney and shall sign acknowledgment of receipt upon delivery of that file. For all Statements received by Client from Attorney prior to the date of termination, Client's failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services as shown in the Statement within thirty (30) calendar days of the date of termination shall be deemed Client's acceptance of and agreement with the Statement. For any billing appearing for the first time on a Statement received by Client

from Attorney after the date of termination, failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services within thirty (30) calendar days from receipt of the Statement shall be deemed to signify Client's acceptance of and agreement with the Statement.

9. **MAINTENANCE OF INSURANCE.** Attorney agrees that, during the term of this Agreement, Attorney shall maintain commercial liability and professional errors and omissions insurance.

10. **CONSULTANT SERVICES.** Attorney works with professional consultants that provide services, including but not limited to, investigations, public relations, educational consulting, leadership mentoring and development, financial, budgeting, management auditing, board/superintendent/chancellor relations, administrator evaluation and best practices, and intergovernmental relations. Attorney does not share its legal fees with such consultants. Attorney may offer these services to Client upon request.

11. **DISPUTE RESOLUTION.**

a. Mediation. Except as otherwise set forth in this section, Client and Attorney agree to make a good faith effort to settle any dispute or claim that arises under this Agreement through discussions and negotiations and in compliance with applicable law. In the event of a claim or dispute, either Party may request, in writing to the other Party, to refer the dispute to mediation. This request shall be made within thirty (30) calendar days of the action giving rise to the dispute. Upon receipt of a request for mediation, both Parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. The mediator's fee shall be shared equally between Client and Attorney. Each Party shall bear its own attorney fees and costs. Whenever possible, any mediator selected shall have expertise in the area of the dispute and any selected mediator must be knowledgeable regarding the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, is non-binding on the Parties. Mediation pursuant to this provision shall be private and confidential. Only the Parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both Parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115, et seq., and shall sign an agreement to that effect. Completion of mediation shall be a condition precedent to arbitration, unless the other Party refuses to cooperate in the setting of mediation.

b. Dispute Regarding Fees. Any dispute as to attorney fees and/or costs charged under this Agreement shall to the extent required by law be resolved under the California Mandatory Fee Arbitration Act (Bus. & Prof. Code §§ 6200, et seq.).

c. Binding Arbitration. Except as otherwise set forth in section (b) above, Client and Attorney agree to submit all disputes to final and binding arbitration, either

following mediation which fails to resolve all disputes or in lieu of mediation as may be agreed by the Parties in writing. Either Party may make a written request to the other for arbitration. If made in lieu of mediation, the request must be made within sixty (60) calendar days of the action giving rise to the dispute. If the request for arbitration is made following an unsuccessful attempt to mediate the Parties' disputes, the request must be made within ten (10) calendar days of termination of the mediation. The Parties shall make a good faith attempt to select an arbitrator and complete the arbitration within ninety (90) calendar days. If there is no agreement on an arbitrator, the Parties shall use the Judicial Arbitration and Mediation Service (JAMS). The arbitrator's qualifications must meet the criteria set forth above for a mediator, except, in addition, the arbitrator shall be an attorney or a retired judge, unless otherwise agreed by the Parties. The arbitrator's fee shall be shared equally by both Parties. Each Party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both Parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281, et seq. By signing this Agreement, Client acknowledges that this agreement to arbitrate results in a waiver of Client's right to a court or jury trial for any fee dispute or malpractice claim. This also means that Client is giving up Client's right to discovery and appeal. If Client later refuses to submit to arbitration after agreeing to do so, Client may be ordered to arbitrate pursuant to the provisions of California law. Client acknowledges that before signing this Agreement and agreeing to binding arbitration, Client is entitled, and has been given a reasonable opportunity, to seek the advice of independent counsel.

d. Effect of Termination. The terms and conditions of this section shall survive the termination of the Agreement.

12. **ENTIRE AGREEMENT.** This Agreement with its Professional Rate Schedule attached supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by the Parties.

13. **SEVERABILITY.** Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to any Party, then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Party.


14. **NON-WAIVER.** None of the provisions of this Agreement shall be considered waived by either Party unless such waiver is specified in writing.

15. **NO THIRD PARTY RIGHTS.** This Agreement shall not create any rights in, or inure to the benefit of, any third party.

16. **ASSIGNMENT.** The terms and conditions of this Agreement may not be assigned to any third party. Neither Party may assign any right of recovery under or related to the Agreement to any third party.

17. **EXECUTION IN COUNTERPARTS; SIGNATURES.** This Agreement may be executed in counterparts with signatures appearing on separate signature pages. A copy, or an original, with all signatures appended together shall be deemed a fully executed Agreement. Signatures transmitted by facsimile or electronic image shall be deemed original signatures and binding on the Parties.

WHEREFORE, the Parties hereto, by their signatures below, enter into this Agreement pursuant to the above terms and conditions as of the Effective Date.

CLIENT SIGNATURE	ATTORNEY SIGNATURE
Marcum-Illinois Union Elementary School District	Lozano Smith, LLP
BY (Authorized Signature)	BY (Authorized Signature) 
PRINTED NAME AND TITLE OF PERSON SIGNING	PRINTED NAME AND TITLE OF PERSON SIGNING Karen M. Rezendes, Managing Partner
DATE EXECUTED	DATE EXECUTED 04/11/2025

PROFESSIONAL RATE SCHEDULE FOR MARCUM-ILLINOIS UNION ELEMENTARY SCHOOL DISTRICT

HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate*:

Partner**/ Senior Counsel/ Of Counsel	\$ 350 - \$ 410 per hour
Associate	\$ 275 - \$ 340 per hour
Paralegal/ Law Clerk	\$ 225 - \$ 300 per hour
Consultant	\$ 125 - \$ 395 per hour

* Rates for individual attorneys within each category above vary based upon years of experience. Specific rates for each attorney are available upon request. ** Rates for work performed by Senior Partners with 20 years of experience or more may range from \$395 - \$450 per hour.

SALE OR LEASE OF REAL PROPERTY WORK

Partner/ Senior Counsel/ Of Counsel	\$ 450 per hour
Associate	\$ 375 per hour
Paralegal/ Law Clerk	\$ 225 per hour

BILLING PRACTICE

Lozano Smith will provide a monthly, itemized Statement for services rendered. Time billed is broken into 1/10 (.10) hour increments, allowing for maximum efficiency in the use of attorney time. Invoices will clearly indicate the department or individuals for whom services were rendered.

Written responses to audit letter inquiries will be charged to Client on an hourly basis, with the minimum charge for such responses equaling .5 hours. Travel time shall be prorated if the assigned attorney travels for two or more clients on the same trip.

COSTS AND EXPENSES

Facsimile	No Charge
Copying and Printing	\$0.25 per page
Postage	Actual Usage
Mileage	IRS Standard

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

LEADERSHIP COACHING AND CONSULTING

As part of Lozano Smith's Concierge Consulting Services (CCS), clients have the option of receiving up to five (5) hours of complimentary services which can be utilized each fiscal year. These services may include coaching, mentoring, or strategic planning guidance from a CCS Consultant.

**Marcum-Illinois Union Elementary
Comprehensive School Safety Plan
2024-2025**



Maggie Irby, Superintendent-Principal
2452 El Centro Blvd
(530) 656-2407
maggiei@sutter.k12.ca.us

**Plan approved by Marcum-Illinois Union Elementary
School District Governing Board May 13, 2025**

This document is available for public inspection during regular business hours at the Marcum-Illinois Union Elementary School main office.

NOTE: Tactical information is excluded from the public inspection document. A "Public Inspection Log" will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet.

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1. School Crime Assessment

Attendance Rates:

The average attendance rate for the 2023-2024 school year was 96%.

Behavior Incidents/Referrals:

The following table displays the number of behavior incidents that were recorded in the student information system over the past several years. A * indicates a school year impacted by school closure and/or virtual instruction due to the Covid-19 pandemic.

Incident Reports	2020-2021*	2021-2022	2022-2023	2023-2024
Minor	11	77	119	127
Major	0	2	9	8

Suspension/Expulsion:

The following table displays the number of suspensions and expulsions over the past several years. A * indicates a school year impacted by school closure and/or virtual instruction due to the Covid-19 pandemic.

	2020-2021*	2021-2022*	2022-2023	2023-2024
Suspensions	0	2	9	8
Expulsions	0	0	0	0

Property Damage

There have been no instances of property damage on the school site within the last 3 years.

California Healthy Kids Survey, Spring 2023

The tables below summarize the key indicators of school climate, substance use, routines, and student well-being. This Survey was administered to 5th & 7th grade students in the spring of the 2022-2023 school year.

Table A2.1

Key Indicators of School Climate

	Grade 5 %	Table
School Engagement and Supports		
School connectedness ^{†‡} <i>(In-School Only)</i>	68	A6.3
School connectedness ^{†‡} <i>(Remote Only)</i>		A6.3
Academic motivation [†]	79	A6.3
School boredom [†]	65	A6.9
Caring adults in school [†]	51	A6.3
High expectations-adults in school [†]	78	A6.3
Meaningful participation [†]	30	A6.3
Facilities upkeep [†]	75	A6.11
Parent involvement in schooling [†]	73	A10.2
Social and emotional learning supports [†]	54	A7.1
Anti-bullying climate [†]	61	A9.6
School Safety and Cyberbullying		
Feel safe at school [†]	56	A9.1
Feel safe on way to and from school [†]	75	A9.1
Been hit or pushed [†]	56	A9.2
Mean rumors spread about you	47	A9.2
Called bad names or target of mean jokes	65	A9.2
Saw a weapon at school [†]	19	A9.5
Cyberbullying [†]	18	A9.3
School Disciplinary Environment		
Rule clarity [†]	76	A8.2
Students well behaved [†]	47	A8.4
Students treated fairly when break rules [†]	35	A8.1
Students treated with respect [†]	65	A8.1

Notes: Cells are empty if there are less than 10 respondents.

[†] Average percent of respondents reporting "Yes, most of the time" or "Yes, all of the time."[‡] The scale was based on five survey questions for in-school respondents.[‡] The scale was based on four questions for remote respondents.[‡] In-school only.[‡] Past year.[‡] Past 30 days.

Table A2.1

Key Indicators of School Climate

	Grade 7 %	Grade 9 %	Grade 11 %	NT %	Table
School Engagement and Supports					
School connectedness ^{†‡} <i>(In-School Only)</i>	85	—	—	—	A6.4
School connectedness ^{†‡} <i>(Remote Only)</i>		—	—	—	A6.4
Academic motivation [†]	69	—	—	—	A6.4
School is really boring [‡]	35	—	—	—	A6.11
School is worthless and a waste of time [‡]	0	—	—	—	A6.11
Monthly Absences (3 or more)	20	—	—	—	A6.2
Maintaining focus on schoolwork ^{††}	47	—	—	—	A6.10
Caring adult relationships [†]	83	—	—	—	A6.4
High expectations-adults in school [†]	90	—	—	—	A6.4
Meaningful participation [†]	34	—	—	—	A6.4
Facilities upkeep [†]	95	—	—	—	A6.15
Promotion of parental involvement in school [†]	65	—	—	—	A6.4
School Safety and Cyberbullying					
School perceived as very safe or safe [†]	95	—	—	—	A8.1
Experienced any harassment or bullying [†]	25	—	—	—	A8.2
Had mean rumors or lies spread about you [†]	37	—	—	—	A8.3
Been afraid of being beaten up [†]	20	—	—	—	A8.3
Been in a physical fight [†]	0	—	—	—	A8.4
Seen a weapon on campus [†]	15	—	—	—	A8.6
Cyberbullying [†]	25	—	—	—	A8.3

Notes: Cells are empty if there are less than 10 respondents.

[†] Average percent of respondents reporting "Agree" or "Strongly agree."[‡] The scale was based on five survey questions for in-school respondents.[‡] The scale was based on four questions for remote respondents.[‡] Rating of 7 or higher.^{††} Survey question was reverse-coded.[†] In-School only.[†] Average percent of respondents reporting "Pretty much true" or "Very much true."[†] Past 12 months.

Table A2.2

Key Indicators of Substance Use, Routines, Remote Learning, and Student Well-Being

	Grade 5 %	Table
Substance Use		
Alcohol or drug use [‡]	41	A11.1
Marijuana use [‡]	0	A11.1
Cigarette use [‡]	0	A12.1
Vaping [‡]	6	A12.1
Routines		
Eating of breakfast [†]	76	A4.1
Late bedtime (at 10 pm or later)	29	A4.2
Learning from Home		
Weekdays worked on schoolwork (5 days) ^{†‡}		A5.1
Synchronous instruction (4 days or more) ^{†‡}		A5.1
Meaningful opportunities ^{†‡}		A5.2
Mental Health		
Frequent sadness [†]	29	A13.1
Wellness [†]	76	A13.2

Notes: Cells are empty if there are less than 10 respondents.

[‡] Lifetime.[†] This morning.[†] Past 7 days.[†] Past 30 days.[‡] Remote only.[†] Average percent of respondents reporting "Yes, most of the time" or "Yes, all of the time."

Table A2.2

Key Indicators of Substance Use, Remote Learning, and Student Well-Being

	Grade 7 %	Grade 9 %	Grade 11 %	NT %	Table
Substance Use					
Current alcohol or drug use [†]	0	—	—	—	A9.5
Current marijuana use [†]	0	—	—	—	A9.5
Current binge drinking [†]	0	—	—	—	A9.5
Very drunk or "high" 7 or more times, ever	0	—	—	—	A9.7
Been drunk or "high" on drugs at school, ever	0	—	—	—	A9.9
Current cigarette smoking [†]	0	—	—	—	A10.4
Current vaping [†]	5	—	—	—	A10.4
Current tobacco vaping [†]	0	—	—	—	A10.5
Current marijuana vaping [†]	0	—	—	—	A10.5
Routines					
Eating of breakfast [†]	60	—	—	—	A4.1
Bedtime (at 12 am or later)	0	—	—	—	A4.2
Learning from Home					
Average days worked on schoolwork (≥ 5) ^{†‡}		—	—	—	A5.1
Synchronous instruction (4 days or more) ^{†‡}		—	—	—	A5.1
Interest in schoolwork done from home ^{†‡}		—	—	—	A5.3
Meaningful opportunities ^{†‡}		—	—	—	A5.2
Social and Emotional Health					
Social emotional distress [†]	14	—	—	—	A7.5
Experienced chronic sadness/hopelessness [†]	10	—	—	—	A7.1
Considered suicide [†]	0	—	—	—	A7.2
Optimism [†]	65	—	—	—	A7.3
Life satisfaction [†]	78	—	—	—	A7.4

Notes: Cells are empty if there are less than 10 respondents.

[†] Past 30 days.[†] Today.[†] Remote only.[†] Past 7 days.[†] Average percent of respondents reporting "Agree" or "Strongly agree."[†] Average percent of respondents reporting "Pretty much true" or "Very much true."[†] Past 12 months.[†] Average percent of respondents reporting "Satisfied" or "Very satisfied."

2. Safety Strategies & Programs

A. Child Abuse Reporting Procedures

Duty to Report

In conformance with the requirements of the Penal Code, any district employee who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been a victim of child abuse shall report the known or suspected instance of child abuse to the Sheriff and/or child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

For the purposes of this reporting procedure and the Penal Code, "reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like situation, drawing when appropriate on his or her training and experience, to suspect child abuse.

Definitions

1. "Child Abuse" includes the following:
 - a. A physical injury inflicted by other than accidental means on a child by another person.
 - b. Sexual abuse of a child.
 - c. Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
 - d. Unlawful corporal punishment or injury resulting in a traumatic condition.
 - e. Neglect of a child or abuse in out-of-home care.
2. "Mandated Reporters" include virtually all school employees. The following school personnel are required to report: teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel employees, school psychologists, licensed nurses, counselors, and those instructional aides or other classified employees trained in child abuse reporting.

3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone.

Contact Information

1. Sutter County Department of Children and Family Services: (530) 822-7227

(24 hours per day-7 days per week).

2. Sutter County Sheriff's Department, Non-Emergency (530) 822-7307

Within 36 hours, a written report must be sent, faxed, or submitted electronically. The written report should be completed on a state form called 8572.

CHILD ABUSE TRAINING REQUIREMENT

- All district employees must annually complete the Keenan Mandated Reporter Training Course by the beginning of each school year. Employees hired after the October 15th date are required to complete the training course within six weeks of employment.
- This course is fully compliant with California Assembly Bill 1432 and is available online through Keenan Safe Schools, the firm's online training and tracking system designed specifically for education agency employees.
- The Keenan Safe Schools learning management system will generate the required reports for proof of completion. Employees should retain a copy of the training certificate and provide a copy to their principal/site-administrator.
- The online training course is available at <http://www.keenan.com/abusepreventioncenter>

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY																																
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO																															
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE																																
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY																																		
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)																																				
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL																															
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX																															
	ADDRESS				Street	City																															
	Zip				TELEPHONE ()																																
	PRESENT LOCATION OF VICTIM				SCHOOL	CLASS																															
	GRADE																																				
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)																																
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME																																		
RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK																																
D. INVOLVED PARTIES	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">NAME</td> <td>BIRTHDATE</td> <td>SEX</td> <td>ETHNICITY</td> <td colspan="2">NAME</td> <td>BIRTHDATE</td> <td>SEX</td> <td>ETHNICITY</td> </tr> <tr> <td colspan="2">1. _____</td> <td colspan="2"></td> <td colspan="2">3. _____</td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">2. _____</td> <td colspan="2"></td> <td colspan="2">4. _____</td> <td colspan="2"></td> <td colspan="2"></td> </tr> </table>							NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY	1. _____				3. _____						2. _____				4. _____					
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	2. _____				4. _____																																
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ADDRESS				Street	City	Zip																															
TELEPHONE ()																																					
OTHER RELEVANT INFORMATION																																					
E. INCIDENT INFORMATION																																					
IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____																																					
DATE / TIME OF INCIDENT			PLACE OF INCIDENT																																		
NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)																																					

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

IV. INSTRUCTIONS (Continued)

- SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
 - SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
 - SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
 - SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.
- ### V. DISTRIBUTION
- Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
 - Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

B. Disaster Response Procedures

In order to ensure the safety of all staff, students, and parents at Marcum-Illinois School, this Disaster Plan contains instructions and procedures for dealing with various emergencies. The response procedures are intended primarily as a ready reference for all staff to be studied and practiced prior to the occurrence of an emergency. Disaster Plan tests will be recorded and kept in a file by the Superintendent or designee.

EMERGENCY CONTACTS / PHONE LIST

COMMUNICATION PLANS / CRISIS TOOLBOX CHECKLIST

EMERGENCY PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

EMERGENCY ACTIONS

- All Clear
- Emergency Damage Assessment
- Lockdown.....
- Secure Campus
- Shelter in Place
- Duck, Cover and Hold On
- Evacuation
- Off-site Evacuation
- Structured Reunification

EMERGENCY RESPONSES (Alphabetical Index)

- Aircraft Crash
- Air Pollution Alert
- Animal Disturbance
- Bomb Threat
- Chemical Accident/Hazardous Materials
- Drive By Shooting
- Earthquake
- Explosion
- Fire
- Flood
- Gas/Fumes
- Hostage Situation
- Intruder (Active Shooter – See Section J).....
- Tornado/Severe Weather.....
- Utility Failure

OATH / USE OF FACILITIES

EVACULATION MAPS

LOCAL EMERGENCY TELEPHONE NUMBERS

EMERGENCY		911
LAW ENFORCEMENT		Phone
Sutter County Sheriff		(530) 822-7307
FIRE		Phone
East Nicolaus Fire Department		(530) 656-2261
Pleasant Grove Fire Department		(916) 655-3937
HOSPITALS	Address	Phone
Adventist Health and Rideout	726 4 th Street, Marysville, CA 95901	(530) 749-4300
OTHER SERVICES		
Animal Control		(530) 822-7375
Poison Control		800-222-1222
Sutter County Environmental Health		(530) 822-7400
Sutter County Public Health and Human Services		(530) 822-7327
Sutter County Superintendent of Schools		(530) 822-2900
Sutter County Office of Emergency Services		(530) 749-7520
Thorntons Gas		(530) 656-2485
Fletchers Plumbing		(530) 673-2489
Superior Well		(530) 534-1949
Keenan Crisis Risk/Disaster Response Hotline		(860) 677-3790

EMERGENCY RESPONSE TEAM MEMBERS

Name	Phone #	Role
Maggie Irby	██████████	Superintendent/Press Liaison
Courtney Brazil	██████████	Designee
Shasta Ford	██████████	Admin Assistant
Stacey Schwall	██████████	Fiscal Admin
Paula Villarreal	██████████	Operations
Lori Brown	██████████	Transportation
Jorge Arias	██████████	Safety

STAFF PHONE LIST: (530) 656-2407 (landline) / (530) 933-0746 (cell)		Ext.
Superintendent/Principal	Mrs. Maggie Irby	Ext. 14
Assistant Principal/Director of Student Services	Mrs. Courtney Brazil	Ext. 34
Administrative Assistant/Program Specialist	Ms. Shasta Ford	Ext. 10
Attendance/Enrollment/Fiscal Admin Assistant II	Ms. Stacey Schwall	Ext. 11
Director of Operations	Ms. Paula Villarreal	Ext. 28
Director of Transportation	Ms. Lori Brown	Ext. 28
Food Services Director	Ms. Carol Long	Ext. 20
Preschool Teacher	Mrs. Christina McIntosh	Ext. 16
Preschool Teacher	Ms. Margarita Barajas	Ext. 16
Preschool Aide	Ms. Ilse Scheidel	Ext. 16
Transitional Kindergarten Teacher	Mrs. Kristen Strong	Ext. 17
Kindergarten Teacher	Mrs. Michelle Cote	Ext. 26
1st Grade Teacher	Ms. Olga Michel	Ext. 25
2nd Grade Teacher	Mrs. Anne Hill	Ext. 24
3rd Grade Teacher	Ms. Kimi Henry	Ext. 21
4th Grade Teacher	Mr. Cha Xiong	Ext. 22
5th Grade Teacher	Mrs. Samantha Rouse	Ext. 30
6th Grade Teacher, 6th-8th Science	Mrs. Kris Schuler	Ext. 31
7th Grade Teacher, 6th-8th History	Mrs. Gina Stephens	Ext. 32
8th Grade Teacher, 6th-8th Math	Mrs. Staci Lucas	Ext. 33
Grounds/Maintenance/ Custodial	Mr. Jorge Arias	Ext. 28
Transportation/Aide/Custodial	Mrs. Karem Garcia	Ext. 21
Aide/Administrative Assistant	Mrs. Shannon Butler	Ext. 18
ELOP Director (DEN)	Ms. Tiffany DeAlba	Ext. 23
Aide/Den Staff	Ms. Michelle Gonzales	Ext. 17
Aide/Den Staff	Mrs. Debbie Scott	Ext. 24
Aide/Den Staff	Mrs. Lisa Vasquez	Ext. 30
Aide/Den Staff	Mrs. Kate Johnson	Ext. 25
Resource Specialist	Mrs. Megan Ginilo	Ext. 19
Special Education Aide/Classroom Aide/ Food Services	Mrs. Melissa Davis	Ext. 19
School Psychologist/Speech Pathologist	Mrs. Jasdeep Bains/ Mrs. Suzanne Myers	Ext. 27

SITUATIONAL COMMUNICATION PLANS

In the event of any emergency situation during school hours, what communication procedures are in place on your site? Develop a clear plan for the following aspects of emergency response.

911 Calls	<ul style="list-style-type: none"> • When placing a 911 call: give your name, school name, and school address (2452 El Centro Blvd. East Nicolaus, CA 95659) • Give specific location of danger (shooter, intruder, fire, hazardous material or other emergency) • Indicate location of incident command post
Mass Notification to Parents	<p><u>During an emergency:</u></p> <p>Parents will be contacted via the school's all-call system when deemed safe to do so.</p>
	<p><u>After an emergency:</u></p> <p>Parents will be contacted via the school's all-call system when deemed safe to do so.</p>

CRISIS TOOLBOX CHECKLIST

Determine specific needs and ensure that all of the contents are in the appropriate box/pack and are current.

- Map/Diagram of campus with evacuation sites marked
- Student/Staff emergency cards/roster
- Appropriate facility keys
- Latex gloves in Ziplock bag
- Flashlight with batteries bagged separately
- Whistle
- Large marker
- Notebook/Legal Pad
- Scissors and/or utility tool
- Post it notes
- Assorted band-aids
- Lifesavers or other hard candy
- Other items as needed

SITE EMERGENCY PROCEDURES FOR SPECIAL NEEDS STUDENTS

1. Procedures for special needs students may need to be implemented in emergency situations such as fire, earthquake, bomb threats, etc.
2. At the beginning of each school year, or at any point in the school year the need arises, an Individual Emergency Procedures Plan must be completed to accommodate each student who requires additional assistance due to a disability. This includes students with physical impairments who may require:
 - a wheelchair on a daily basis
 - specialized equipment
 - physical assistance to evacuate in a timely manner
3. Each plan requires that support staff be designated as specialized assistants during times of emergency.
4. Use the format below to complete an Individual Emergency Procedures Plan for each special needs student. Place a copy of the plans in the Site Emergency Operations Plan and with the individual classroom teacher's emergency materials. (class roster, etc.)

Individual Student Emergency Procedures Plan		
Student:	Room #:	Teacher:
Designated Specialized Assistants: <i>(Identify two staff in this area)</i>		
Required Equipment or Physical Assistance Needed to Evacuate in a Timely Manner <i>(complete below)</i>		

GENERAL EMERGENCY ACTIONS

Type	Definition
STATUS	ALL CLEAR is the signal that communicates to students and staff that the emergency is over and normal school operations can resume.
	EMERGENCY DAMAGE ASSESSMENT is the inspection process used immediately following an emergency (typically students and staff are under an EVACUATION order) to determine if it is safe to resume occupancy of school facilities. An EMERGENCY DAMAGE ASSESSMENT should be performed following any event with the potential to cause damage school facilities or equipment.
RESTRICTED MOVEMENT & ACCESS	<p>LOCKDOWN is initiated to isolate students and school staff from danger on or near the campus when movement within the school and within rooms on the campus might put students and staff in jeopardy. LOCKDOWN is used to prevent intruders from entering occupied areas of the buildings. Depending on the location of the threat, utilize RUN, HIDE, FIGHT (pg.48).</p> <ul style="list-style-type: none"> • Ensure all doors are locked • Close and lock windows, and close blinds or cover windows • Turn off lights • Silence all electronic devices • Remain silent • Use strategies to silently communicate with first responders, if possible • Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the intruder and for possible escape if the intruder enters the room) • Remain in place until the release from lockdown by school administration or evacuated by law enforcement.
	SECURE CAMPUS is implemented as a precautionary measure to ensure the safety of students and staff when there is danger in the surrounding community, or a bomb threat is made against the school. SECURE CAMPUS requires that all students and staff take shelter in school buildings and lock all exterior doors. Classroom instruction and/or activity may continue as long as all classroom and office doors are locked, and all students and staff remain inside through the duration of that event. The school perimeter should be secured.
	SHELTER IN PLACE is implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows, and vents; shutting down the classroom/building heating, ventilation, and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights. SHELTER IN PLACE allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in buildings with exterior passageways must remain in the classroom while SHELTER IN PLACE is instituted. It is appropriate for, but not limited to, gas leaks, external chemical release, bombs, and hazardous material spills.

	<p>DUCK, COVER AND HOLD ON is the action taken during an earthquake, explosion, or severe weather to protect students and staff from flying and falling debris. All students and staff should:</p> <ul style="list-style-type: none"> ✓ Face the wall with backs to the windows ✓ Crouch down on knees and elbows, taking cover under sturdy furniture if able ✓ Hands covering the back of their head/neck <p>Immediate EVACUATION will be signaled by sounding the alarm and an EMERGENCY DAMAGE ASSESSMENT must be performed prior to re-occupancy of any of the site's buildings, following any event prompting the use of DUCK, COVER AND HOLD ON.</p>
EVACUATION	<p>EVACUATION is implemented when conditions make it unsafe to remain inside the building(s). This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety. Individuals should stand facing away from school buildings/emergency location.</p> <p>OFF-SITE EVACUATION is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety off campus. In some situations, OFF-SITE EVACUATION may require the use of busing. STRUCTURED REUNIFICATION should be used following any OFF-SITE EVACUATION.</p> <p>EARLY RELEASE Certain situations may require releasing students from school at a time when parents expect their children to be at the school site. EARLY RELEASE may be implemented when circumstances make keeping students at school inadvisable. EARLY RELEASE must be authorized by the district superintendent or designee. During an EARLY RELEASE, students follow normal dismissal procedures.</p>
REUNIFICATION	<p>STRUCTURED REUNIFICATION is the process used to reunify children with their parents, guardians or caregivers, following a school emergency. Regular dismissal procedures are not followed. STRUCTURED REUNIFICATION requires:</p> <ul style="list-style-type: none"> • Maintaining accurate information on the location of each child. • Preventing unauthorized individuals from having access to or removing children. • Verifying the identity of individuals coming to take custody of children. • Verifying each individual has the legal right to take custody the child for which they have asked. • Keeping record of who each student is released to, the method used to verify their identity and the time of the pick-up.

EMERGENCY RESPONSE

AIRCRAFT CRASH

It is important that staff and students understand the procedures if an aircraft falls within the perimeter of the Marcum- Illinois Union School grounds. The warning, if any, may come in the form of a sound of a crash, an explosion, or through observation. Emergency response will depend on the size of the aircraft, nature of the crash, and proximity to the school.

STAFF ACTIONS:

- θ Notify Principal/Designee
- θ Move students away from the immediate vicinity of the crash.
- θ Crash Inside Building: Staff will initiate **DUCK, COVER, HOLD ON** action. Principal/Designee will determine if students are to remain inside or **EVACUATE**.
- θ Crash Outside: Move students away from immediate vicinity of the crash. Principal will determine if students are to return to classrooms or assemble outside, **facing away from the scene**.
- θ Take roll, and report to the principal/designee
- θ Remain in decided upon location with students unless subsequent explosions or fire endanger the area.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- θ Notify police and fire department (call 911).
- θ Initiate **SHELTER IN PLACE**, if warranted.
- θ Initiate **DUCK, COVER, HOLD ON** for students and staff outside or direct them to designated area until further instructions are received.
- θ Ensure that students and staff remain at a safe distance from the crash.
- θ Contact the Sutter County Office of Emergency Services.
- θ Account for all building occupants and determine extent of injuries.
- θ Fire department officials will secure area to prevent unauthorized access. Do not enter affected areas until the appropriate authorities provide clearance to do so.

EMERGENCY RESPONSE
AIR POLLUTION ALERT

Severe air pollution may affect students and staff who are susceptible to respiratory problems. These are persons with chronic lung disease or asthma, the elderly, the chronically ill and exercising children and adults.

Activities will be restricted when air quality reached stage two (Unhealthy for Sensitive Groups) on the Air Quality Index, or when the media announces a Spare the Air Day (126 AQI threshold).

STAFF ACTIONS:

- θ Remain indoors with students whenever possible.
- θ Minimize strenuous physical activity.
- θ Keep windows and doors closed.
- θ Resume normal activities after the **ALL CLEAR** signal is given.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- θ Develop and maintain a file of students and staff who have or are susceptible to respiratory problems.
- θ Communicate alternate programs or locations available to sensitive persons during an air pollution episode with teachers and support staff.
- θ When notified by the district office or news media of a smog advisory, inform all staff to stay indoors and minimize strenuous physical activity.
- θ Cancel all outdoor athletic competitions and practices and any other activities that require strenuous physical activity.

EMERGENCY RESPONSE
ANIMAL DISTURBANCE

If there is a rabid or uncontrollable animal on campus, implement this procedure when any wild animal threatens the safety of the students and staff.

STAFF/TEACHER ACTIONS:

- θ If the animal is outside, keep students inside. Lock doors and keep students away from the windows.
- θ If the animal is inside, **EVACUATE** students to a sheltered area away from the animal.
- θ Notify the principal and report any injuries.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- θ Isolate the students from the animal. Close doors or use available barricades to isolate the animal if possible.
- θ If the animal is outside, keep students inside and institute **SECURE CAMPUS**.
- θ If the animal is inside, initiate an **EVACUATION** outside to a protected area away from the animal
- θ Contact Sutter County Animal Control at (530) 822-7375 for assistance in removing the animal.
- θ If the animal injures anyone, seek medical assistance from the office.
- θ Notify parent/guardian and recommended health advisor.

EMERGENCY RESPONSE

BOMB THREAT

If the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the **next page** to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

- Ø Listen. Do not interrupt caller.
- Ø Keep the caller on the line with statements such as *"I am sorry, I did not understand you. What did you say?"*
- Ø If possible, alert someone else to notify the telephone company to trace the call while the caller is on the line.
- Ø Notify site administrator immediately after completing the call. Office to call 911.
- Ø Complete the Bomb Threat Checklist on following page.

PERSON RECEIVING THREAT BY MAIL:

- Ø Note the manner in which the threat was delivered, where it was found and who found it.
- Ø Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.
- Ø Caution students against picking up or touching any strange objects or packages.
- Ø Notify principal or site administrator.

STAFF ACTIONS:

- Ø If ordered **EVACUATE** students as quickly as possible, using primary or alternate routes.
- Ø Leave the room unlocked and turn off the lights as you leave.
- Ø While evacuating, visually scan for anything suspicious or out of place. Immediately report findings to principal/designee.
- Ø Do not return to the building until emergency response officials determine it is safe.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Ø Call 911.
- Ø If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of school, name of caller, phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up.
- Ø Instruct staff and students and staff to turn off any cell phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.
- Ø Determine whether to **EVACUATE** the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Ø Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.
- Ø If it is necessary to **EVACUATE** the entire school, use the fire alarm.
- Ø Direct a search team to look for suspicious packages, boxes or foreign objects.
- Ø Do not return to the school building until it has been inspected and determined safe by proper authorities.
- Ø Avoid publicizing the threat any more than necessary.

EMERGENCY RESPONSE

BOMB THREAT CHECKLIST

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____ Phone Number Where Call Received: _____

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice Background Sounds: Threat Language:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Angry | <input type="checkbox"/> House Noises | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Kitchen Noises | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Street Noises | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Booth | <input type="checkbox"/> Profane |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> PA system | <input type="checkbox"/> Well-spoken |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Conversation | |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Motor | |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Clear | |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Static | |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Office machinery | |
| <input type="checkbox"/> Female | <input type="checkbox"/> Factory machinery | |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Local | |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Long distance | |
| <input type="checkbox"/> Loud | | |
| <input type="checkbox"/> Male | | |
| <input type="checkbox"/> Nasal | | |
| <input type="checkbox"/> Normal | | |
| <input type="checkbox"/> Ragged | | |
| <input type="checkbox"/> Rapid | | |
| <input type="checkbox"/> Raspy | | |
| <input type="checkbox"/> Slow | | |
| <input type="checkbox"/> Slurred | | |
| <input type="checkbox"/> Soft | | |
| <input type="checkbox"/> Stutter | | |



Homeland
Security

EMERGENCY RESPONSE
CHEMICAL ACCIDENT

Warning of a chemical accident is usually received from the fire or police departments when such an accident occurs sufficiently near the school to be a threat to the safety of the students. The school is alert to exposure to safety hazards, such as toxins from nearby spraying of farm crops. The Agricultural Commissioner's Office will be notified when sprayers get too close to the school during times that students are present.

PERSON DISCOVERING SPILL:

- Ø Alert others in immediate area to leave the area.
- Ø Close doors and restrict access to affected area.
- Ø Notify principal/designee.

STAFF ACTIONS:

- Ø If chemical accident is off-site, **SHELTER-IN-PLACE**. Close all doors and windows, shut off ventilation, and monitor the radio/phones. If necessary, use tape, rags, clothing, or any other available material of seal air leaks.
- Ø If you believe that gas is entering the building, protect everyone with a wet cloth or towel over the mouth and nose. Have everyone breathe in short, quick shallow breaths.
- Ø If chemical accident is on-site, **EVACUATION** is implemented. Direct all students to report to nearest designated building or assembly area.
- Ø Upon arrival at safe site, take attendance to be sure all students have been evacuated and accounted for. Notify principal/site administrator of any missing students.
- Ø Prepare for potential **OFF-SITE EVACUATION**.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Ø Notify Fire Department and the Department of Public Health. Provide the following information:
 - School name and address, including nearest cross street(s)
 - Location of the spill and/or materials released
 - Characteristics of spill (color, smell, visible gases)
 - Name of substance, if known
 - Injuries, if any
- Ø Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
- Ø Determine whether to implement **SHELTER IN PLACE, EVACUATION** (upwind from the accident), and/or student release.
- Ø Post a notice on the school office door stating location of alternate school site.

EMERGENCY RESPONSE

DRIVE BY SHOOTING

With the availability of weapons and the increase in gang activity, it is possible that a drive-by shooting could occur at or near a school site. The immediate concern is the safety of students and staff.

STAFF ACTIONS:

- θ If it is suspected that gunshots may be fired from a passing vehicle, have students and other staff members lie flat on the ground and keep as low as possible.
- θ If safe, look at the vehicle and attempt to identify
 - License plate number
 - Type of vehicle
 - Occupants
 - Weapons
- θ Notify main office.
- θ Direct media to the Superintendent.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- θ Call 911.
- θ Activate **SECURE CAMPUS**. Students should move quickly and safely to classrooms.
- θ Assess injuries. If possible, move injured to a safe location. Do not move severely injured unless imminent danger exists.
- θ Once immediate safety concerns have been addressed, contact Keenan CrisisRisk at 860-677-3790.

EMERGENCY RESPONSE

EARTHQUAKE

Earthquakes strike without warning. The effect of an earthquake from one building to another will vary: Freestanding bookshelves may topple, wall-mounted objects may loosen and fall, ceiling components may fall, door frames may be bent by moving walls and may jam doors shut, moving walls may bend window frames, causing glass to shatter, sending dangerous shards into the room, the accompanying noise may cause considerable stress. The major shock is usually followed by numerous aftershocks, which may last for weeks.

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If persons are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

STAFF ACTIONS:

- θ If inside a building, give **DROP, COVER and HOLD ON** command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under tables, desks, or other sturdy furniture with back to windows.
- θ If outside, move students away from buildings, trees, overhead wires, and poles. Get under a stable structure (such as the playground). Otherwise, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. If notebooks or jackets are handy, hold over head for added protection. Maintain this position until shaking stops.
- θ After shaking stops, check for injuries and render First Aid.
- θ After shaking stops, **EVACUATE** to designated location. Do not return to the building. Avoid evacuation routes with heavy architectural ornaments over the entrances. Bring attendance roster and emergency backpack. **Face students away from buildings.**
- θ Check attendance at the assembly area. Report any missing students to principal/site administrator.
- θ Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
- θ Stay alert for aftershocks.
- θ Do NOT re-enter building until it is determined to be safe, and **ALL CLEAR** is given.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- θ Once shaking stops, initiate **EVACUATION**. Direct Secretary to call 911.
- θ Determine if situation warrants forming a search and rescue team to find missing students.
- θ Direct custodians to evaluate overall campus condition and take any precautionary actions with gas, electricity, etc. Report building damage and suspected breaks in utility lines or pipes to fire department responders.
- θ Do NOT give **ALL CLEAR** to re-enter building until it is determined to be safe by appropriate facilities inspector.
- θ Determine whether to close school. If school must be closed, notify staff members, students, and parents.

During non-school hours

- θ Inspect school buildings with Maintenance team to assess damage and determine corrective actions.
- θ Determine the advisability of closing the school.
- θ Notify fire department and utility company of suspected breaks in utility lines or pipes.
- θ If school must be closed, notify staff members, students and parents.

EMERGENCY RESPONSE

EXPLOSION

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.) and proximity to the school. All students should be kept away from the explosion and under supervision.

STAFF ACTIONS:

- θ Initiate **DROP, COVER AND HOLD ON**.
- θ If explosion occurred inside the school building, **EVACUATE** to outdoor assembly area. Keep students and staff at a safe distance **and faced away** from the building(s).
- θ Render first aid as necessary.
- θ Do not return to the building until the emergency response personnel determine it is safe to do so.
- θ If explosion occurred in the surrounding area, initiate **SHELTER IN PLACE**. Keep students at a safe distance from site of the explosion.

PRINCIPAL/SITE ADMINISTRATOR:

- θ Determine whether site evacuation should be implemented. If so, sound fire alarm. This will automatically implement action to **EVACUATE** the building. **EVACUATION** may be warranted in some buildings, but others may be used for **SHELTER IN PLACE**.
- θ Notify Fire Department (call 911). Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.
- θ Secure area to prevent unauthorized access until the Fire Department arrives.
- θ Notify emergency response personnel of any missing students.
- θ Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within building, your name and phone.
- θ Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- θ Determine if Student Release should be implemented. If so, notify staff, students, and parents.

EMERGENCY RESPONSE
FIRE

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department.

STAFF ACTIONS:

- Ø If directed, or alarm sounds, **EVACUATE** students from the building using primary or alternate fire routes. Take emergency folder. Maintain control of the students a safe distance **and facing away from the fire**.
- Ø Take attendance. Report missing students to the principal/designee and emergency response personnel.
- Ø Maintain supervision of students until the Fire Department determines it is safe to return to the school building and **ALL CLEAR** is given.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Ø Sound the fire alarm to implement **EVACUATION** of the building.
- Ø Immediately **EVACUATE** the school using the primary or alternate fire routes.
- Ø Notify the Fire Department (call 911).
- Ø Direct search and rescue team to be sure all students and personnel have left the building.
- Ø Ensure that access roads are kept open for emergency vehicles.
- Ø Notify appropriate utility company of suspected breaks in utility lines or pipes.
- Ø If needed, initiate **OFF-SITE EVACUATION** with transportation team.
- Ø Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

Fire Off-Site/Near the School

- Ø Notify the Fire Department (call 911). The Fire Marshall will direct operations once on site.
- Ø Determine the need to implement an **EVACUATION**. If the fire threatens the school, execute the actions above. If not, continue with school routine.

EMERGENCY RESPONSE
FLOOD

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks, or prolonged rainfall causes urban streams to rise. Flooding may also occur because of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station.

The extent of the flood and estimated time before it may arrive will dictate the course of action to be taken. The Superintendent will sound the appropriate warning signal.

STAFF ACTIONS:

- θ If warranted, **EVACUATE** students using evacuation plan. If **OFF-SITE EVACUATION** is ordered, take attendance before leaving the campus.
- θ Remain with students throughout the evacuation process.
- θ Upon arrival at the safe site, take attendance. Report any missing students to principal/designee and emergency response personnel.
- θ Do not return to school building until it has been inspected and determined safe by property authorities, and **ALL CLEAR** has been issued.

BUS DRIVER ACTIONS:

- θ If **OFF-SITE EVACUATION** is by bus, DO NOT drive through flooded streets and/or roads. DO NOT attempt to cross bridges, overpasses or tunnels that may be damaged by flooding.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- θ Monitor Radio Station KFBK 1530 AM and/or Television Station KCRA Channel 3.
- θ Instruct staff to stand by while it is determined if evacuation is required.
- θ Notify local police department of intent to **OFF-SITE EVACUATE**, the location of the safe evacuation site and the route to be taken to that site.
- θ Delegate a search team to assure that all students have been evacuated.
- θ Issue **OFF-SITE EVACUATION** instruction if students will be evacuated to a safer location by means of buses and cars.
- θ Post a notice on the office door stating where the school has relocated.
- θ Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so and **ALL CLEAR** has been issued.

EMERGENCY RESPONSE
GAS/FUMES

All school personnel, including cafeteria managers and custodians, shall immediately report any gas odor or suspected gas leak to the principal/designee. If an odor is detected outside the building, it may not be necessary to evacuate.

STAFF ACTIONS:

- θ Notify principal/designee.
- θ Move students from immediate vicinity of danger.
- θ Do not turn on any electrical devices such as lights, computers, fans, etc.
- θ If odor is severe, **EVACUATE** the area immediately.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- θ If gas leak is internal, **EVACUATE** the building immediately.
- θ Call 911.
- θ Notify utility company.
- θ Determine whether to move to alternate building location or implement **OFF-SITE EVACUATION**.
- θ Do not return to the building until it has been inspected and determined safe by proper authorities and **ALL CLEAR** has been issued.

EMERGENCY RESPONSE

HOSTAGE SITUATION

Hostage situations may unfold rapidly in a variety of ways. Events may range from a single perpetrator with a single hostage to several perpetrators with many hostages. Specific actions by school staff will be limited pending arrival of law enforcement officers. It is their responsibility to bring the situation to a successful conclusion. When as much of the school has been evacuated as can be accomplished, school staff should focus on providing support as needed to the police department, communicating with parents, and providing counseling for students.

HOSTAGE ACTIONS:

- θ Obey captor's orders, being courteous and polite. Do not become antagonistic.
- θ Do not debate, argue, or discuss political issues with captors or other hostages.
- θ Talk in a normal voice. Avoid whispering when talking to hostages and avoid raising your voice when talking to captors.
- θ Avoid abrupt movements. Keep movement to a minimum and in view.
- θ Locate yourself and any students away from windows/doors and as far away from the terrorist as possible.
- θ Answer all questions unless your position may pose a threat to terrorist captors or to their ideologies.
- θ Inform captors of any medical conditions or special disabilities of all hostages.
- θ Do not discuss possible actions to be taken by other agencies, school district, colleagues, media, or parents.
- θ STAY CALM.

STAFF ACTIONS:

- θ All students and staff who are on site but not in imminent danger should implement **LOCKDOWN** procedures.
- θ Alert the principal/site administrator.
- θ Account for all students.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS

- θ Call 911. Provide all known essential details of the situation:
 - Number of hostage takers and description
 - Type of weapons being used
 - Number and names of hostages
 - Any demands or instructions the hostage taker has given
 - Description of the area

- θ Identify an assembly area for responding officers away from the hostage situation. Have school liaison wait at assembly area for police to arrive.
- θ Protect building occupants before help arrives by initiating a **LOCKDOWN** or **EVACUATION** (or combination of both) for all, or parts, of the building.
- θ Secure exterior doors from outside access.
- θ When police arrive, assist them in a quiet, orderly evacuation away from the hostage situation.
- θ Gather information on students and/or staff involved and provide the information to the police. If the parent of a student is involved, gather information about the child.
- θ Identify media staging area, if appropriate. Implement a hotline for parents.
- θ Account for students as they are evacuated.
- θ Provide recovery counseling for students and staff.

EMERGENCY RESPONSE

INTRUDER

SEE SECTION J FOR ACTIVE SHOOTER/ARMED ASSAILANT TACTICAL PROCEDURES

To prevent intruders on campus, keep doors secure, use sign-in sheets for visitors and cameras and staff to monitor entryways. When scheduling a meeting with an individual known to be aggressive, arrange for another staff member to be present.

STAFF ACTIONS:

- θ Notify the principal/site administrator. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon.
- θ Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.
- θ Isolate intruder from students. Initiate **LOCKDOWN** procedures until **ALL CLEAR** instruction is announced.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- θ Initiate **LOCKDOWN**.
- θ Request intruder to leave campus. Remain calm. Be courteous and confident. Keep distance from the intruder. Speak in soft, non-threatening manner. Avoid hostile-type actions, except in cases when necessary to safeguard person or property. Listen to the intruder. Give him or her an opportunity to vent. Attempt to be helpful. When talking to the intruder, use phrases such as:
 - "What can we do to make this better?"*
 - "I understand the problem, and I am concerned."*
 - "We need to work together on this problem."*
- θ As soon as the conversation or actions of the individual become threatening or violent, call 911 immediately. Provide description and location of intruder.
- θ Keep subject in view until police or law enforcement arrives. Take measures to keep subject away from students and building.
- θ As soon as safe, admin/designee shall contact Keenan CrisisRisk at 1-860-677-3790 to assess threat level and provide response services.
- θ Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel
- θ Be available to deal with the media and bystanders and keep site clear of visitors.

EMERGENCY RESPONSE TORNADO/SEVERE WEATHER

Tornados are relatively short-lived local storms. They are composed of violently rotating columns of air that descend in a funnel shape from thunderstorm cloud systems and usually develop during severe thunderstorms. Tornados occur most frequently in the months of April, May, and June.

The national weather service will issue a warning over the emergency broadcast system in event of severe weather conditions.

Tornado Watch: When weather conditions are favorable to their formation, an eye should be kept on the weather. At the first sign of any indications of a possible tornado, shelter should be taken.

Tornado Warning: When a tornado funnel is sighted or indicated by radar, shelter should be taken immediately.

STAFF ACTIONS:

- θ Follow **SECURE CAMPUS** procedures.
- θ If a funnel cloud is sighted, or you are directed, follow **DUCK, COVER, HOLD ON** procedures, **with the addition that students must place themselves along the innermost walls of the building.**
- θ **EVACUATE** after the initial danger if instructed to do so.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- θ If warning is received from weather service, initiate **SECURE CAMPUS**.
- θ If a funnel cloud is sighted, initiate **DUCK, COVER, HOLD ON. Students must place themselves along the innermost walls of the building.**
- θ Initiate fire alarm to signal **EVACUATION** after the initial danger, if necessary.

EMERGENCY RESPONSE

UTILITY FAILURE

Failure of any of the utilities (electricity, gas, water) during school hours constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of service. In many cases, such loss of service will be of short duration and require no special action other than notifying staff of the temporary interruption of service.

PRINCIPAL/SITE ADMINISTRATOR:

- θ Notify utility company. Provide the following information:
 - Affected areas of the school site
 - Type of problem or outage
 - Expected duration of the outage, if known
- θ Determine length of time service will be interrupted.
- θ Determine desired action, which may include relocation of students and staff, notification of parents, and alternate food service.
- θ If disruption in service will severely hamper school operation, notify students and staff by appropriate means.
- θ Use messengers with oral or written word as an alternate means of faculty notification.
- θ Implement plan to provide services without utilities or with alternate utilities.

Plan for Loss of Water, Electricity, or Gas

If water, electricity, or gas is temporarily unavailable on campus, short-term solutions may be considered until services resume. If there is an extended loss of water, campus will be closed at the discretion of the Superintendent or designee.

EMERGENCY RESPONSE OPIOID/FENTANYL OVERDOSE

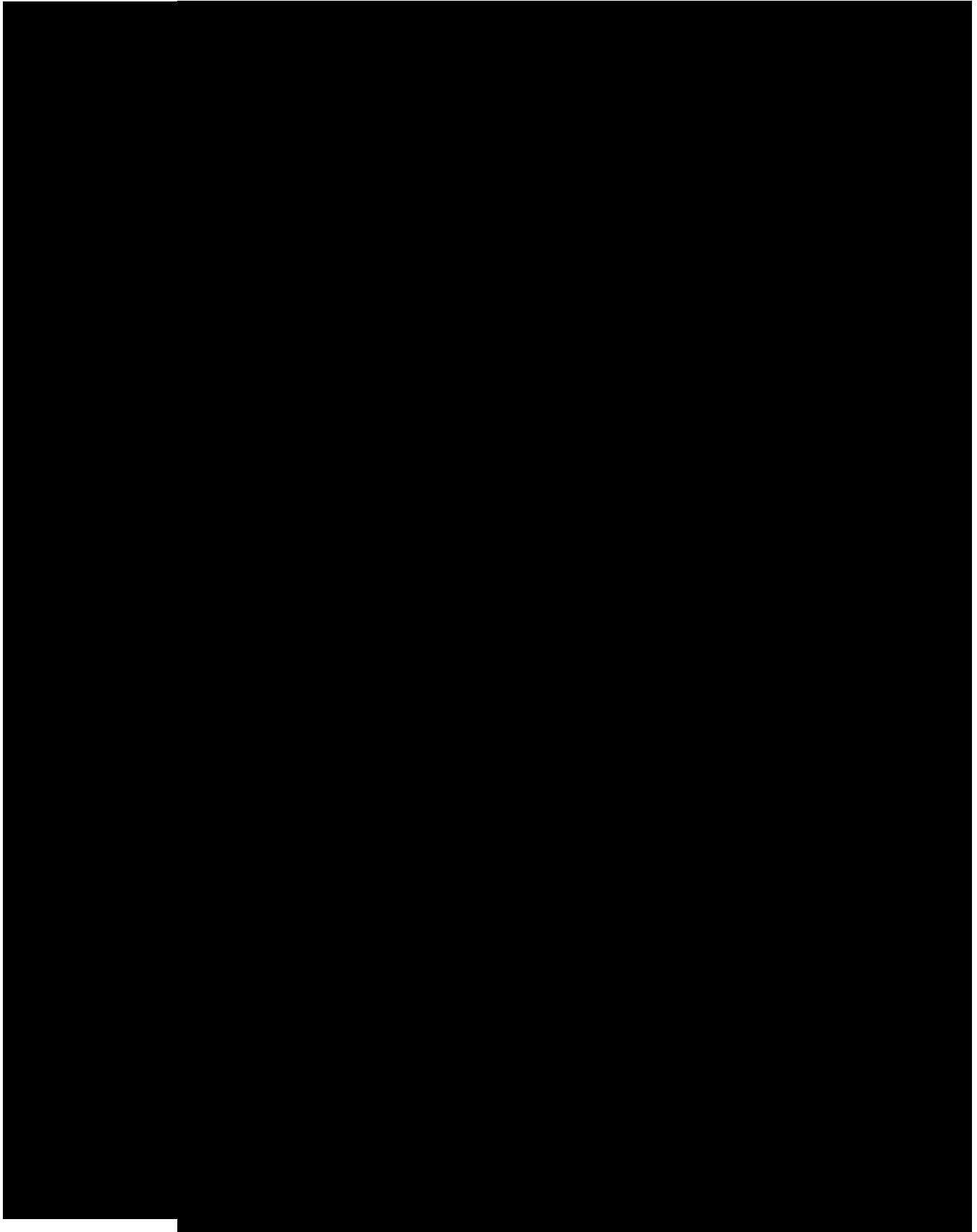
Signs of opioid overdose may include not waking up or being unresponsive to voice or touch, breathing that is very slow, irregular, or has stopped, and/or the center part of the eye is very small, sometimes called “pinpoint pupils”. In the event that an individual is suffering or is reasonably believed to be suffering from an opioid overdose, the following emergency protocol shall occur:

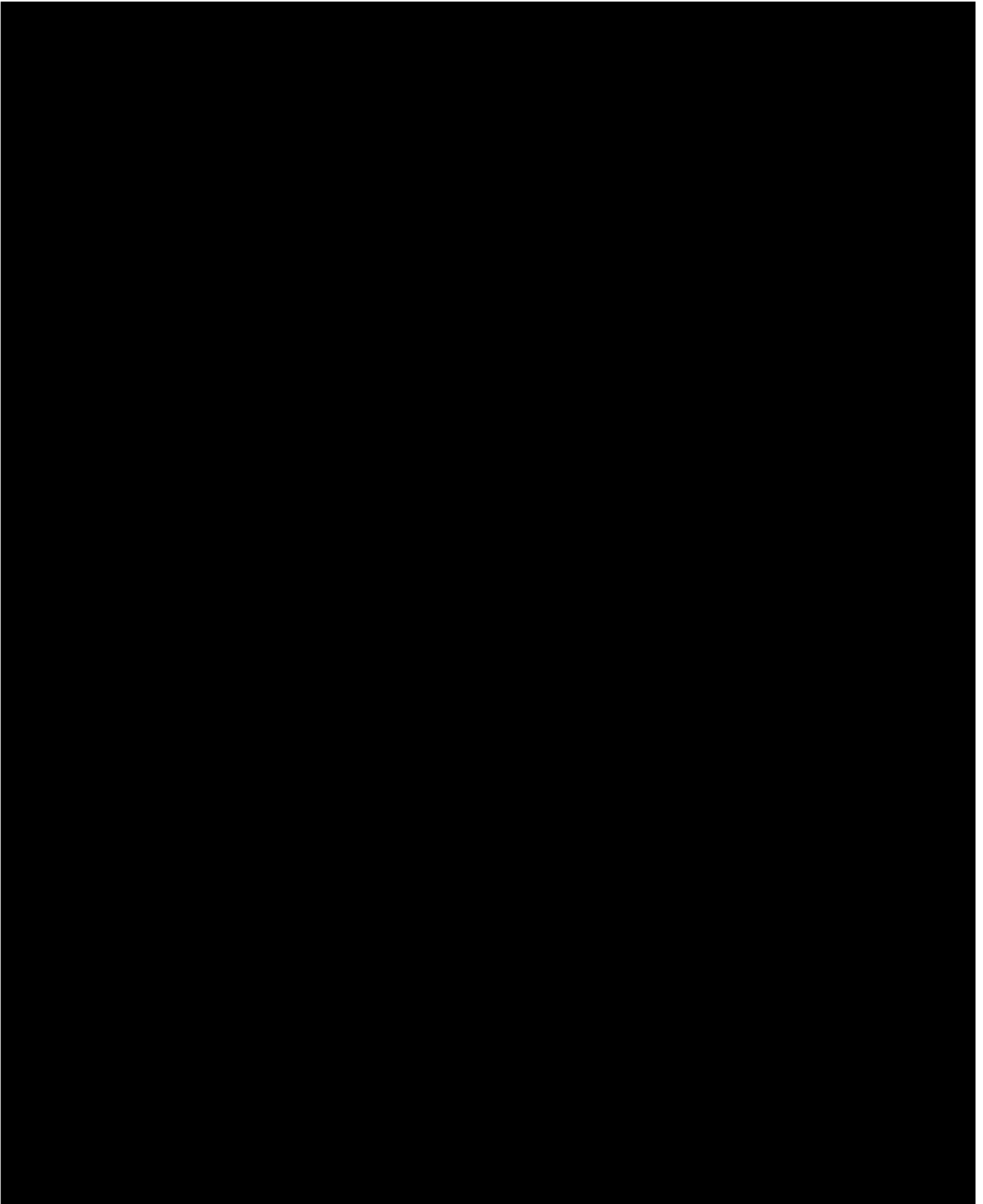
STAFF ACTIONS:

- θ Call 911 to initiate transport for emergency care.
- θ Notify office staff/admin of emergency to acquire naloxone.
- θ Administer naloxone, as trained, quickly to reverse life-threatening respiratory depression.
- θ Remain with individual until emergency medical personnel arrive.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- θ Facilitate access to naloxone for quick response.
- θ Administer naloxone (or equivalent), as trained, quickly to reverse life-threatening respiratory depression.





OATH OF AFFIRMATION

Marcum-Illinois Union Elementary School District – Administrative Regulation 4112.3

All public employees are disaster service workers. As such, before beginning employment with the District, employees must take the oath or affirmation required by law. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all District employees are subject to disaster service activities as assigned to them by their supervisors.

Government Code – 3100

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.
(Amended by Stats. 1971, Ch. 38.)

USE OF SCHOOL FACILITIES

Marcum-Illinois Union Elementary School District - Board Policy 3516

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs.

C. Suspension & Expulsion Policies

The Education Code clearly identifies the student actions that are grounds for suspension and expulsion. Students may be suspended or expelled from Marcum-Illinois Union Elementary School depending upon the behavior. Grounds for suspension and expulsion include but are not limited to:

- Attempts, threats or actions that causes physical injury to another.
- Unauthorized possession of a dangerous object (or imitation) or substance (i.e., knife, firearm, explosive material).
- Use, sale or possession of a prohibited substance (i.e., alcohol, drug, or nicotine product).
- Commits or attempts to commit robbery or extortion or knowingly receives stolen property.
- Cause or attempts to cause damage to school or private property.
- Commits an obscene act or habitual vulgarity or profanity.
- Committed or attempted sexual assault/sexual battery
- Harassment of other students.
- Terrorist or hate threats against school officials or school property.

Students who are referred for suspension or expulsion are reported to administration. In non-emergency situations, an informal conference will be held to clarify the reason for the disciplinary action and to clarify the events or evidence. At the time of the suspension, a staff member will contact the student's parent/guardian regarding the suspension and notify the parent/guardian of the suspension in writing. The school may request to meet with the parent/guardian about the suspension. Under state law (Education Code 48914) the parent is then obligated to meet with school staff without delay. Suspensions are effective immediately. Suspended students are not allowed to be on school property, participate in school activities, or attend DEN during the period of the suspension. Suspended students are responsible for contacting their teacher to make up missed assignments.

A student will not be suspended from school for more than five days unless the student is recommended for an expulsion. When the Board is considering a suspension or disciplinary action (except expulsion) a closed hearing will be held to avoid violating a student's right to privacy (Education Code 49073-49079).

Students who are suspended for more minor offenses may participate in an in-school suspension program if that program is available. Major offenses are grounds for expulsion.

Note: This is a brief summary of a long and detailed policy and process. For specific steps and processes, see the Board Policy and Administrative Regulations. These may be requested through the school.

References: Board Policy 5144.1 (a-e) and Administrative Regulations 5144.1 (a-u), 5144.2 (a-i)

D. Procedures for Notifying Teachers of Dangerous Pupils

*In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended, Marcum-Illinois Union Elementary School will promptly and confidentially communicate reason for current or past student suspensions as necessary. The information will be provided to the student's current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL** and will not to be shared with any student(s) or parent(s).*

E. Discrimination & Harassment Policy

Marcum-Illinois Union Elementary School desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. Discrimination or harassment based on ethnicity, gender, race, social class, religion, disability, nationality, sexual orientation, physical appearance, or some other factor is strictly prohibited. Our school strives to convey the attitude that all children can achieve academically and behave appropriately, while at the same time appreciating and accepting individual differences. Marcum-Illinois Union Elementary School endeavors to communicate to students and the greater community that all students are valued and respected.

In order to maximize the successful education of all students and help them become productive citizens and lifelong learners in a diverse society, all individuals including student, parents, staff and community members:

- Shall be treated with dignity, respect, and fairness.
- Shall be encouraged to maintain high expectations.
- Shall strive to model an appreciation for socio-economic, cultural, ethnic, gender and religious diversity.
- Shall aspire to contribute to an environment of mutual respect, caring and cooperation.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

References: Board Policy 5145.3

F. School-wide Dress Code Prohibiting Gang Attire

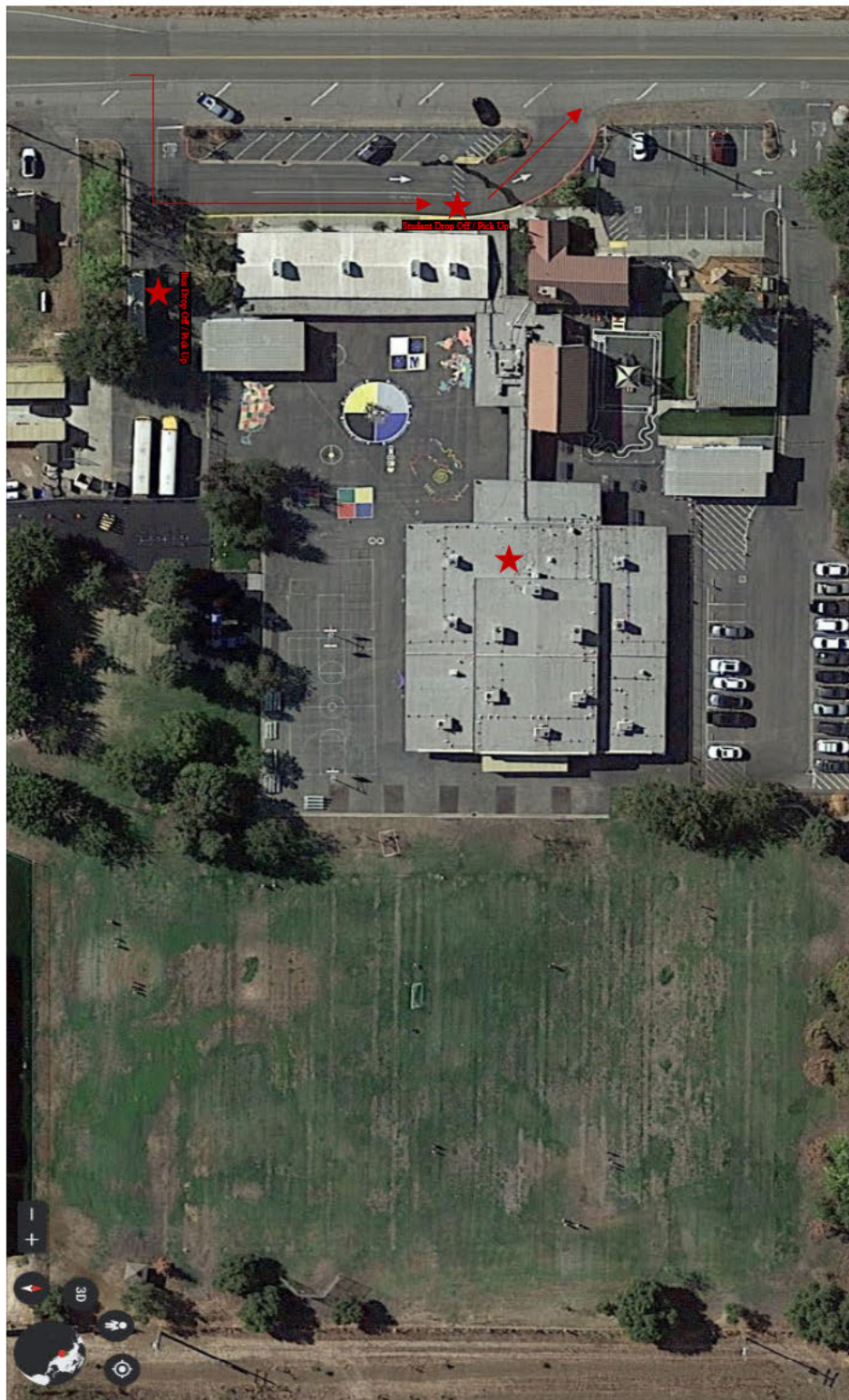
The Marcum-Illinois Union Elementary Dress Code intends to maintain a safe and productive learning environment for all students.

1. Shoes will be worn at all times. All shoes must close around the ankle and have a hard sole. No flip flops, slides, or slippers.
2. Extremely brief garments that are a distraction to the educational environment are not appropriate. Clothing shall be sufficient to conceal undergarments at all times. Tank top straps must be at least 2-fingers wide. Shorts, skirts, dresses, rompers, etc. must extend to fist length. Holes in pants/jeans or shorts must be below fist length or have patches to cover skin.
3. Clothing or accessories shall be free of writing, pictures, or any other insignia which are crude, violent, obscene, or sexually suggestive or which advocate racial, ethnic, religious, or other prejudice, or the use of tobacco, drugs or alcohol.
4. Earrings, jewelry, or accessories, which present a safety hazard to the wearer or others, are not suitable for school wear.
5. Only prescription sunglasses may be worn in class. Other types of sunglasses may be worn on campus outside of class.
6. Identified gang attire such as bandanas, haircuts or hair rollers, or any gang paraphernalia are prohibited.
7. Students are allowed to wear sun protective clothing, including hats, while outdoors during the school day.

References: Board Policy 5132

G. Safe Ingress and Egress

The following map and materials outline the procedures for safe ingress and egress from Marcum-Illinois Union Elementary School. Items marked with an * are considered to be “tactical information” that will be withheld from the public view version of this plan.



→ Drop Off/Pick Up Traffic Flow

★ *Arrival/Dismissal Supervision Post (7-8:30am, 1:30-1:45 Mondays, 2:45-3:10pm Tuesdays-Fridays)

Campus Access Procedures:

When school is in session, all visitors must go directly to the school office to register and obtain a *signed* identification badge before going into instructional areas.

(Penal Code 627.6)

H. Safe and Orderly Environment

School Mission Statement:

Our mission at Marcum-Illinois is to provide a safe and engaging learning environment that promotes academic excellence, develops student leadership, and fosters a sense of belonging for all students. We strive to create an environment where every student feels valued and respected, and where they are encouraged to take ownership of their actions and develop their individual strengths and talents.

School Vision Statement:

Through a collaborative and supportive community of educational partners, including educators, families, and students, Marcum-Illinois aims to inspire lifelong learners who are equipped with the skills and knowledge to succeed in the future. We strive for academic excellence by providing a rigorous and engaging curriculum that challenges students to think critically and work hard. We also prioritize student leadership, empowering our students to take ownership of their actions and develop the skills they need to become leaders in their communities. Finally, we believe that a sense of belonging is essential to student success, and we work to create a welcoming and inclusive environment where every student feels valued and supported.

Policies & Procedures on Positive School Climate

To maintain a positive school climate, behavior expectations are detailed in our ROAR Behavior Matrix below. Students are expected to follow the positive behaviors detailed in this matrix any time they are on school property and during any school fieldtrip. The four main expectations for positive school behavior include:

1. Be Respectful
2. Be Organized
3. Be Accepting of self/others
4. Be Responsible

I. Rules and Procedures on School Discipline

Marcum-Illinois Union School District is dedicated to ensuring that our campus is safe for everyone. Therefore, students are expected to follow the positive behaviors detailed in the ROAR behavior matrix and may be recommended for a referral, detention, suspension, or expulsion based on the severity of the infraction.

Rules and Consequences

The Marcum-Illinois School Rules are:

1. Be Respectful
2. Be Organized
3. Be Accepting of self/others
4. Be Responsible

If a student chooses to break a rule, the following consequences may be applied at the discretion of the teacher:

1. Warning
2. Appropriate "time out"/consequence
3. Parents contacted by phone or note
4. Conference between parent, teacher and/or principal, and possibly the student

REFERRALS:

Classroom Referrals: Teachers may refer a student to the principal for classroom behavior that is impacting the student or others learning. Outdoor Referrals: Yard Duty Supervisors will refer students to the principal for outside behavior.

A student may be referred to the office immediately for any behavior that should result in a home suspension or expulsion. These behaviors include:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Caught stealing or trying to steal.
3. Caught damaging or attempting to damage school or another's personal property.
4. Committing an obscene act or habitual profanity.
5. Willfully and habitually defying school authority.
6. In possession of a gun, knife, explosive, drugs, paraphernalia, or replicas of any of the listed items.
7. Sexual harassment.

Administrative Consequences

When a student is referred to the office for a serious offense, parents will be notified. Consequences for office referrals include detention, loss of school privileges, suspension from school, parent conference, or other administrative action as deemed appropriate. Habitual misbehavior from any student may result in suspension and/or the implementation of a behavior contract between school and home.

Loss of Privileges/Loss of Recess/Time Outs

While serving a loss of recess, time out, or loss of privilege, students are expected to follow all directions from the supervising adult, sit quietly during the period or recess and complete any assignments without any assistance from others. Students who arrive late or are uncooperative will be asked to serve additional time as well as the remainder of the original assigned time.

A student may receive a "Time Out" in another classroom. The purpose of "Time Out" is to allow the student the opportunity to think about their behavior, and to think about ways to improve behavior before returning to the classroom.

J. Active Shooter/Armed Assailants: Tactical Response

PURPOSE:

This policy is intended to provide guidance in the event an individual is actively shooting persons at the school site and to comply with the applicable regulations of the Occupational Safety and Health Administration (OSHA).

POLICY:

It is the policy of MARCUM-ILLINOIS to provide an active shooter emergency response plan to alert employees that an active shooter appears to be actively engaged in killing or attempting to kill people at the school site. Our active shooter response plan is based on giving employees authority to make crucial decisions that will save lives. School shootings typically end within just a few minutes before law enforcement arrives.

DEFINITIONS:

For purposes of this policy: An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on MARCUM-ILLINOIS's grounds. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

A **LOCKDOWN** may be a component of any emergency but is not an automatic response to an active shooter killing students and staff on campus. Instead, it is recommended you RUN, HIDE, or FIGHT.

PROCEDURES

1. The first employee to identify an active shooter situation will **ALERT** others at the site. Use the loudest, most wide-ranging form of communication available. The Phone Intercom system will be utilized to alert there is an active shooter on campus.
 - Speak in plain language, using the words **ACTIVE SHOOTER**.
 - Location of the incident.
 - Physical description of the shooter(s).
 - Type of weapon (if known).
2. Any employee who is at a location distant and out of immediate threat from the active shooter will immediately call 911 to **INFORM** them of all details available.
3. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the 911 operator:
 - a. Description of shooter(s) and possible location.
 - b. Number and types of weapons.
 - c. Shooter's direction of travel.
 - d. Location and condition of any victims.
4. As soon as safe, admin/designee shall contact Keenan CrisisRisk at 1-860-677-3790 to assess threat level and provide response services.

POTENTIAL RESPONSES

In response to an active shooter event there will be three potential courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome for them and their students.

You can choose to RUN, HIDE, or if necessary, FIGHT.

ACTIVE SHOOTER EMERGENCY RESPONSE POLICY

RUN

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

1. Have an escape route and plan in mind that will get you and your students out of danger.
2. Assist children or others who cannot run to the best of your ability.
3. Leave your belongings behind.
4. If not in charge of students, evacuate regardless of whether others agree to follow.
5. Prevent others from entering an area where the active shooter may be.
6. Keep your hands visible.
7. Follow the instructions of any Police Officers/First Responders.
8. Do not attempt to move wounded people.
9. Call 911 when you are safe.
10. Go to the pre-arranged site(s) agreed upon for your site.

HIDE

If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:

IF AN ACTIVE SHOOTER IS NEARBY

1. Lock the door and barricade with all heavy furniture and equipment in the room.
2. Silence cell phones and keep students quiet. Dial 911 so the operator can listen to what is going on, even if you cannot talk.
3. Turn off any source of noise: Radios/TV/Learning devices.
4. USE COVER (anything that will protect you from bullets): Full bookcase, masonry wall, heavy desk, etc. and stay low.
5. USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
6. Have a plan for an alternate means of escape if possible (through a window, adjoining room, etc.). Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

IF AN ACTIVE SHOOTER IS VERY CLOSE

Lock the door if possible but do not make noise moving items in the room to barricade the door. Follow all the other recommendations above. Get ready to RUN or FIGHT if the shooter gains access.

FIGHT

If it is not possible to Run or Hide and you are confronted face-to-face with an active shooter then you may choose to distract or incapacitate the shooter long enough to increase survivability for yourself and your students. Follow these recommendations:

1. Act as aggressively as possible against the shooter.
2. Yell, create confusion, and distract the shooter in any way possible.
3. Throw items at the shooter.
4. Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block or hit with chairs and desks).
5. Help others when possible if you see them attempting to incapacitate the shooter.
6. Ensure students are evacuating as rapidly as possible from the active engagement area.
7. Once started, commit yourself to the defensive physical actions.

ACTIVE SHOOTER EMERGENCY RESPONSE POLICY

LAW ENFORCEMENT RESPONSE

Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:

1. Comply with all police instructions. The first responding officers will be focused on stopping the active shooter and that is all. As others arrive, they will be clearing areas for follow-on emergency and medical teams.
2. Remain calm, do what you are told without arguing or second-guessing. If you have information about additional shooters or hazards inform them clearly.
3. Put down any items in your hands, raise your hands when coming in contact with officers.
4. Keep your hands visible at all times.
5. Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety.
6. Avoid pointing, screaming, yelling.
7. If you find a weapon or have taken a weapon from an active shooter DO NOT carry it out in your hands. If safe, leave it where it is. If it is not safe to leave it where it is, then attempt to put it in a safe location, or bring out in a small container such as an office trash can. Put it down as soon as you see law enforcement and tell them what it is.
8. When evacuating, go the direction the officers are coming from. Do not ask for directions or help.

When appropriate, be able to provide information that you know:

1. Number of shooters.
2. Identity and description.
3. Number of victims you saw and location.
4. Type of problem that caused the situation.
5. Type and number of weapons possibly in the possession of the shooter.
6. Number and location of individuals still in the building or in danger.
7. Keys, codes, or access information to all areas.

POST-INCIDENT ACTION

When the police have determined that the active shooter emergency is under control, an “ALL CLEAR” will be given. You may not be allowed back into the school.

- 1. Medical Assistance:**
 - a. Ensure first aid is applied as soon as possible, when in a safe area.
 - b. Treat severe bleeding and life-threatening wounds first.
 - c. Enlist all available help to prevent loss of blood, shock, and other trauma conditions.
 - d. Report all injuries to medical authorities on site as soon as possible.
 - e. For non-emergency employee injuries, contact Company Nurse 1-877-518-6702 for treatment instructions. In emergency medical situations, call the number as soon as you can following treatment to ensure your Workers Compensation Benefits are engaged.
- 2. Accountability:**
 - a. If in charge of students, attempt to gain accountability as soon as possible.
 - b. Communicate your status and the accountability of your students.

K. Bullying Prevention Policies & Procedures

Marcum-Illinois Union Elementary School recognizes the harmful effects that discrimination, harassment, intimidation, and bullying have on student learning and school attendance, and works to provide a safe school environment that protects students from physical and emotional harm. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel. This includes acts of discrimination, harassment, intimidation, and bullying related to school activity.

The State of California defines bullying as:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

Prevention & Intervention

School staff will receive annual training via Keenan Safe Schools which includes information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Students are encouraged to notify school staff when they are being discriminated, harassed, intimidated, or bullied or suspect that another student is being victimized. In addition, the principal or designee will develop means for students to report threats or incidents confidentially and anonymously. School members who witness an act of discrimination, harassment, intimidation, and bullying shall take immediate steps to immediately intervene to stop the incident when it is safe to do so. As appropriate, the parents/guardians of victims and perpetrators will be notified. The principal or designee also may involve school counselors, mental health counselors, and/or law enforcement.

References: Board Policy 5131.2

I. Working with the Media During a Crisis

***Contact Keenan CrisisRisk at 860-677-3790 for support and response services.**

Tips on Working with the Media (Superintendent/designee)

- Consider the issue of the public's right to know and the media's right to access information within the context of professional, ethical, and moral behavior, and stand your ground firmly. Educate the media.
- Enlist media support to quiet rumors, to provide factual information, and to educate the public.
- KEEP THE MEDIA OFF THE SCHOOL CAMPUS.
- The Superintendent is to deal with the media.
- Schedule a press conference as soon as possible away from your school sites. Write and issue press releases.
- Appoint a person or committee to screen media coverage to keep current on what is being reported.
- Stress UNITY. Recognize the collective efforts of the group, not individuals.

Checklist for Speaking with the Media (Superintendent/designee)

1. **Express Sympathy** - When a crisis has resulted in deaths or injuries begin by expressing your sympathy and concern for the victims and their families.
2. **Avoid Saying "No Comment"** - This suggests that you have something to hide. Instead say that you don't have enough information to comment and that you will get back to the reporter once you have it. Be sure you do.
3. **Avoid Speculation** - If you don't know something, admit it. Be careful not to speculate on the cause of the crisis, the extent of the damage or injury.
4. **Blame No One** - This speaks for itself!
5. **Be Straightforward When Answering Questions** - If you attempt to mislead a reporter, your deception will certainly surface. Your credibility will suffer.
6. **Consider Nothing "Off the Record" and Avoid Ad-Lib Comments** - If you don't want to be quoted on a particular subject, don't say anything about it.
7. **Emphasize the Positive** - If precautions were taken to avoid the crisis, point them out.
8. **Eliminate Negative Questions or Misleading Words** - If you include them in your response, they may be attributed to you.
9. **Correct Inaccuracies** - If incorrect information has appeared in the news media, be sure you point it out.
10. **Never Argue with a Reporter, Even When Provoked** - You will invariably end up "looking bad" in print, on camera, or on TV.

J. Instructional Continuity Plan (ICP)

(i) Procedures for pupil engagement, as soon as practicable, and no later than five calendar days following the emergency. Procedures shall be designed to establish two-way communication with pupils and their families and identify and provide supports for pupils' social-emotional, mental health, and academic needs.

Marcum-Illinois School will maintain communication systems that allow for two-way communication between the school, staff, and families. Communication will maintain confidentiality as required by FERPA and state law related to privacy of educational records and other privacy laws.

Communication with families and the community must take place before, during, and after an emergency.

- Before an emergency we will:
 - Encourage participation in the development of the Comprehensive School Safety Plan
 - Maintain emergency contact information, student release information, and student medical information
 - Let parents know the ways the school will communicate with them in the event of a disaster
- During an emergency:
 - School personnel will engage with educational partners, including students, families, and the community as appropriate and practicable, through
 - Text and automated phone calls
 - Email
 - The district's website (<https://www.marcum-illinois.org/>)
 - Marcum-Illinois School's official social media page (<https://www.facebook.com/marcumillinois>)
 - Our Student Information System (<https://miusdelem.getalma.com/>)
 - *If necessary, we may use media such as radio and/or television news outlets
 - Parents and the community will communicate with school staff through email and text.
 - If the school must be closed for any reason during an event we will communicate with families and the community as soon as possible, but no later than five (5) calendar days, using the methods listed above
- After an emergency:
 - We will request feedback on the district's response to the emergency and consider how to integrate that feedback into plan updates after school returns to normal operations
 - We will provide guidance and resources to families for supporting children exposed to trauma

The Superintendent/Principal will notify parents of services for special education students and students in need of academic and/or mental health services.

- All special education requirements and procedures will be followed.
- The school counselor and special education staff will be responsible for checking in with students on their current case list and delivering services per their IEP for special education.

Additional student services:

Nutrition services: Marcum-Illinois prepares breakfast and lunch each school day.

- In the event the Marcum-Illinois site is unavailable to provide nutrition services, we will work with other school sites to provide meals for students and/or notify parents of food distribution locations.

Homeless services:

- The Marcum-Illinois Homeless Liaison will reach out to families of existing homeless students to coordinate services.
- The Marcum-Illinois Superintendent and Homeless Liaison will reach out to the Sutter County and Sacramento County Homeless Coordinators to work together to establish and advertise services to Marcum-Illinois students and families.

(ii) A plan to provide access to in-person instruction or remote instruction pursuant to Sections 51747 and 51749.5, as soon as practicable, but no later than 10 instructional days following the emergency. The plan may include support to pupils and families to enroll in or be temporarily reassigned to another school district, county office of education, or charter school.

If our school site isn't available, we will:

- Work with local schools or businesses to obtain usable classroom space
- As soon as possible (before 10 school days) we will notify parents of an alternate school location with the date and time classes will resume
- Classes will resume at the alternative site no later than 10 school days following the emergency

*Depending on the timeline needed to begin in-person instruction, students may start on remote learning following the procedures listed below.

When in-person instruction is not feasible and if internet is available, we will:

- Survey families to establish their current connectivity and internet needs
- Obtain internet hot spots and any necessary licenses
- Communicate technology distribution places and times
- Distribute hot spots and computers to families
- Link online classes and schoolwork on the school's website
- Teachers will move to online live instruction through Zoom or similar platform. Teachers will focus instruction and assessments on identified priority standards.

Universal assessments and the Reading Difficulties Screener for K-2nd graders will be given as scheduled.

- Teachers will reach out to families with daily schedules and expectations, including services for daily ELD instruction

Marcum-Illinois maintains technology readiness by maintaining an inventory of devices (1:1) and familiarizes students with available digital resources should it be necessary to offer remote instruction.

When in-person instruction is not feasible and no internet is available:

- Teachers will prepare paper packets, and the district will use the communication means listed above to announce packet distribution location, dates, and times

**Plans for remote instruction must align with EC sections 51747 and 51749.5, governing Independent Study instruction modalities that a local educational (LEA) may adopt to serve their pupils.*

When needed, we will work with other local schools to temporarily enroll our students.

Return to Site-based Learning

Marcum-Illinois will return to site-based learning when:

- Evacuation orders have been lifted
- Power and utilities are functioning
- The air quality is healthy
- We have access to safe and clean water
- The school has access to functioning restrooms
- The campus is free from debris and hazards
- We have the appropriate staffing levels
- We have an option for meal services

Marcum-Illinois Union School District

EVALUATION OF THE SUPERINTENDENT/PRINCIPAL

INSTRUCTIONS: This evaluation instrument is divided into seven categories. Each Board member is asked to rate the Superintendent on the items cited in each of the categories on a scale ranging from **1** to **5**. The number **1** is the lowest possible score and indicates unacceptable performance. The number **5** indicates outstanding or highly commendable performance. A definition of each numerical rating is presented as follows:

5 – OUTSTANDING The Superintendent excels in this category.

4 - VERY COMPETENT The Superintendent exceeds the expectations in this category.

3 – SATISFACTORY The Superintendent meets expectations in this category.

2 - NEEDS IMPROVEMENT The Superintendent needs to concentrate self-improvement efforts in this category.

1 – UNSATISFACTORY The Superintendent's performance in this category is unacceptable and requires immediate attention.

A. RELATIONSHIP WITH THE BOARD OF EDUCATION

Total _____

___ Keeps the Board informed on issues, needs, and operations of the school system.

___ Offers professional advice to the Board on items requiring Board action.

___ Supports Board policy and actions in a positive and responsive manner.

___ Handles differences of opinion between Board members and himself/herself in an effective manner.

___ Engenders trust among Board members, staff, and the community.

Comments:

B. ADMINISTRATION OF THE SCHOOL DISTRICT**Total**_____

___Plans his/her own time so that matters of greatest importance are dealt with thoroughly.

___Periodically reviews and reorganizes staff duties and/or responsibilities to take full advantage of the staff's special competencies and interests.

___Has developed a system that assures that all significant activities or duties are preformed regularly or administered promptly.

___Provides the Board with a written agenda and appropriate backup material by the determined date before each Board meeting.

Comments:

--

C. EDUCATIONAL LEADERSHIP**Total**_____

___ Understands and keeps informed regarding all aspects of the instructional program.

___ Organizes and actively encourages a planned program of curriculum evaluation and improvement.

___Has provided for a system of measurement and goals for students and curriculum.

___ Exemplifies the skills and attitudes of a master teacher and inspires in others the highest professional standards.

___ Anticipates needs.

Comments:

--

D. PERSONNEL**Total**_____

- ___ Develops good staff morale and loyalty.
- ___ Delegates authority to staff members appropriate to the position each holds.
- ___ Provides for the systematic, organized evaluation of all staff.
- ___ Develops and executes sound personnel procedures and practices.
- ___ Evaluates performance of staff members, giving commendations for good work as well as constructive suggestions for improvement.

Comments:

--

E. BUSINESS AND FINANCIAL MANAGEMENT**Total**_____

- ___ Plans budget information in terms of educational priorities.
- ___ Oversees budget operations with the Board in a clear, effective manner.
- ___ Evaluates needs and recommends adequate financing.
- ___ Provides adequate data to support budgetary requests.

Comments:

--

F. COMMUNITY RELATIONSHIPS**Total**_____

___ Gains support and respect of the community on the conduct of the school operations.

___ Solicits and gives attention to problems and opinions of all groups and individuals.

___ Achieves status as a leader in public education.

___ Provides educational leadership to the community.

Comments:

--

G. INDIVIDUAL CHARACTERISTICS**Total**_____

___ Uses good judgment.

___ Has emotional stability and poise.

___ Demonstrates high standards of ethics.

___ Works fairly with all groups.

___ Maintains principles under pressure.

Comments:

--

H. JOB RELATED CHARACTERISTICS**Total**_____

___Speaks and writes effectively.

___Acts in a decisive manner.

___Demonstrates creativity.

___Utilizes effective, problem-solving techniques.

___Maintains his/her professional development by reading, conference attendance, work on professional - committees and professional organizations.

Comments:

--

SUMMARY OF BOARD MEMBERS SCORES

	1	2	3	4	5	TOTAL
RELATIONSHIP WITH THE BOARD OF EDUCATION						
ADMINISTRATION OF THE SCHOOL DISTRICT						
EDUCATIONAL LEADERSHIP						
PERSONNEL						
BUSINESS AND FINANCIAL MANAGEMENT						
COMMUNITY RELATIONSHIPS						
INDIVIDUAL CHARACTERISTICS						
JOB RELATED CHARACTERISTICS						
Overall Total						

Your overall evaluation is_____.

Comments:

_____ Superintendent/Principal Date_____

_____ Board President Date_____