



SCHOOL

DISTRICT

EDUCATING LEARNERS FOR THE 21ST CENTURY

REGULAR BOARD MEETINGS

November 20, 2019

**Office of Student and Family Services
3300 Cortez Street
Oxnard, CA 93036**

**JOHN D. PUGLISI, Ph. D.
Superintendent**

**Board of Education
Joe Esquivel, President
Linda Aguilar, Clerk
Eleanor Torres
Felix Eisenhower, DMA
Edith Martinez-Cortes**

2.0



Wednesday, November 20, 2019
RSD Regular Board Meeting

Office of Student and Family Services
3300 Cortez Street
Oxnard, CA 93036

1. Open Session 5:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance

1.3 Roll Call

2. Approval of the Agenda

2.1 Agenda Correction, Additions, Modifications

2.2 Approval of the Agenda

3. Public Comment-Closed Session

3.1 Public Comment (Closed Session) The public may address the Board concerning items that are scheduled for discussion during the closed session only. These presentations are limited to three minutes each, or a total of fifteen minutes in all.

4. Closed Session (may continue at the end of the meeting if needed)

4.1 Conference with legal counsel – anticipated litigation. Significant exposure to litigation, pursuant to Gov. Code Section 54946.9(d)(2). Number of cases: 1.

4.2 Conference with legal counsel – anticipated litigation. Initiation of litigation, pursuant to Gov. Code Section 54956.9(d)(4). Number of cases: 1.

4.3 Conference with legal counsel – anticipated litigation. Initiation of litigation, pursuant to Gov. Code Section 54956.9(d)(4). Number of cases: 1.

4.4 Conference with real property negotiators, pursuant to Gov. Code Section 54956.8. Property: 1333 E. Ventura Blvd., Oxnard CA 93036. Agency Negotiators: Dr. John Puglisi, Superintendent, and Dr. Joel Kirschenstein, District Consultant. Negotiating Parties: Michael Davitt, Director of Real Estate, Archdiocese of Los Angeles. Under negotiation: price and terms of payment.

4.5 Consideration of Student Discipline- Expulsion [Education Code 48918] Stipulated Expulsion of Students 6011922

4.6 Public Employee Performance Evaluation [Government Code 54957] Title: Staffing 2019/20

5. Reconvene Open Session 6:30 p.m.

5.1 Report of Closed Session

6. Presentations/Recognitions

6.1 Student Speech Competitions

7. Communications

7.1 Acknowledgement of Correspondence to the Board

7.2 Board Member Reports

7.3 Organizational Reports-RTA/CSEA/Other

7.4 Superintendent Report

7.5 Public Comment-Board meetings are meetings of the Governing Board held in public, not public forums, and will be held in a civil, orderly and respectful manner. All public comments or questions should be addressed to the board through the board president. To assure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker card. Cards are available at the meeting and on the District website. Cards must be submitted to the Secretary or Clerk of the Board. The speaker may choose to speak during public comment or at the time of the agenda item prior to board consideration. The Governing Board may place limitations on the total time to be devoted to each topic if it finds that the number of speakers would impede the Board's ability to conduct its business in a timely manner. Procedures for receiving communication from the public on topics that fall under the subject jurisdiction of the Governing Board. A member of the public may address the Governing Board on any item(s) on the agenda or non-agenda items. Each person speaking may not exceed a total of three minutes on each item. The speaker may choose to speak during public comment or at the time of the agenda item prior to board consideration. These presentations are limited to three minutes or a total of twenty minutes.

8. Information

8.1 Business Services Report

8.2 Educational Services Report

8.3 Dual Immersion Report

9. Discussion/Action

9.1 Approval of Date Change of Annual Organizational Meeting

9.2 Variable Term Waiver

9.3 Approval of Templates for the Comprehensive School Safety Plan; Emergency Operating Plan; and the Tactical Responses for an Active Assailant on Campus

9.4 Master Plan/Facilities Discussion Update

10. Consent

10.1 Approval of the Consent Agenda

10.2 Approval of the Minutes of the Regular Board Meeting of October 16, 2019

10.3 Approval of the Donation Report

10.4 Personnel Report

10.5 Ratification of the Commercial Warrant

10.6 Approval of Butte County Office of Education/California Mini-Corps MOU

10.7 Approval of Library Services MOU with VCOE

10.8 Approval of Students and Staff to Attend the California STEAM Symposium Student Showcase in Anaheim

10.9 Purchase of an AV system for the main conference room on the 3rd floor at 1800 Solar Drive

10.10 Purchasing 250 Chromebooks to replace old teacher computers

10.11 Approval of Change Order with Monet Construction for the Rio Lindo Renovation project

10.12 Approval for a new staff parking lot at Rio Lindo Elementary

10.13 Approval of Rio Real Site Enhancements to the Field

10.14 Approval to begin Phase 1 of the Rio School Sites Roof Replacement Plan

10.15 Earth Systems Change Order

10.16 Resolution 19/20-33 for Notice of Completion with Devries Construction, Inc.

10.17 Resolution 19/20-34 Notice of Completion with Junior Steel Co.

10.18 Resolution 19/20-35 Notice of Completion with American Integrated Resources, Inc.

11. Organizational Business

11.1 Future Items for Discussion

11.2 Future Meeting Dates: Annual Organization Meeting, December 16, 2019

12. Adjournment

12.1 Adjournment

4.1



Agenda Item Details

Meeting Nov 20, 2019 - RSD Regular Board Meeting

Category 4. Closed Session (may continue at the end of the meeting if needed)

Subject 4.1 Conference with legal counsel – anticipated litigation. Significant exposure to litigation, pursuant to Gov. Code Section 54946.9(d)(2). Number of cases: 1.

Access Public

Type

Public Content

Speaker:

Rationale:

Administrative Content

Executive Content



Agenda Item Details

Meeting Nov 20, 2019 - RSD Regular Board Meeting

Category 4. Closed Session (may continue at the end of the meeting if needed)

Subject 4.2 Conference with legal counsel – anticipated litigation. Initiation of litigation, pursuant to Gov. Code Section 54956.9(d)(4). Number of cases: 1.

Access Public

Type

Public Content

Speaker:

Rationale:

Administrative Content

Executive Content



Agenda Item Details

Meeting Nov 20, 2019 - RSD Regular Board Meeting

Category 4. Closed Session (may continue at the end of the meeting if needed)

Subject 4.3 Conference with legal counsel – anticipated litigation. Initiation of litigation, pursuant to Gov. Code Section 54956.9(d)(4). Number of cases: 1.

Access Public

Type

Public Content

Speaker:

Rationale:

Administrative Content

Executive Content

4.4



Agenda Item Details

Meeting Nov 20, 2019 - RSD Regular Board Meeting

Category 4. Closed Session (may continue at the end of the meeting if needed)

Subject 4.4 Conference with real property negotiators, pursuant to Gov. Code Section 54956.8. Property: 1333 E. Ventura Blvd., Oxnard CA 93036. Agency Negotiators: Dr. John Puglisi, Superintendent, and Dr. Joel Kirschenstein, District Consultant. Negotiating Parties: Michael Davitt, Director of Real Estate, Archdiocese of Los Angeles. Under negotiation: price and terms of payment.

Access Public

Type

Public Content

Speaker:

Rationale:

Administrative Content

Executive Content

4.5



Agenda Item Details

Meeting Nov 20, 2019 - RSD Regular Board Meeting

Category 4. Closed Session (may continue at the end of the meeting if needed)

Subject 4.5 Consideration of Student Discipline- Expulsion [Education Code 48918] Stipulated Expulsion of Students 6011922

Access Public

Type Report

Public Content

Speaker:

Rationale:

Administrative Content

Executive Content

4.6



Agenda Item Details

Meeting Nov 20, 2019 - RSD Regular Board Meeting

Category 4. Closed Session (may continue at the end of the meeting if needed)

Subject 4.6 Public Employee Performance Evaluation [Government Code 54957] Title: Staffing 2019/20

Access Public

Type Discussion

Public Content

Speaker:

Rationale:

Administrative Content

Executive Content

7.4

**Agenda Item Details**

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	7. Communications
Subject	7.4 Superintendent Report
Access	Public
Type	Procedural

Public Content

Speaker: Superintendent Puglisi

Rationale:

Superintendent Puglisi will update the Governing Board on the following:

- Middle School Conference Update

Administrative Content**Executive Content**

8.1



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	8. Information
Subject	8.1 Business Services Report
Access	Public
Type	Information
Goals	Goal 3-Create welcoming and safe environments where students attend and are connected to their school Goal 1-Improved student achievement at every school and every grade in all content areas

Public Content

Speaker: Wael Saleh, Assistant Superintendent of Business Services

Rationale: Mr. Saleh will update the Governing Board on the following topics:

- Budget Update

Administrative Content

Executive Content

8.2

**Agenda Item Details**

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	8. Information
Subject	8.2 Educational Services Report
Access	Public
Type	Information
Goals	Goal 1-Improved student achievement at every school and every grade in all content areas Goal 2-Engage parents and other District stakeholders in the development of meaningful partnerships to support student learning.

Public Content

Speaker: Educational Services Staff

Rationale: Educational Staff will provide the Governing Board with the following updates:

- Food Corps Grant Update

Administrative Content**Executive Content**



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	8. Information
Subject	8.3 Dual Immersion Report
Access	Public
Type	Information

Public Content

Speaker: Carolyn Bernal, Assistant Superintendent of School and Systems Improvement and Oscarr Hernandez, Assistant Superintendent of Educational Services

Rationale:

An update will be provided regarding the Dual Immersion Program to be implemented at Rio Plaza School.

Administrative Content

Executive Content

9.1



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	9. Discussion/Action
Subject	9.1 Approval of Date Change of Annual Organizational Meeting
Access	Public
Type	Action
Fiscal Impact	No
Budgeted	No
Recommended Action	Staff recommends change of date for the Annual Organizational Meeting to December 16, 2019

Public Content

Speaker: Superintendent Pugisi

Rationale:

A Change for 2019: As a result of the passage of AB2449 which was adopted to allow county elections the full 30 days needed to certify election results, **school board members' terms will begin on the 2nd Friday in December** (instead of the 1st Friday). AB2449 also had the effect of shifting the time frame for the annual organizational meeting since it must be held within the 15-day window after newly elected board members take office. In 2019, Annual Organizational Meetings must be held between **Friday, December 13th and Friday, December 27th** (inclusive).

Complicating the issue is the requirement that school boards must adopt the first interim budget report by December 15 (since December 15th falls on a Sunday in 2019, the deadline is therefore extended to Monday, December 16, 2019).

Therefore, we are requesting changing the date of the Annual Organization Meeting to Monday, December 16, 2019.

Administrative Content

Executive Content

9.2



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	9. Discussion/Action
Subject	9.2 Variable Term Waiver
Access	Public
Type	Action
Fiscal Impact	No
Recommended Action	It is recommended that the Governing Board approve this action item for the Variable Term Waiver as described under Ed Code 44253.3 for Mrs. Yamilex Chavez to serve English Language Students for the 2019/2020 school year beginning 9/16/19 at Rio Real (K-8) School while she completes the requirements for this authorization.
Goals	Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.

Public Content

Speaker: Carolyn Bernal

Rationale: Each year, the need for fully credentialed Bilingual (Spanish) teachers is growing. As a result, there is a State-wide shortage of teachers holding this type of credential authorization. After several attempts to recruit fully-credentialed teachers via Edjoin.org and other recruiting methods, the District was successful in securing two of three teachers needed for the Dual Immersion program holding the full authorization. Mrs. Yamilex Chavez is working on completing the minimum requirements for the BCLAD authorization by the end of the 2019/2020 school year. The California Commission on Teacher Credentialing makes a document available to school districts, allowing districts to support teachers while they complete the requirements for the full Bilingual authorization.

Administrative Content

Executive Content



Commission on Teacher Credentialing
 Certification Division
 ATTN: Waiver Unit
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

CTC Use Only

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

CTC Use Only	
W	Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for first time and subsequent waivers only.

1. EMPLOYING AGENCY (include mailing address) NPS/NPA (list county code _____)	County/District CDS Code	Contact Person: Jillian Ramos Telephone #: (805) 485-3111 EMail: jramos@rioschools.org
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2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number:

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Yamilex Chavez
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title BCLAD

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Spanish Language Arts / Spanish Social Science

Indicate specific position and grade level (e.g. chemistry teacher, grades 11-12)

- For bilingual assignment list LANGUAGE: Spanish
- Is this a full time position? Yes No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) Yes No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: EC44253.3 - BCLAD Program/Test

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 09 / 16 / 2019 to 06 / 19 / 2020

Ending date of school term, track, or year: 06 / 19 / 2020

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- | | |
|--|--|
| <input type="checkbox"/> Advertised in local/national newspapers | <input type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input type="checkbox"/> Distributed job announcements |
| <input type="checkbox"/> Attended job fairs in California | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input checked="" type="checkbox"/> Teacher of English Learner Students |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify all of the following:

- Distributed job announcements
- Contacted IHE placement centers
- Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- Advertised in local/national newspaper
- Attended job fairs in California
- Attended recruitment out-of-state
- Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? 0

What were the results of those interviews? (Please indicate answers in numbers)

- NA Applicant(s) withdrew
- NA Candidate(s) declined job offer
- NA Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

Knowledge of: The California content standards; California Standards for the Teaching profession; best practices in teaching; effective strategies in classroom management; and other related curriculum objectives.

Licenses/Certificates/Special Requirements: A valid California teaching credential authorizing instruction in an assigned subject matter area setting for grades 6-8 including credential authorization to teach in a Bilingual (Spanish) setting. See attached detailed description.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
BCLAD Tests	9/2020

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Maria Hernandez Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

- Yes No Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. If you answer yes to any question, you must complete the corresponding [Professional Fitness Explanation Form](#).

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of allegations of misconduct or while allegations of misconduct were pending?

Yes

No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place?
You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

Yes

No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reprimanded, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

Public School District: Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

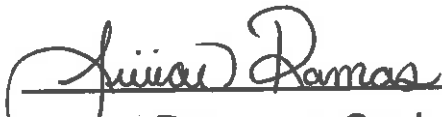
Signature of Applicant
(Sign full legal name as listed in #2)

Date

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: 
Title: Human Resources Credential/Data Specialist
Date: 11/14/19



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	9. Discussion/Action
Subject	9.3 Approval of Templates for the Comprehensive School Safety Plan; Emergency Operating Plan; and the Tactical Responses for an Active Assailant on Campus
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	It is recommended that the Templates for School Safety be approved.

Public Content

Speaker:

Wael Saleh, Assistant Superintendent, Business Services
Michelle Kelly, VCSSFA

Rationale:

Attached is the group approved Active Assailant on Campus verbiage as well as the templates for the Comprehensive School Safety Plan and the Emergency Operating Plan. These templates are completed and are ready to be forwarded onto the school sites for site specification and implementation.

[CSSP Sample Active Assailant Verbiage \(1\).pdf \(609 KB\)](#)

[Rio CSSP Template 19-20.pdf \(1,266 KB\)](#)

[Rio SD Emergency Operations Plan 9-2019.pdf \(795 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Sample Language

Procedures for conducting tactical responses to criminal incidents

Active Assailant “criminal incident” on Campus

A dangerous person could be someone with a legitimate purpose on campus (student, staff, or authorized visitor) or an unauthorized person, armed or violent. Staff must call for a lockdown as soon as an active assailant is identified and call 911 to engage law enforcement

The best and safest response to an active assailant is to “Lockdown”.

Follow procedures for lockdown – secure yourself and students in locked classrooms, cover windows, silence phones and computers, keep lines of communication open such as email and texting.

Take necessary action to protect yourself and students.

If you are on the field or on campus, move away from the sound of gunfire, stay low, behind walls or hidden by bushes.

If you are unable to get into a locked room the following is recommended:

- Hide in an area out of the assailant’s view
- Block entry to your hiding place if possible
- Silence your cell phones and radios
- As a last resort, if your life is in imminent danger, and you are able, defend yourself against the assailant

Add School Logo

COMPREHENSIVE SCHOOL SAFETY PLAN

2019-2020

In compliance with
California Ed Code §§ 32280 - 32289

Insert School Address



The Rio School District Comprehensive School Safety Plan per California Education Code Section 32281 is developed by a School Site Council (SSC) or a Safety Planning Committee. The Committees are made up of principal/designee, teacher, parent of child who attends the school, classified employee, others. The plan shall be updated annually as required by EC Section 32281. The plan is to be approved by SSC and Rio School District Superintendent or designee.

Date Plan approved by site SSC - _____

Date submitted to Rio School District Office - _____

Date Reviewed by Superintendent or Designee - _____

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I. The Comprehensive School Safety Plan Overview

Rio School District has developed employee safety and emergency action plans which provide sites detailed guidance for use as necessary for student and staff safety.

The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Site Council (or School Safety Planning Committee) as well as to the District's Superintendent or County Office of Education. The CCSP applies to staff, students, and guests. The contents of the CSSP should include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety.

Principal Name

School Name and Address

Phone Number

Principal Email

II. General School Information

A. School Profile

(Sample)_____ School is an elementary school serving transitional kindergarten through fifth grade. Our student population is diverse and reflects the ethnicity and cultural heritage of the community we serve.

Current enrollment: 438 students from July 1, 2018 to June 30, 2019

Ages: 4 to 11

Total Staff (Teaching and Support): 60

B. Safe School Mission

School Site Goals

(Updates Goals as necessary) The _____ staff is committed to accomplishing the following major goals in the education of students:

District Goals

1. To instill in each student the love of learning, and to provide opportunities for academic growth for students at all developmental levels with continuous cooperation between teachers, parents, and staff.
2. To develop, within each student, a sense of personal organization, responsibility, and motivation.
3. To ensure that each student develops a positive self-concept, and acceptance and understanding of others, a cooperative attitude, and respect toward others and their property.
4. To provide a safe, secure, nurturing school environment, conducive to learning, through a collaborative effort between teachers, parents and staff.

To help foster the above commitments the following resources are utilized;

- a. Mental Health Professionals/School Counselors
- b. Community Intervention Professionals
- c. School Resource Officers/Law Enforcement
- d. District Nurses

C. Description of School Facilities

This is a physical description of the school site. Example: We are an elementary school serving students from grades k – 5, ages 4-11. We are located at.....adjacent to the Santa Clara river.... Or the 101 Fwy or..... the Oxnard airport.

D. School Site Council Membership

Education Code Section 35294.2(e) requires that the Comprehensive School Safety Plan be reviewed and updated at least annually by the school site council or safety committee.

The school site council/safety committee may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school

4. One classified employee who is a representative of the recognized classified employee organization

5. Other members, if desired – Mental health professionals, school counselors, community intervention professionals, school resource officers, police officers on campus.

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

School Site Council Roster

Principal Name - Principal

Classroom Teacher

Classroom Teacher

Classroom Teacher

Other School Employee

Parent

Parent

Parent

E. Notifications and Communication

Required CSSP Notifications

The following persons and entities were notified in writing of the public hearing concerning input on this Comprehensive School Safety Plan (EC 35294.2(e)):

- A representative of the local school employee organization
- A representative of each parent organization at the school site, including the parent teacher association
- A representative of each teacher organization at the school site
- A representative of the student body government
- All persons who have indicated that they want to be notified

Notice to Public

The Comprehensive School Safety Plan prepared for the 2018-19 school year was shared with: (EC 35294.2(e) and 35294.8(b)) Sample list below, please add specifics or delete what was not used to inform the public.

- Parents at weekly orientations
- Parent Newsletters
- School staff at weekly staff meetings

- Communicated to the general public through the district website
- Communicated to the following entities:
 - Law Enforcement Agencies
 - Fire Department
 - First Responders

III. Safe School Reports

A. School Crime Status

An assessment of the current status of school crime at the school and at school-related functions, was accomplished by reviewing the following of information: (choose what was used)

- Office Referrals (Review referrals for violence, theft, destruction of property if any)
- Attendance Rates/School Attendance Review/Board Data
- California Healthy Kids Survey
- School Improvement Plan
- Local Law Enforcement Juvenile Crime Data (you get this information from your SRO)
- Property Damage Data
- Other:

_____ school does/does not experience high rates of.....

Total Suspensions: _____

Total Expulsions: _____

B. Safe School Assessment Resources

The following resources were analyzed to develop an understanding of current conditions of school safety and standard practices to develop a comprehensive plan of action and procedures to ensure students, staff, and guests are provided a safe and secure environment.

- Safe School Needs Assessment
- District input
- School Site Inspection
- SRO/Law Enforcement

C. Safe School Needs Assessment 2019 – 2020

Place list of items to be addressed, found in site inspection reports from the county inspector, notations from facilities goals, or self inspections.

IV. School Safe Practices, Policies and Procedures

All board policies below have been modified for length; full policies can be found on the District Website as needed.

A. Child Abuse Reporting Procedures - BP 5141.4

The Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

All district employees, are mandated reporters, as defined by law and administrative regulation and are obligated to report all known or suspected incidents of child abuse and neglect. Training regarding the duties of mandated reporters is provided on an annual basis for all employees at school sites.

Add Date of Most Recent Training.

B. Notification of Dangerous Pupils to Teachers - BP 4112.9

The Board of Trustees believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications he/she believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

Procedurally, when a new student enrolls at a school site and the school receives their Cumulative Record (Cum), if any disciplinary or behavioral issues appear in the record, the teacher is emailed notification for them to review the Cum File.

C. District Rules and Procedures on School Discipline - BP 5144

The Board of Trustees desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only

when required by law and when other means of correction have failed. (Education Code 48900.5)

The administrative staff at each school may develop disciplinary rules to meet the school's needs. However, the rules shall be consistent with law, Board policy, and district regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

Insert Specific School Rules.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

D. Bully Prevention - BP 5131.2

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

School staff who witnesses an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

E. Hate Crime Reporting Procedures - BP 5145.9

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

F. Safe Ingress/Egress Procedures – BP 1250

The Board of Trustees believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

UPDATE AS NECESSARY THIS IS A MINIMUM REQUIREMENT

Registration Procedures

During School hours Visitors must sign in at the Main office before going on to campus, the only exception is for events planned by the school principal or designee. Please have the following information to sign in.

1. Name
2. Purpose for entering school grounds
3. Classroom/destination

Procedures for Outside Visits during school hours:

1. Visitor makes an appointment with the principal or designee to observe in the classroom.
2. The time of the visit is determined by the teacher/administrator in order to ensure minimal disruption of teaching and learning.
3. The principal or designee accompanies visitors.
4. If a visitor walks into the classroom unannounced, the teacher may acknowledge the parent and must refer them to the office to make an appointment with the principal.
5. All visitors/volunteers must check into the office before a visitation/observation and display a visitor badge. That signifies that they have checked in and others are aware of their presence on campus.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

G. Nondiscrimination/Harassment – BP 0410

The Board of Trustees is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

H. Suspension & Expulsion Policies – BP 5144.1

Suspension from Class by a Teacher

A teacher may suspend a student from class for the remainder of the day and the following day for any acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-8" above. (Education Code 48910). When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. **As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests.**

Suspension by Superintendent, Principal or Principal's Designee

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for

Suspension and Expulsion: Grades K-8" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

Expulsion

In determining whether to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

I. Search and Seizure - BP 5154.12

The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items. Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050). Searches of individual students shall be conducted in the presence of at least two district employees. The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

J. Dress Code Prohibiting Gang Related Apparel – BP 5132, 5136

The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

K. Bus Conduct – BP 5131.1

In order to help ensure the safety and well-being of students, bus drivers, and others, the Board of Trustees expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. He/she shall make these rules available to parents/guardians, students, and other interested parties. (5 CCR 14103)

The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (5 CCR 14103)

L. Comprehensive School Safety Plan – BP0450

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

The school site council at each district school shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school. (Education Code 32281)

M. Conduct – BP 5131

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

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

N. Emergency / Disaster Preparedness Plan including Public Agency Response – BP 3516

The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. A disaster plan has been developed and maintained detailing provisions for handling emergencies and disasters and which shall be included in each site's comprehensive school safety plan. (Education Code 32282). The Emergency and Disaster plan complies with Standardized Emergency Management System (SEMS) guidelines and the National Incident Command System (NIMS)

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 they deem necessary to meet the community's needs. (Education Code 32282)

Please see Emergency Operations Plan Updated 10/2019

Staff Training provided (include date of staff training)

This section or the individual disaster sections should be adapted for pupils with Disabilities. For example, evacuation (how are you evacuating those in wheelchairs).

O. Employee Safety and Protection – BP 4157

The Board of Trustees is committed to maximizing employee safety and believes that safety is every employee's responsibility. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state and local laws and regulations. No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and to correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee. The

Superintendent promotes safety and corrects any unsafe work practice through education, training and enforcement. A written injury and illness prevention program has been established in accordance with law. (Labor Code 6401.7)

P. Sexual Harassment – BP 5145.7

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student or staff member by anyone. The Board also prohibits retaliatory behavior or action against any person, who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student or staff to immediately contact his/her teacher/manager, to report the harassment. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Q. Weapons and Dangerous Instruments – BP 5131.7

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

R. Positive School Climate

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

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members.

Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

V. Emergency Response Plan

Rio School District has developed an emergency Operations Plan (EOP) with review by Law enforcement. The CSSP and the EOP will be shared with Law Enforcement, Fire Department and First Responders on a yearly basis as updates are made.

A. Emergency Contacts and Assignments

Insert Initial Emergency Contacts List

District Emergency Numbers

District Emergency Numbers	
District Emergency Operations Center	Facilities Department: (805) 983-1329
Cellular	MOT Director: (805) 947-6977

District Contact Numbers

Other District Contact Numbers		
Management Team	Phone Number	Emergency ONLY
Superintendent, John Puglisi	2101	
Director of Human Resources Carolyn Bernal	2113	(805) 551-6133
Asst. Superintendent of Educational Services, Oscar Hernandez	2131	(805) 890-6443
Assistant Superintendent of Business Services Wael Saleh	2104	
Director of Fiscal Kevin Olsen	2105	
Director of Technology, Jarkko Myllari	2125	
Facility Managers	Phone Number	Emergency ONLY
MOT Director, Charlie Fichtner	2201	(805) 947-6977
Office of Student & Family Services	Phone Number	Emergency ONLY

Director of Pupil Services, Rebecca Rocha	2320	(805) 407-6837
Director of Innovation, Partnership and Principal Support, Wanda Kelly	2308	(805) 701-2353
Principals	Phone Numbers	Emergency ONLY
Rio Lindo, Veronica Rauschenberger	1362	(805) 701-2578
Rio Plaza, Brenda Morales -Bravo	1461	(805) 200-6830
Rio Real, Dr. Maria Hernandez	1561	(805)-469-8419
Rio Rosales, Ryan Howatt	1631	(805) 889-4598
Rio Vista, Matthew Klinefelter	1815	(818) 530-3258
Rio del Mar, Robert Guynn	1135	(760) 900-8313
Rio del Norte, Ryan Emery	1257	
Rio del Valle, Adrienne Peralta	1750	(805) 797-4507
Psychologists	Phone Numbers	Emergency ONLY
Lillian Hernandez, RDM/RDN	1142 / 1258	(213) 413-2685
Amy Smith, RRO/RL	1639 / 1341	(805) 427-3129
Ariana Lopez-Castellanos, RP	1570	(805) 895-0121
Counselors	Phone Numbers	Emergency ONLY
Janelle Jester, Rio Rosales	1640	(805) 479-3879
Jorge Napoles, Rio Del Norte	1267	(805) 754-5968
Juan Toledo, Rio Plaza	1460	(805) 760-2525
Carolina Villa, Rio Lindo	1317	(805) 889-6887
		(805) 844-8624
Margarita Jimenez, Rio Real	1512	(805)663-9710

Victor Anaya, Rio Vista M.S.	1817	(559) 709-1283
Andre Vasquez, Rio del Valle M.S.	1757	(805) 625-4100
Ignacio Mendoza, Rio Del Mar	1136	(805) 443-2946
Nurse	Phone Number	Emergency ONLY
Julie Maria, R.N., RV, RDN, RDM, RP	2319	(805) 844-6328
Elizabeth Lareva, RDV, RRO, RR, RL	2309	(805) 414-6414

Local Agency Emergency Numbers

Local Agency Emergency Numbers	
Police Department or Sheriff's Department	Oxnard Police Department: 911 or (805) 486-1663 Ventura County Sheriff: 911 or (805) 654-2551
Fire Department	911
American Red Cross	(805) 339-2234
Southern California Edison	(800) 611-1911 (to report power outages)
Southern California Gas Co.	(800) 427-2200
Water – City of Oxnard	(805) 385-8136

Staff Emergency Assignments

Insert List

School Staff Buddy List

Insert List

B. Initial Contact to Launch District Emergency Operations Protocol

Call will be made to the district office to alert the District of an emergency at a school site. **Is there a 911 feature to contact D.O. if called from school site?**

C. Communication to Families

For emergency communication Edulink is utilized through the district office to communicate with groups of parents based upon the needs at each school site or the entire district. The Superintendent or Public Information Officer (PIO) will facilitate communications with families. All communication, even at the site level, will be reviewed by the Superintendent, their designee or the PIO.

D. Initial Response Actions

1) Action “Lockdown”

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all time.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM.”

2. If inside, teachers will lock the doors, instruct students to lie on the floor, and close any shades or blinds, silence phones and computers.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement.
5. Staff should monitor forms of communication including email and text.
6. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, are allowed on campus.

Active Assailant “criminal incident” on Campus

A dangerous person could be someone with a legitimate purpose on campus (student, staff, or authorized visitor) or an unauthorized person, armed or violent. Staff must call for a lockdown as soon as an active assailant is identified and call 911 to engage law enforcement

The best and safest response to an active assailant is to “Lockdown”.

Follow procedures for lockdown – secure yourself and students in locked classrooms, cover windows, silence phones and computers, keep lines of communication open such as email and texting.

Take necessary action to protect yourself and students.

If you are on the field or on campus, move away from the sound of gunfire, stay low, behind walls or hidden by bushes.

If you are unable to get into a locked room the following is recommended:

- Hide in an area out of the assailant’s view
- Block entry to your hiding place if possible
- Silence your cell phones and radios
- As a last resort, if your life is in imminent danger, and you are able, defend yourself against the assailant

2) Action “Secure School/Shelter in Place”

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from the environment. That may be danger in the local area (no on campus) or airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment and may include the shutdown of classroom and/or building HVAC systems.

The difference between Shelter-in-Place and Lock Down is that the former may involve shut down of the HVAC systems, and allows for the free movement of students within the building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE WITH WINDOWS AND DOORS SECURELY CLOSED. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO

IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."

2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
4. Teachers are responsible to secure individual classrooms whereas the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

3) Action "Evacuation - Leave Building" (Evacuation Procedures)

This action is taken after the decision is made that it is unsafe to remain in the building.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

"YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."

2. The Principal will initiate a fire alarm.
3. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
4. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.
5. Once assembled, teachers and students will stay in place until further instructions are given.

4) Action "Student Release"

1. **Warning: Verbal Communication** by the principal or designee. Action "Student Release" will be considered by the principal or designee. Students will be held at school until released to an authorized adult.
2. Action "Student Release" consists of:
 - a. Dismissal of all classes.
 - b. Release of students to their parents or guardian or another authorized adult at principal's or designee's judgment.
3. Action "Student Release" may be appropriate for, but not limited to, the following:
 - Flood,
 - Severe wind storm
 - Fire,
 - Or strategic alert

5) Action "Directed Transportation" (Off-Site Evacuation)

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

"YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."

2. The Principal will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location. The off-site assembly areas are indicated on the Vicinity Map in Appendix C.
3. Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a pre-designated safe location.
4. Once assembled off-site, teachers and students will stay in place until further instructions are given.

5. In the event clearance is received from appropriate agencies, the Principal may authorize students and staff to return to the classrooms.

6) Earthquake Procedures – Duck, Cover, Hold

This action is taken to protect students and staff from flying or falling debris.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

If able to make an announcement: **REMINDER: ALL STUDENTS SHOULD FOLLOW STAFF TO DUCK AND COVER AND HOLD ON**

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.

VI. Disaster Response Checklists

Checklists are included to outline the initial response to the following situations:

- Aircraft Crash
- Biological/Chemical Weapons Assault (unknown powdery substance)
- Biological/Chemical Weapons Assault (via aircraft or outdoor dispersion device)
- Biological/Chemical Weapons Assault (via indoor dispersion device)
- Bomb Threat / Explosion
- Chemical or Hazardous Materials Incident / Gas Fumes
- Earthquake
- Fire
- Flood
- Medical Emergency
- Nuclear Attack

- **Riot/Civil Disorder**
- **Severe Windstorm**
- **Suspicious Mail/Packages**
- **Active Assailant, Intruder or Criminal Activity on Campus –
Weapons/Assault**
- **Threat of Violence**
- **Utility Failure/ Power Failure/ Blackout**

Aircraft Crash

What to do if an aircraft crashes on or near the school

Principal: Call 9-1-1 to report the crash and notify District Office.

Perform a quick assessment of the situation and determine if immediate evacuation is necessary. If the Principal issues an "Evacuate Building" action, the students will evacuate the buildings using prescribed routes or other safe routes to the assembly area. The Principal will initiate an offsite evacuation, if it is unsafe to remain on campus.

Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Hazard Control Team, the Search and Rescue Team, the Medical Team, the Assembly Area Team, and the Student Release Team.

You are the Incident Commander. Begin a comprehensive assessment of the situation and directing resources until emergency response personnel arrive.

Upon arrival of emergency responders, form a unified command with them and direct your resources accordingly.

Teachers: Determine if your class is in immediate danger.

If the class is in danger evacuate your class to a safe location, otherwise stay in your room.

If you evacuate, take roll and document absent and/or missing students on class attendance sheet.

Move your class to the designated Assembly Area, as directed, once it has been established.

Activate the Buddy System and either remain in Assembly Area to supervise students or report to the Command Post for assignment.

Wait for further instructions.

Biological/Chemical Weapons Assault

Discovery of Unknown Powdery Substance

Discovering Party: Upon discovery of any unidentified powdery substance, do not touch, sniff, or taste the substance.

Do not attempt to clean up or remove the substance.

Cover the powder with whatever you can (paper, clothing, trash can, etc.) and do not remove this cover.

Leave the room and close the door or otherwise prevent access to the room.

Wash your hands with soap and hot water.

Report the discovery to the Principal.

Remove any contaminated clothing from your person as soon as possible and place inside plastic bags.

Principal:

Upon knowledge of a biological or chemical weapons assault at school ensure that 9-1-1 has been dialed. Establish a Command Post and report the incident to the District Office.

Ensure that an evacuation of the immediate area has been conducted and that the area is isolated and cannot be entered.

Direct custodian to ensure that HVAC system is shut down.

Make a list of all the people who were in the room or area of the substance and provide this list to the emergency response agencies investigating the incident.

Ensure that everyone who may have had contact with the powder washes his/her hands and removes contaminated clothing as soon as possible. Contaminated clothing should be placed in plastic bags.

Minimum Incident Command System Activation recommended: Assembly Team, Operations Section, and Hazard Control Team. You are now the Incident Commander.

Ensure that all students and staff have been accounted for.

All Personnel:

Do not panic. Remain calm and follow instructions.

Do not turn on any air conditioner/heater or fan.

Evacuate when instructed to do so. Take Roll Book and pen and pencils. Use pre-planned evacuation routes (refer to Facility Map), if safe to do so, otherwise use the safest route.

Once in the assembly area, do not leave until instructed to do so. Teachers should immediately take roll, document absent, and or missing students on class attendance sheet. Turn attendance sheet in to the Assembly Team Leader.

Biological/Chemical Weapons Assault

Agent Delivered via Aircraft or Dispersion Device that is Outdoors

Principal: Upon knowledge of a biological or chemical weapons assault that is conducted by dispersing biological/chemical agents via aircraft or dispersion device that is outdoors ensure that all staff and students are moved indoors. Instituting shelter –in-place procedures may be appropriate.

Direct custodian to ensure that HVAC system is shut down.

Direct staff to cover vents with thick paper using tape to create a seal.

Minimum Incident Command System Activation recommended: Assembly Team, Operations Section, and Hazard Control Team. You are now the Incident Commander.

Ensure that all students and staff have been accounted for.

All Personnel: Do not panic. Remain calm and follow instructions.

Move indoors.

Close and secure all doors and windows.

Ensure that your heater/air conditioner is turned off.

Take roll of your classroom.

Cover vents with plastic or thick paper using tape to create a seal.

Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.

Remain in this area until notified to leave by Principal or emergency response agencies.

Immediately report any injuries or illnesses to your supervisor or officers of emergency response agencies.

Biological/Chemical Weapons Assault

Agent Delivered via Dispersion Device that is Indoors or the school's HVAC System

Principal:

Upon knowledge of a biological or chemical weapons assault that is conducted by dispersing biological/chemical agents via dispersion device that is indoors or the school's HVAC system direct a full evacuation to the school's normal outdoor evacuation area.

Direct custodian to ensure that HVAC system is shut down.

Call 9-1-1 to report the incident.

Follow normal evacuation procedures.

Follow instructions of emergency response agencies. Minimum Incident Command System Activation recommended: Assembly Team, Operations Section, and Hazard Control Team. You are now the Incident Commander.

Ensure that all students and staff have been accounted for.

All Personnel:

Do not panic. Remain calm and follow instructions.

Evacuate classroom to normal outdoor evacuation assembly area. Ensure that all windows and doors are closed while evacuating.

Take Roll Book and pen and pencils. Ensure that all students have been accounted for.

Use pre-planned evacuation routes.

Once in the assembly area, do not leave until instructed to do so. Teachers should immediately take roll, document absent, and or missing students on class attendance sheet. Turn attendance sheet in to the Assembly Unit Leader.

Immediately report any injuries or illnesses to your supervisor or officers of emergency response agencies.

Bomb Threat

What to do in case of a bomb threat

Discovering Party: If you receive a bomb threat over the telephone, ask the following:

When will it explode?

Where is the bomb right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Why did you place the bomb?

What is your address? (Where are you?)

What is your name?

Principal:

Dial 9-1-1 to notify police of Bomb Threat.

Contact the District Office.

If you believe the bomb threat is credible, do not use a walkie-talkie or cell phone. (There are some radio-controlled bombs).

Determine if you will evacuate the school before conducting a search.

Activate the alarm signal (bell-verbal) if you decide to conduct an evacuation.

Evacuate to Assembly Area.

Minimum Incident Command System Activation recommended: Operations Section, and Hazard Control Team. You are now the Incident Commander.

Chemical or Hazardous Materials Incident

Principal: If a hazardous material is released in the area of the school, local law enforcement and/or fire department will determine if an evacuation of the school is necessary. If an evacuation of the school is necessary, you will be instructed where to go and which routes to take. Inform the District Office of the evacuation order and relay any additional assistance needed.

Establish and maintain communication with law enforcement and/or fire department and the District's Emergency Operations Center. Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Logistics Section.

If an evacuation to another location is imminent, prepare to move students and staff to the designated shelter utilizing available resources.

Until ordered to evacuate assume that a "shelter-in-place" strategy will be employed and do the following:

Direct that all students and staff remain indoors until it is safe.

Direct that all heating-ventilation and cooling units are shut down.

Direct that all windows be shut.

Teachers: Upon notification that a hazardous materials incident has affected the school, keep calm while preparing for an evacuation to another location, if directed.

Keep students calm.

Close all classroom doors and windows.

Ensure that the heating-ventilation and cooling system is shut down.

Unless otherwise instructed, assume that a "shelter-in-place" strategy is being utilized. Keep all students indoors until it is determined to be safe.

Earthquake

Duck, Cover and Hold

- If Inside:** Take cover under a desk or strong table or sit or stand against an inside wall.
- Stay inside the building. Leaving the building will subject you to falling debris, downed power lines and other hazards.
- Stay away from windows, glass, bookcases and outside doors.
- Do not use telephones. Place receivers back on the cradle.
- If a fire develops, follow the procedures in the Fire Section.
- Do not light any match, lighter, or other object that may create any open flame.
- Tune to: KNX 1070 AM.
- Prepare to evacuate to the Assembly Area, if instructed to do so.
-
- If Outside:** Move away from buildings and utility wire.
- Watch for falling glass, electrical wires, poles, trees, or other falling debris.
- Prepare to relocate to evacuation assembly area, if instructed to do so.
-
- Principal:** Establish a command post and initiate damage assessment and report to the District Office.
- If necessary, direct the evacuation of staff and students to assembly areas.
- Activate a Search Team to check all buildings for trapped or injured staff and students.
- Ensure that the disabled are assisted in the evacuation.
- Minimum Incident Command System Activation recommended:
Operations Section, Search and Rescue Team, Assembly Team, Hazard Control Team. Refer to Section 4. You are now the Incident Commander.
-

Continued...

Earthquake (continued)

Teachers: Give the Duck, Cover and Hold command to students. Duck, cover and hold yourself.

Determine if an immediate evacuation is necessary (if in your opinion remaining in the building is a hazard). If you do not believe an evacuation is necessary, stay in the building and await further instructions. (Refer to Facility Map for your assigned area.) If you believe an immediate evacuation is necessary, direct an orderly evacuation to your pre-designated assembly area.

Take any emergency supplies and roll book to the assembly area.

Take roll and document absent and/or missing students on class attendance sheet.

Teachers are now available to activate the Buddy system and either remain in Assembly Area for student care or report to the Command Post for assignment.

Determine the first aid needs of your class. Prepare to have injured students transported to the Treatment Area, when activated.

Fire

Discovering Party: Activate nearest accessible manual alarm pull box or notify the office that there is a fire at (say location). The Office will call the fire department.

Clear everyone from the immediate area.

Close - but do not lock all doors leading to fire area to isolate the area and prevent spread of fire.

Principal: Upon knowledge of fire at school activate alarm signal (bell and verbal) and ensure that 9-1-1 has been dialed. Establish a Command Post and report the fire to the District Office.

Supervise the evacuation of staff and students to assembly areas.

Direct a subordinate to check all bathrooms and training rooms for staff and students.

Ensure that the disabled are assisted in the evacuation.

Minimum Incident Command System Activation recommended: Assembly Team, Operations Section, and Hazard Control Team. Refer to Section 4. You are now the Incident Commander.

All Personnel: Do not panic. Remain calm and listen to instructions.

Do not open hot doors. Before opening any door, touch it near the top to see if it is hot. Do not break windows - Oxygen feeds fires.

Evacuate when instructed to do so. Take Roll Book and pen and pencils. Use pre-planned evacuation routes (refer to Facility Map), if safe to do so, otherwise use the safest route.

Once in the assembly area, do not leave until instructed to do so. Teachers should immediately take roll, document absent, and or missing students on class attendance sheet. Turn attendance sheet in to the Assembly Team Leader.

If the fire is small (no bigger than a desk) use the nearest fire extinguisher to put it out. Only use a fire extinguisher if you have been trained. Do not risk personal safety to put out a fire.

Flood

Principal:

If you are experiencing flooding problems, which may affect your school site, contact the District Office.

Establish a Command Post and tune to the Emergency Alert Station (EAS) to receive an update on the storm. Tune to KNX 1070 AM for EBS.

If flooding is imminent, Minimum Incident Command System Activation recommended: Operations Section, Hazard Control Team (Section 4) and the Logistics Section to begin sandbagging and other property protection measures as required.

Determine from the District and local authorities if the school is being evacuated or closed. If so, activate the Student Release Team (Section 4) to begin the student release process.

Activate other Incident Command System functions as required to support your actions.

Teachers:

Keep students indoors until it is determined to be safe.

Prepare to evacuate students. Evacuate students to pre-designated Assembly Area if an evacuation is ordered.

Take roll and document absent and/or missing students on class attendance sheet.

Prepare to release students to the Student Release Team. Note: Do not release any students until you have completed the Student Accounting Form. Prepare to release individual students according to the student release procedures.

Medical Emergency

All Personnel: If the situation is life threatening, dial 9-1-1.
Report medical emergencies to the School Principal.
Await instructions.

Principal: Ensure that 9-1-1 has been called and report the medical emergency to the District Office.
Provide emergency First Aid. Utilize the school nurse if available.
Activate the Medical Team if there are multiple casualties.
Direct responding emergency personnel to the victim(s).
Isolate staff and student from the victim(s).

Nuclear Attack

This plan is designed to provide direction in the unlikely event a nuclear weapon detonates away from the City. The blast effect is assumed to not threaten the City. The hazard of such an incident is the associated radioactive fallout. (Note: Due to Electromagnetic Pulse, electronic and communication equipment may fail).

Principal: Establish and maintain communication with the District's Emergency Operation Center (EOC). Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Logistics Section and Facilities Team.

Direct the Facilities Team to begin locating food and water.

Direct the Facilities Team to begin protecting each building containing people for nuclear fallout. Any object placed between the fallout and people can help to reduce exposure.

Direct that all heating-ventilation and cooling units be shut down.

Direct teachers to keep students on the interior walls of each building.

Keep all staff and students indoors until it is determined by the Ventura County Health Department that it is safe.

Maintain communication with the District Emergency Operations Center to receive updates. Tune to the Emergency Alert System (EAS) at KNX 1070 AM to receive updates.

Upon receiving the "all clear," activate the Student Release Team.

Activate Incident Command System teams as required to accomplish necessary functions.

Teachers: Keep students on the interior walls of the classroom.

2. Keep students indoors until it is safe to leave. Refer to the Hazardous Materials Incident Section for more information.
3. Take roll and document absent and/or missing students on class attendance sheet.

Upon receiving the "all clear," prepare to release students to the Student Release Team

Riot/Civil Disorder

All Personnel: If disturbance is off campus, as much as possible, remain in your work area and maintain your normal work routine.

Wait for further instructions indicating if campus is in a lock down situation.

“Teachers, we are initiating a school lock down. This is not a drill.”

Once the campus is secure you will hear; “The school lock down is over. This is not a drill.”

If rioters enter your area:

Initiate lock down procedures

Remain calm and lock all doors and close window blinds.

Avoid window areas if possible.

Do not leave your building or work area unless you feel you are in imminent danger.

If you do leave the building, avoid any interaction with rioters.

Await further instructions.

Principal: Direct a lock down of the campus if you believe the situation warrants.

Consult with the Police Department and the District to coordinate appropriate protection for the school and its personnel.

Establish a Command Post

Inform teachers and staff of the emergency situation. If appropriate, use the public address system.

Minimum Incident Command System Activation Recommended:
Operations Section and Hazard Control Team to staff the Security Team.

Do not permit staff or student to leave the school until you have determined it to be safe.

Direct the careful screening of all persons entering the school facility.

Severe Windstorm

- Principal:** If you are experiencing high winds, which may affect your school site, contact the District Office.
- Establish a Command Post and tune to the Emergency Alert Station (EAS) to receive an update on the storm. Tune to KNX 1070 AM for EBS.
- Minimum Incident Command System Activation recommended:**
Operations Section and the Hazard Control Team (Section 4).
- Determine from the District and local authorities if staff and students should move to the interior core area of the building away from outside windows and doors.
- Activate other Incident Command System functions as required to support your actions.

-
- All Personnel:** Keep students indoors and away from windows and doors.
- Close all windows and blinds and avoid building locations that have large roof areas or spans.
- Avoid all areas that have large concentrations of electrical equipment or power cables.
- Follow instructions provided by Principal or emergency response agencies.
- Report and injuries to your supervisor.
-

Suspicious Mail/Packages

Indicators:	<p>Suspicious Mail is mail that...</p> <ul style="list-style-type: none">is unexpected or from an unfamiliar source.has excessive postage.is addressed to someone who no longer works at the school.is addressed to a current employee but with the wrong title.contains several misspelled words on the envelope.marked with restrictive endorsements such as "Personal" or "Confidential".has no return address or an address that cannot be verified.mail that is from a foreign country.shows a city or state in the postmark that doesn't match the return address.is lopsided, oddly shaped, or has an unusual weight, given its size.has protruding wires, strange odors or stains.has powdery substance on the outside.has an unusual amount of tape on it.is ticking or making unusual sounds.
--------------------	--

Discovering Party:	<ul style="list-style-type: none">Do not try to open the package or envelope.Do not sniff, taste, or shake the package.Isolate the package.If powder is spilled from an envelope or package, do not try to clean up the powder.Cover the spilled contents immediately with anything (clothing, paper, trash can) and do not remove this cover.
---------------------------	--

Evacuate the immediate area and close the door.

Notify the Principal.

All Personnel:

When informed of suspicious mail or packages do not panic, spread rumors or communicate unverified information.

Remain away from any isolated area and follow instructions from the Principal or emergency response agencies.

Principal:

Visually inspect mail or package (except if powder has reportedly come from package). Never touch suspicious mail or packages.

Make assessment of the suspicious nature of the mail or package and contact 9-1-1 if deemed suspicious.

If powder spilled from the package, ensure that the area is isolated and ensure that all personnel that have had contact with the package have washed their hands and removed contaminated clothing.

Notify the District Office of the incident.

Activate the Incident Command System and await the arrival of emergency response agencies.

Active Assailant, Intruder or Criminal Activity on Campus

As required by Board Policy, school sites have visitor check in requirements. All visitors must check in and have identification when on campus. This checklist is designed to address unknown individuals who come onto campus and are exhibiting suspicious or potentially threatening behavior or obvious criminal activity.

Discovering Party: Notify office of unfamiliar individual and report their location and behavior.

If the individual appears dangerous or is involved in criminal activity, avoid contact and move to a safe location.

All Personnel: When informed of a suspicious individual or activity on campus, the words "We are initiating a school lock down. This is not a drill" will be used. Initiate lock down procedures and await further instructions.

- Remain calm and lock all doors and close window blinds.
 - Avoid window areas if possible.
 - All student phone powered off
 - Staff phones and computers placed on silence, should be left on for communication purposes
 - Do not leave your classroom or work area
 - Await further instructions
-
- If outside of a classroom (Physical Education or passing period) seek shelter in the closest room (gymnasium, MPR, kitchen, even restrooms), lock or block the door and stay quiet

No staff or students will be permitted to leave the school until it is safe. During lock down, communicate any suspicious activities or noises to the school office or district office. This information may be useful to authorities. Once it has been determined it is safe, the words "The school lock down is over" will be used.

If the intruder enters your area:

Do not provoke an incident

Remain calm and do not get involved. Leave or avoid the area.

Principal:

If you believe it is safe, approach the individual and assess the individual's business. (You should be accompanied by another adult staff member, if possible). Explain the school visitor policy.

If suspicious or criminal activity has been reported immediately dial 9-1-1 and contact the District Office.

Consult with the Police Department and the District to coordinate appropriate protection for the school and its personnel.

Inform teachers and staff of the emergency situation. If appropriate, use the public address system and direct a lock down of the campus.

Activate the Incident Command System and attempt to monitor the situation without putting staff in jeopardy. Await the authorities.

Do not permit staff or students to leave the school until you have determined it to be safe.

As appropriate, use the public address system to end the school lock down.

Utility Failure

Principal: Assess if utility failure presents a threat to safety, if so contact 9-1-1 immediately.

Notify District Office and District Maintenance Department.

Contact the appropriate utility company if directed.

Southern California Edison (800) 655-4555 (dial "0")

Southern California Gas Company (800) 427-2000 (dial "1" – gas leaks; "4" – all other issues)

Teachers: Determine if any power lines, sewer lines, water lines, or gas lines are down or ruptured at the school. If so, activate the Incident Command System Hazard Control Team to isolate the area.

Determine if an evacuation of classrooms is necessary.

Open window shades and use emergency flashlights as necessary.

Prepare to relocate your class to your pre-designated Assembly area.

**Sample Letter Notifying Community Members of Public Hearing or
Public Display**



Emergency Operations Plan

Rio School District

Dr. Puglisi, Superintendent

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1. INTRODUCTION

This Emergency Operations Plan (EOP) has been prepared in compliance with California Administrative Code, Title 5, Section 560, which requires all public schools to have a written emergency disaster plan. It is also the intent of this district to comply with the National Incident Management System (NIMS), State Emergency Management System (SEMS), and CCR Title 8, Section 3220, all requiring plans in place to support the response to an emergency. All Rio School District employees are expected to be familiar with this Plan in order to be prepared to take the appropriate actions and carry out their responsibilities in the event of an emergency.

The EOP addresses the Rio School District's (RSD) planned response to extraordinary emergency situations associated with extreme medical issues, natural disasters, technological incidents, and national security emergencies. The plan is a preparedness document designed to be read, understood and exercised prior to an emergency. It is designed to include Rio School District as part of the Ventura County Operational Area.

1.1 Purpose

The purpose of this Plan is to save lives, prevent injuries, and protect property in the event of a disaster. By preparing staff and students with actions, communications and response protocols for crisis situations, schools can quickly and adequately restore the school community to a safe and orderly learning environment. This Plan provides rules, regulations and procedures for the conduct of RSD personnel in the event of an emergency or disaster.

It is acknowledged that disasters are unique occurrences which require specific resources dependent upon the type, nature and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions of first responders or district staff.

To facilitate these objectives, the Plan contains specific information on a number of vital topics: Communications and Emergency Service Teams being two of them. The appendices contain supplemental emergency information including: evacuation maps, emergency contact information, bomb threat checklist, flow charts, forms, legal references and a damage assessment survey form. Additionally, this Plan serves as a template for the individual emergency preparedness plans for school sites.

1.2 Scope of the Plan

The Plan encompasses emergencies and disasters that may occur at any Rio SD school sites and the district office.

1.3 Jurisdiction

In the event of a disaster Rio School District will utilize the emergency services of Ventura County, particularly the Ventura County Sheriff's Department. All personnel shall cooperate fully with these

governmental agencies and shall perform disaster services work under the shared jurisdiction of Rio School District administration and emergency services officials.

1.4 Legal Obligations of All Staff

All Rio SD employees are by law disaster services workers in the event of a declared emergency. (Appendix A - Government Code, Chapter 8, Division 4, Title 1, Sections 3100 and 3101). Depending upon the type of emergency, specific duties shall be assigned to all employees. In addition, RSD employees could be reassigned to other public agencies during a state of emergency.

Upon the declaration of an emergency during working hours, all employees will be assigned to their supervisors who will give them specific directions. The exceptions will be those individuals who have been trained to perform special duties as members of the Emergency Operation Center. All employees will be expected to remain at work until released. It is therefore important that all employees make personal disaster preparedness a priority in their own homes/lives.

If an emergency occurs during non-working hours or continues after employees have been instructed to go home during working hours, employees are not relieved of their obligations as legally designated disaster services workers. At the direction of the Superintendent or Designee, and, in some cases, emergency services officials, employees may be required to perform disaster-related tasks at other RSD sites near their homes or other public agencies in their community.

It is impossible to specify, in advance of an actual disaster, the exact tasks that could be required of an employee as a disaster services worker. The nature, severity, and outcome of a possible disaster are too variable to allow a prediction of the exact tasks that an employee could be asked to perform. However, all employees can be assured that the tasks required would be within reason and their ability to perform, and that their safety and wellbeing, as they fulfill their obligations, would be paramount.

1.5 Obligations of Management

In the event of an emergency, whether it occurs during working or non-working hours, management may expect to be assigned special disaster-related duties at the direction of the Superintendent and/or Emergency Operations Center.

If an emergency occurs during non-working hours, management should immediately see to the security of their families and homes, and then attempt to establish contact via cellular phone with the management team via the Emergency Contact List. They should plan to perform special duties, as required, such as reporting to a nearby site to offer assistance or to inspect the premises for possible damage.

1.6 Visitors on Site

In the event of a disaster, visitors to any RSD site shall be expected to abide by all applicable sections of this Plan. Employees, to the extent possible, shall take responsibility for seeing that visitors follow the appropriate emergency actions by giving them instructions and guidance, such as directing them to "duck, and take cover" or "evacuate building" and where gathering points are located.

2. COMMUNICATION

During and after emergencies, it will be necessary to communicate with RSD school sites, staff and parents throughout the county. It will also be necessary to communicate with emergency service providers, the news media, other local school districts, local and state governmental agencies, and the general public. The Public Information Officer will be the central controller for such communications.

In some cases, a disaster itself will initiate immediate emergency procedures. In other cases, the Emergency Operations Center may be notified of an actual or imminent disaster by radio messages, telephone messages, email, social media, or alerts sent over the Emergency Broadcast System and broadcast by local radio and television stations.

Whatever the circumstances, the goal of communications during and after emergencies will be the rapid and accurate collection and dissemination of information so that lives may be saved, injuries minimized, fears allayed, and property protected.

2.1 Communication during working hours

Internal:

Emergency actions to be taken and other vital information will be communicated to employees by the Emergency Operations Center through the use of any available communication modes such as telephones (paging on site), Edulink (via cell or home phones), text messaging, e-mail, two-way radios, social media or messengers (as appropriate). The emergency itself may initiate immediate actions, which are not communicated.

External:

During and after a disaster, outgoing telephone calls must be restricted to emergency calls to outlying RSD sites and to emergency services providers (e.g. fire department, ambulance, etc.). It is therefore important that employees refrain from tying up telephone lines and thereby impeding necessary communications.

In the event a site cannot be reached by the usual telephonic means of communication, instructions from the law enforcement officials or other authorized agency shall be accepted as "official" notification.

Information regarding natural disasters in Ventura County will be relayed from the Office of Emergency Services. Radio and other means of communication are expected to be used. Battery operated radios (portable, auto, etc.) will be maintained at each site to receive civil defense communications or instructions through Emergency Broadcast Stations. The local stations that are part of the Emergency Broadcast System (EBS) are:

KVEN (AM) 1450 Ventura

KTRO (AM) 1520 Port Hueneme

KCAQ (FM) 104.7 Oxnard

KHAY (FM) 100.7 Ventura

2.2 Communication after working hours

In the event of a declared emergency after working hours, the Emergency Operations Center will be activated at the District Office. Initial communication will be through Edulink via mass text message to all staff. Texts will also be sent to parents and other affected parties. Communications from the Emergency Operations Center may be made to those employees with two-way radios. Announcements may also be provided to television, radio, and print media. Employees should check these resources for information about the Rio School District and its associated sites.

2.3 Communication with the media, parents, districts, and agencies

Under the authorization/direction of the Superintendent, authorized representatives of all information media, including the press, radio and television, will receive full cooperation from RSD in the performance of their duties. This will include:

- Equal access to information, prepared statements or other data of concern not expressly denied by the California Education Code.
- Reasonable access to the facilities necessary to report the occurrence.
- Conducted access to the scene of the occurrence.

The Public Information Officer (PIO) in conjunction with the Superintendent or designee shall have complete responsibility for all on-the-scene press releases and interaction with the media. The Incident Commander (Superintendent), together with the principal, law enforcement agency, fire and other civil (or military) authorities, be responsible for the control and direction of the physical situation. Requests from news media for statements relating to the occurrence are to be referred to the PIO.

NO RSD EMPLOYEE IS AUTHORIZED TO MAKE A STATEMENT TO THE NEWS MEDIA UNLESS SO AUTHORIZED BY THE PIO OR SUPERINTENDENT. NAMES OF INJURED STUDENTS OR STAFF WILL NOT BE MADE AVAILABLE TO THE NEWS MEDIA UNTIL CONTACT HAS BEEN MADE WITH THE PARENTS OR FAMILY MEMBERS AND THE PIO APPROVES THE DISSEMINATION OF THE INFORMATION.

3. INCIDENT COMMAND EMERGENCY OPERATION CENTER

3.1 NIMS and SEMS

The National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) have been designated as the national and statewide method of dealing with all emergency/disaster related responses for all public agencies.

The Incident Command System (ICS), is one of the basic components of NIMS and SEMS and was developed as the standard response system. ICS provides an emergency management structure which allows the most qualified personnel to be used at any position.

3.2 Incident Command

This system has considerable internal flexibility. It can grow or shrink to meet differing needs. This makes it a very efficient management system. The system can be applied to a wide variety of emergency and non-emergency situations. Listed below are some examples of the kinds of incidents and events that can use the ICS:

- Fires, HAZMAT, and multi-casualty
- Incidents multi-jurisdiction and multi-agency disasters
- Wide-area search and rescue missions
- Pest eradication programs
- Oil spill response and recovery incidents
- Single and multi-agency law enforcement incidents
- Air, rail, water, or ground transportation accidents
- Planned events (e.g. celebrations, parades, concerts)
- Private sector emergency management programs
- State or local major natural hazards management

3.3 The Emergency Operations Center

As described in the incident command section, the Emergency Operations Center (EOC) can operate on a small scale at only one site, with the site administrator in the role of Incident Commander or it could be called into operation for a large-scale event at the district level, in conjunction with the city and county. The EOC should function as the hub of all emergency operations and communications for an entire event. Specified staff members will respond to the EOC when notified to do so. The EOC, at the district level, is located at the District Office 2500 E. Vineyard Avenue.

At the site level, the administrator is responsible for all communications, bulletins, and announcements to internal staff, they will work in conjunction with the Public Information Officer (PIO) at the district for any external community and local news media communications.

3.4 Functions of the Emergency Operations Center

- a. To receive and evaluate information from all team captains (team captains will report to the Site Command Emergency Operations, advising the status of their respective areas of responsibility), and to assure all staff are accounted for.
- b. To receive information from the Incident Commander.
- c. To issue instructions to the team coordinators.
- d. To reassign or release personnel upon release by team coordinators.
- e. To work with team runners from various teams. (NOTE: Each team coordinator should designate a team runner.)
- f. To maintain communication/coordination with local civil defense and disaster authorities.

In an emergency situation, it is imperative that a predetermined chain of command and pre-defined procedure be clearly established and understood by all staff. The Emergency Operations Center needs immediate and complete information regarding the status of students, staff and facilities. From this

information, priorities will be determined, and resources provided to sites. The site coordinator should establish communication with the EOC by any means possible (telephone, two-way radio or runner) to report status of students, staff, school facilities and major problems.

3.5 Members

Members of the EOC are comprised of the incident command team including the leads of each functional team.

The following list shows how Incident Command will be passed in the absence of the designated person in charge:

- Superintendent of schools
- Assistant Superintendent, Business Services
- Assistant Superintendent, Educational Services
- Assistant Superintendent, Human Resources
-

Several command members shall serve in dual roles. The primary role of the directors located at the district office are that of team coordinators. In the absence of higher-level command personnel, team coordinators shall assume the command functions. Likewise, each team at the district office shall establish a hierarchy to accommodate the possible movement of team coordinators to the command position, as well as the possible absence of the designated coordinator.

Each site administrator is authorized to implement plans as described, and/or to take other actions as deemed necessary. Once a district EOC has been activated site administrators will be guided by information and instruction from the Emergency Operations Center while it is in operation.

3.6 Activation of the Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) will be located in the innovation room. Should the District office building be damaged, the EOC will be moved to the multipurpose room at Rio Del Sol, all essential materials, communications equipment, and supplies (e.g. those necessary for the EOC to function) shall be maintained storage adjacent to stairwell.

If an emergency occurs during working hours, EOC members shall receive communications to report immediately to the appropriate location and activate the Incident Command System.

If an emergency occurs during non-working hours, EOC members shall, after ensuring the security of their families and homes, attempt contact with the Superintendent, or designee and/or other Incident Command Staff members by telephone. Based upon an assessment at that time (e.g. whether the roads are open, whether the severity of the incident warrants activating the EOC, etc.), they should plan to report to the agreed upon location. If unable to make contact, they should plan to report to the main parking lot at the district office.

3.7 Management Teams

The five major management activities are the foundation upon which the Incident Command Team organization develops. They apply whether RSD is handling a routine emergency, organizing for a major event, or managing a major response to a disaster.

RSD will organize to meet the functions required. The characteristics of the incident and the management needs of the Incident Commander will determine what organization elements will be established. The incident organization may change over time to reflect the various phases of the incident.

Every incident or event has certain major management activities or actions that must be performed. Even if the event is very small, and only one or two people are involved, these activities will still always apply to some degree.

The organization of the ICS is built around five major management activities as described below:

- COMMAND** Sets objective and priorities, has overall responsibility at the incident event.
- OPERATIONS** Conducts tactical operations to carry out the plan, develops the tactical objectives, organization, and direct all resources.
- PLANNING** Develops the action to accomplish the objectives collects and evaluates information, maintains resource status.
- LOGISTICS** Provides support to meet incident needs, provides resources and all other services needed to support the incident.
- FINANCE** Monitors costs related to incident, provides accounting, procurement, time recording, and cost analysis.

Every incident must have an oral or written action plan. The purpose of the plan is to provide all incident supervisory personnel with direction for future actions. Action plans, which include the measurable tactical operations to be achieved, are always prepared around a time frame called an Operational Period. The Incident Action Plan must be made known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan before the start of the Operational Period, or by both methods. Copies of planning sheets can be found in the appendix of this program.

Members of the Incident Command Team shall be as follows:

- EOC Director / Incident Commander - Superintendent
- Public Information Officer –
- Safety Officer –
- Operations –
 - Medical
 - Search and Rescue

- Care and Shelter
- Facilities Management
- Planning – Purchasing Manager
- Logistics – Director of Facilities
- Finance Administration – Associate Superintendent of Business Services

Schools sites utilize ICS in the following way:

1. Incident Command (IC) is put in place for all incidences from small single site medical emergencies to multi campus or larger regional events.
2. The primary administrator or their designee generally acts as the Incident Commander until the emergency is resolved or until someone with more experience or skills replaces them (District Administrator, First Responder)
3. Should the IC be superseded, that administrator continues in a command role, assisting with information specific to the school site.
4. All communications are routed through the RSD PIO or designee to ensure appropriate district approved communications

4. EMERGENCY SERVICE TEAMS

Every employee of Rio School District shall be assigned to an Emergency Service Team. Training, as appropriate and available, shall be provided to team members. During and after an emergency, district emergency teams will be essential in ensuring that everything possible is being done to save lives, prevent injuries, and protect property.

Team Membership

Each team will consist of individual team members, a team coordinator, and an alternate team coordinator. These persons shall receive training and shall be required to participate in a number of "emergency readiness" activities so as to be prepared to respond both during and after the event.

Team Coordinator's Responsibilities

The coordinator of each team shall have a number of ongoing responsibilities, including the following: filling any vacancies on the team; arranging for the training of new members and alternates; ensuring that necessary supplies and equipment are maintained; recommending purchase of necessary supplies and equipment; conducting annual meetings with team members to validate or update procedures; attending annual meetings with other team leaders; determining where and under what conditions the team will meet during emergencies; coordinating team activities during an actual disaster; and reporting directly to the site administrator during an actual disaster. Note: Any RSD employee, as a disaster services worker, may be asked to assist the teams whenever necessary.

4.1 Search & Rescue Team

Under the direction of the team coordinator, the primary responsibilities of the Search & Rescue Team are:

- a. Location of Victims
- b. Triage and Extraction of Victims
- c. Fire Detection
- d. Building Security

After a disaster, the Search & Rescue Team will conduct a primary search of the building when conditions allow. The objectives of the primary search are to locate and aid victims, detect fire and determine the extent of damage to the building. If a victim is found, the Search & Rescue Team will perform the initial triage and, if necessary, the first aid required to sustain life. The Search & Rescue Team will direct all rescue efforts required to extract trapped victims. Once the primary search is complete and all persons have been removed from the structure, the Search & Rescue Team will be responsible for building security. A secondary, more detailed search will be made when conditions allow.

Team members should also examine structures for damage to determine if they can be utilized during the emergency. Structure and utility capabilities (gas, electricity, water and sanitary facilities) should be assessed. If threatened, team responsibilities include disconnection of utility services and reporting findings to the Site Command Emergency Operations, who will in turn notify the Emergency Operations Center.

If possible, team members shall secure all entrances. Assigned individuals will communicate with the PIO who will direct and inform parents/citizens regarding status and location of students/personnel.

The team coordinator's responsibilities shall include:

- a) Coordination of all activities of the search and rescue operations.
- b) Receiving information from the Site Command Emergency Operations concerning trapped or missing persons assumed to be in the building.
- c) Assurance that all staff are safe and evacuated to the emergency assembly area.
- d) Maintaining communication with Search & Rescue to ensure that rescue is provided to those most in need.
- e) Coordinating fire response procedures.
- f) Maintaining site security.

4.2 Medical First Aid Team

Under the direction of the team coordinator, the Medical First Aid Team responds to and administers First Aid to those individuals in most need of First Aid (triage). Communication between the Search & Rescue Team coordinator and the coordinator of the Medical First Aid Team is imperative to ensure

appropriate First Aid is administered. The Medical First Aid Team should establish a First Aid Center in or close to the emergency assembly area. Emergency supplies should be moved to the First Aid area. The Team should have on record the telephone numbers and the locations of all emergency support services in the immediate community. Complete records of all First Aid administered to students and staff shall be recorded.

The Medical First Aid Team MUST keep complete records of:

1. **Staff injured.**
2. **Nature of First Aid administered.**
3. **Time, reason, destination and means of all staff removed from the site for emergency medical treatment.**
4. **All information shall be recorded on the staff emergency release card.**
A copy of the Medical Emergency Information card must accompany any person leaving the site for medical aid. Accompanying the card should be additional information regarding the extent of injury, First Aid administered, or other critical information regarding the person's health (allergies, etc.).

The team coordinator's responsibilities will include:

- a. **Communicating with the Operations Manger**
- b. **Coordination of all activities of the Medical and First Aid Team.**
- c. **Maintaining communication and coordinate activities with the Search & Rescue Team.**
- d. **Establishing triage procedures.**
- e. **Maintaining appropriate medical records.**

4.3 Care and Shelter Team

Under the direction of the team coordinator, the Care and Shelter Team will locate all supplies which are located in the hallway adjacent to the stairwell. The members shall organize the general camp and assembly areas. The team establishes emergency bathroom facilities, shelters, kitchen area, and disposes of hazardous waste materials.

The team coordinator's responsibilities shall include:

- a. **Communicating with the Operations Manager**
- b. **Coordinating the establishment of a general camp.**
- c. **Maintaining the cleanliness of all facilities in the general camp.**
- d. **Locating and providing emergency food and water supplies.**

5. EMERGENCY READINESS

In an effort to increase employees' emergency readiness, RSD provides staff training and holds periodic drills. To be truly ready for an emergency, however, employees will also need to make sure that they are personally prepared at work, at home, and in their automobiles.

5.1 Training

Every new employee shall receive training during his/her orientation period in general disaster preparedness and specific actions to take during an emergency. As appropriate and available, members of the Emergency Service Teams shall receive specialized training to prepare them for their emergency duties. For example, members of the First Aid Team and the Search and Rescue Team, as well as other selected staff members, shall receive training in first aid and CPR. If employees are interested in such training, they should contact the Risk Manager in Human Resources.

5.2 Drills

The District Office shall hold emergency preparedness drills twice a year for the purpose of re-enforcing staff training by providing a means of practicing emergency responses in "simulated" disaster situations. All age school sites, K- 5th, K-8th and 6th – 8th grade sites require a monthly drill revolving between types of disasters.

5.3 Personal Preparedness at Work

Besides taking part in training and drills, each employee should take measures to become personally prepared at work. The following suggestions will help employees to become fully prepared.

- a. Become familiar with the location of nearby exits and alternate evacuation routes.
- b. Know the location of fire extinguishers, fire alarms, and first aid kits.
- c. Keep a small supply of emergency food on hand (e.g. energy bars, non-perishable snack items, etc.), as well as bottled drinking water.
- d. Arrange nearby file cabinets, so those heavier items are in the bottom, to lessen the potential of the cabinets falling over.
- e. Do not place items on top of cabinets.
- f. Do not store items under desks or tables, as these spaces will be needed during the "duck and cover" activity required in certain emergencies.
- g. In cases of special dietary or medical needs, keep a small supply of such food and medicine on hand, and advise a fellow staff member of their location.

Appendixes

- 1. Updated Phone List, Communications**
- 2. Site Specific Procedures Staff Lists**
- 3. ICS Duties**
- 4. Evacuation Maps**
- 5. Utility Shut Offs**
- 6. Disaster Guide (Flip Chart and book form)**
- 7. Forms**
- 8. Bomb Threat Check List**
- 9. Legal obligations for all staff (Disaster Workers)**
- 10. CSSP Emergency Phone Tree (School Site Incidents)**



Agenda Item Details

Meeting Nov 20, 2019 - RSD Regular Board Meeting
Category 9. Discussion/Action
Subject 9.4 Master Plan/Facilities Discussion Update
Access Public
Type Discussion, Information

Public Content

Speaker: Superintendent Puglisi

Rationale:

Superintendent Puglisi will facilitate discussion of Measure L and state matching funded projects.

Administrative Content

Executive Content

10.2

**Agenda Item Details**

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.2 Approval of the Minutes of the Regular Board Meeting of October 16, 2019
Access	Public
Type	Action (Consent), Minutes
Minutes	View Minutes for Oct 16, 2019 - RSD Regular Board Meeting

Public Content

Speaker:

Rationale:

Administrative Content**Executive Content**

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



**Rio School District
Minutes
Regular Board Meeting
October 16, 2019
Office of Student and Family Services
3300 Cortez Street
Oxnard, CA 93036
Closed Session: 5:30 p.m.
Open Session: 6:30 p.m.**

Members present

Eleanor Torres, Felix Eisenhauer, Linda Aguilar, Joe Esquivel

1. Open Session 5:30 p.m.

1.1 Call to Order

President Esquivel convened the meeting at 5:31 p.m

1.2 Pledge of Allegiance

President Esquivel led the flag salute.

1.3 Roll Call

Trustee Aguilar called the roll. Trustee Martinez-Cortes was absent.

2. Approval of the Agenda

2.1 Agenda Correction, Additions, Modifications

Trustee Aguilar would like to pull items 10.17 Approval of Change Order with Brian Devries; 10.18 Approval of Change Order for Junior Steel; Change Order with Parker Brown for room signage and installation of Solar Building.

Trustee Torres pulled items 10.6 Out of State Travel - NCTR (National Center for Teacher Residencies) Professional Development Module III and site Visits-Seattle Washington and Item 10.20 Approval of Resolution 19/20-32 Authorizing Procurement of Furniture for Solar Drive Property, Pursuant to a Piggyback under Public Contract Code Section 20118.

All items will be discussed and voted on separately.

2.2 Approval of the Agenda

Staff recommends approval as amended.

Motion by Eleanor Torres, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Felix Eisenhauer, Linda Aguilar, Joe Esquivel

3. Public Comment-Closed Session

3.1 Public Comment (Closed Session) The public may address the Board concerning items that are scheduled for discussion during the closed session only. These presentations are limited to three minutes each, or a total of fifteen minutes in all.

There were no public comments on closed session items.

4. Closed Session (may continue at the end of the meeting if needed)

4.1 Consideration of Student Discipline- Expulsion [Education Code 48918] Stipulated Expulsion of Students 6009958, 6005028 and 6004358

4.2 Conference Legal Counsel Re Existing Litigation: OAH Case No. 2019080294

4.3 Public Employee Performance Evaluation [Government Code 54957] Title: Staffing 2019/2020

5. Reconvene Open Session 6:30 p.m.

5.1 Report of Closed Session

President Esquivel reconvened the meeting at 6:35 p.m.

In closed session the following action took place:

By a unanimous vote, the Governing Board took action to expel students 6004358, 609958 and 6005028.

The Governing Board also took action by a vote of 4-0 to approve the settlement agreement regarding case OAH 2019080294.

6. Presentations/Recognitions

6.1 Civic Alliance State of the Region Report

David Maron gave a presentation of the 2019 State of the Region Report producer by the Ventura County Civic Alliance.

The report includes information about life in Ventura County broken out into ten domains including economy, education, public health, public safety and transportation.

7. Communications

7.1 Acknowledgement of Correspondence to the Board
None.

7.2 Board Member Reports

Board member reports were heard from Trustee Eisenhauer.

7.3 Organizational Reports-RTA/CSEA/Other

There were no organizational reports.

7.4 Superintendent Report

Superintendent Puglisi presented information regarding the 2019-2020 Organizational Foci.

7.5 Public Comment-Board meetings are meetings of the Governing Board held in public, not public forums, and will be held in a civil, orderly and respectful manner. All public comments or questions should be addressed to the board through the board president. To assure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker card. Cards are available at the meeting and on the District website. Cards must be submitted to the Secretary or Clerk of the Board. The speaker may choose to speak during public comment or at the time of the agenda item prior to board consideration. The Governing Board may place limitations on the total time to be devoted to each topic if it finds that the number of speakers would impede the Board's ability to conduct its business in a timely manner. Procedures for receiving communication from the public on topics that fall under the subject jurisdiction of the Governing Board. A member of the public may address the Governing Board on any item(s) on the agenda or non-agenda items. Each person speaking may not exceed a total of three minutes on each item. The speaker may choose to speak during public comment or at the time of the agenda item prior to board consideration. These presentations are limited to three minutes or a total of twenty minutes.

Public comments were heard from Richard Soliz.

8. Information

8.1 Business Services Report

Mr. Wael Saleh, Assistant Superintendent of Business Services, presented the board with a budget update.

8.2 Educational Services Report

Mr. Oscar Hernandez, Assistant Superintendent of Educational Services, presented an update on the following:

Middle School Conference Update

Bilingual Education Program Planning Update

9. Discussion/Action

9.1 Provisional Internship Permit - Special Education Teacher

It is recommended that the Governing Board approve this action item for the Provisional Internship Permit for Ms. Samantha Vega-Flynn to serve Special Education Preschool Students for the 2019/2020 school year beginning 8/23/2019 at Rio Rosales Elementary School.

Motion by Felix Eisenhauer, second by Eleanor Torres.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Felix Eisenhauer, Linda Aguilar, Joe Esquivel

9.2 Approval of Organizational Focal Points
Staff recommends approval of Focal Points for 2019-2020.

Motion by Eleanor Torres, second by Felix Eisenhauer.
Final Resolution: Motion Carries
Yes: Eleanor Torres, Felix Eisenhauer, Linda Aguilar, Joe Esquivel

10. Consent

10.1 Approval of the Consent Agenda
Staff recommends approval as amended.

Motion by Eleanor Torres, second by Felix Eisenhauer.
Final Resolution: Motion Carries
Yes: Eleanor Torres, Felix Eisenhauer, Linda Aguilar, Joe Esquivel

10.2 Approval of the Minutes of the Regular Board Meeting of September 18, 2019

10.3 Approval of the Donation Report

10.4 Ratification of the Commercial Warrant

10.5 October 2019 Personnel Report

10.6 Out of State Travel - NCTR (National Center for Teacher Residencies) Professional Development Module III and Site visits - Seattle Washington

Motion by Eleanor Torres, second by Joe Esquivel.
Final Resolution: Motion Carries
Yes: Eleanor Torres, Felix Eisenhauer, Linda Aguilar, Joe Esquivel

10.7 Approval of Ventura County Office of Education Science MOU for the 2019-2020 school year

10.8 Approval of Continuing Development, Incorporated (CDI) Contract for 2019-2020

10.9 Approval of Adoption of Resolution #1920/04 Sufficiency of Instructional Materials

10.10 Williams Quarterly Complaint Report

10.11 Resolution for Notice of Completion with Center Glass

10.12 Resolution for Notice of Completion with Painting and Decor (Painting Package)

10.13 Resolution for Notice of Completion with Anderson Systems

10.14 Resolution for Notice of Completion for JPI Development

10.15 Resolution regarding Notice of Completion for Taft Electric

10.16 Notice of Completion for Kamran and Company

10.17 Approval of Change Order with Brian Devries Construction

It is recommended that the Board approve the Change Order with Brian Devries Construction

Motion by Linda Aguilar, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Felix Eisenhauer, Linda Aguilar, Joe Esquivel

10.18 Approval of Change Order for Junior Steel

It is recommended that the Board approve the Change Order with Junior Steel.

Motion by Linda Aguilar, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Felix Eisenhauer, Linda Aguilar, Joe Esquivel

10.19 Change Order with Parker Brown for room signage and installation of Solar Building

10.20 Approval of Resolution No. 19/20-32, Authorizing the Procurement of Furniture for Solar Drive Property, Pursuant to a Piggyback under Public Contract Code Section 20118.

Staff recommends Approval of Resolution No. 19/20-32, Authorizing the Procurement of Furniture for Solar Drive Property, Pursuant to a Piggyback under Public Contract Code Section 20118.

11. Organizational Business

11.1 Future Items for Discussion

11.2 Future Meeting Dates: November 20, 2019

12. Adjournment

12.1 Adjournment

President Esquivel adjourned the meeting at 9:12 p.m.

Approved on this 20th day of November, 2019.

John Puglisi, Ph.D., Secretary

Date

Linda Aguilar, Clerk of the Board

Date

10.3

**Agenda Item Details**

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.3 Approval of the Donation Report
Access	Public
Type	Action (Consent)

Public Content

Speaker: Superintendent Puglisi

Rationale:

It is recommended the Governing Board accept the following donations:

Site Donor	Use of Donation	Amount
RV United Way	Teacher Incentives	\$108.31

Administrative Content**Executive Content**

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

10.4



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.4 Personnel Report
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	It is recommended the board take action and approve the November 2019 personnel report as presented.
Goals	Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.

Public Content

Speaker: Carolyn Bernal

Rationale: The November 2019 personnel report is presented for approval.

[PersRep112019.pdf \(374 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

RIO SCHOOL DISTRICT

November 20, 2019

Certificated Personnel Report

Certificated Ratification of Employment:

Wheadon, Alexandria, School Counselor, Rio Del Sol / Rio Del Valle, (1.0) FTE, effective 11/11/19

Classified Personnel Report

Classified Promotion:

Mendoza, Ryan, from Campus Supervision Assistant, (3.75) hrs, Rio Real to Instructional Assistant/SPED, (4.25) hrs, Rio Real, effective 10/28/19

Classified Ratification of Employment:

Castellon, Marilu, Campus Supervision Assistant, (5.5) hours, Rio Del Valle, effective 10/14/19
Castellanos, Brenda, Student & Family Support Specialist, (5) hours, Rio Plaza, effective 10/14/19
Frias, Maria, Instructional Assistant/SPED, (5.75) hours, Rio Del Valle, effective 11/4/19
Gonzales, Arpaul, Instructional Assistant/SPED, (5.75) hours, Rio Del Norte, effective 11/4/19
Johnson, Derold, Campus Supervision Assistant, (5.25) hours, Rio Del Valle, effective 10/14/19
Jones, Lori, Instructional Assistant/SPED, (5.75) hours, Rio Plaza, effective 11/12/19
Magana, Carlos, Bus Driver, (5.05) hours, MOT, effective 10/14/19
Mendoza, Hernandez, Karla, Instructional Assistant/SPED, (5.75) hours, Rio Rosales, effective 11/4/19
Mora, Patricia, Campus Supervision Assistant, (5.5) hours, Rio Vista, effective 11/4/19
Morales, Priscilla, Instructional Assistant/SPED, (5.75) hours, Rio Rosales, effective 11/5/19
Owen, Alexa, Instructional Assistant/SPED, (5.75) hours, Rio Del Norte, effective 11/4/19
Partida, Kaytlyn, Instructional Assistant/SPED, (5.75) hours, Rio Del Valle, effective 11/5/19
Ponce, Nayada, Instructional Assistant/SPED, (5.75) hours, Rio Del Sol, effective 11/6/19
Raigoza, Savannah, Campus Supervision Assistant, (5.75) hours, Rio Del Sol, effective 11/6/19
Silva, Alexandra, Instructional Assistant/SPED, (5.75) hours, Rio Plaza, effective 11/12/19
Oquendo, Abigail, Library Clerk, Elementary, (8) hours, Rio Plaza, effective 11/18/19

Classified Resignation:

Waltman, Pamela, Clerk Typist I, (4) hours, OSFS, effective 12/13/19

Classified Voluntary Transfer:

Chavez, Maria, from Instructional Assistant/SPED, (5.75) hrs, Rio Plaza to Instructional Assistant/Resource, (5.75) hrs, Rio Del Sol, effective 11/12/19

Confidential Employee Employment Ratification:

Pizano, Erica, Human Resources, Credential Data Specialist, (8) hours, District Office, effective 12/3/19

Confidential Employee Resignation:

Ramos, Jillian, Human Resources, Credential Data Specialist, (8) hours, District Office, effective 12/2/19

10.5



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.5 Ratification of the Commercial Warrant
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	3,572,186.62
Budgeted	Yes
Budget Source	Various Funds as listed below.
Recommended Action	It is recommended that the Commercial Warrant be approved for the period October 8, 2019 through November 12, 2019.

Public Content

Speaker:
Wael Saleh, Assistant Superintendent, Business Services

Rationale:

The District processed payments to vendors since the last meeting of the Governing Board for a total amount of \$3,572,186.62 which include processing payments for all funds of the District in the following amounts:

Fund 010 General Fund	\$1,836,297.21
Fund 130 Cafeteria Fund	\$126,732.65
Fund 211 Building Fund	\$248,068.28
Fund 212 Building Fund, Measure L	\$1,024,334.18
Fund 402 Special Reserve for Capital Outlay	\$308,700.14
Fund 490 Capital Projects Fund for Blen	\$28,209.83
Less Unpaid Tax Liability	- \$155.67
Total:	<u>\$3,572,186.62</u>

[Commercial Warrant - November.pdf \(495 KB\)](#)

Administrative Content

Executive Content

ReqPay12a

Board Report

Checks Dated 10/08/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009035444	10/08/2019	Lewis-Abricci, Marcy A	010	474.24	
5009035445	10/08/2019	Steiner, Josh	010	743.25	
5009035446	10/08/2019	Jones, Vanessa R	010	30.16	
5009035447	10/08/2019	360 Degree Customer Inc.	010	22,048.00	
5009035448	10/08/2019	TreeTop Publishing Inc.	010	111.71	
5009035449	10/08/2019	Diane DeLaurantis	010	1,350.00	
5009035450	10/08/2019	Global Equity Communications	010	4,237.50	
5009035451	10/08/2019	Carlo Andre Godoy dba Godoy Studios	010	8,975.00	
5009035452	10/08/2019	GREATAMERICA FINANCIAL SVCS	010	288.57	
5009035453	10/08/2019	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	010	488.05	
5009035454	10/08/2019	KONICA MINOLTA PREMIER FINANCE	010	1,319.71	
5009035455	10/08/2019	Blaine Kufin	010	865.62	
5009035456	10/08/2019	Lawrence A. Wolf	010	4,590.00	
5009035457	10/08/2019	LIFETOUCH NSS	010	212.75	
5009035458	10/08/2019	MAXIM STAFFING SOLUTIONS	010	3,824.11	
5009035460	10/08/2019	Pioneer Healthcare Services	010	3,000.00	
5009035461	10/08/2019	Hekar Rivera	010	1,450.00	
5009035462	10/08/2019	Steve Sunnarborg	010	1,625.00	
5009035463	10/08/2019	Winsor Learning, Inc	010	5,896.61	
5009035464	10/08/2019	Woodburn Press	010	726.14	
5009035465	10/08/2019	Western Psychological Services	010	898.47	
5009035466	10/08/2019	XEROX CORPORATION	010	16,512.07	
5009035467	10/10/2019	Guzik, Leann M	010	280.86	
5009035470	10/10/2019	Aswell Trophy	010	1,042.11	
5009035471	10/10/2019	C & M AUTO TRUCK ELECTRIC	010	873.20	
5009035473	10/10/2019	CORNWALL SECURITY SERVICES	010	2,895.00	
5009035475	10/10/2019	VCOE GRAPHICS CENTER	010	8,911.46	
5009035476	10/10/2019	William Venegas Hip Hop Mindeet	010	4,480.00	
5009035477	10/10/2019	HOME DEPOT CREDIT SERVICES	010	10,801.82	
5009035478	10/10/2019	IndleCade	010	2,160.00	
5009035479	10/10/2019	LAKESHORE	010	18.46	
5009035480	10/10/2019	Mark It Place	010	429.00	
5009035481	10/10/2019	Myers, Widders, Gibson, Jones	010	4,491.14	
5009035482	10/10/2019	OFFICE DEPOT	010	1,006.44	
5009035483	10/10/2019	Pierre Landscapes, Inc	010	9,270.00	
5009035484	10/10/2019	Ransom Edu Consulting	010	1,800.00	
5009035485	10/10/2019	Rotary Club	010	347.00	
5009035486	10/10/2019	SWRCB ACCOUNTING OFFICE ATTN WATER QUALITY FEES	010	504.00	
5009035487	10/10/2019	SWRCB ACCOUNTING OFFICE ATTN WATER QUALITY FEES	010	504.00	
5009035488	10/10/2019	David Tausalg & Assoc. Inc	010	450.63	
5009035489	10/10/2019	U.S. Bank Corporate Payment Systems	010	3,182.62	

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Checks Dated 10/08/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009035490	10/10/2019	Vendurance	010	400.00	
5009035491	10/10/2019	Ventura County Office of Education	010	6,054.00	
5009035493	10/10/2019	Vocabulary Spelling City, Inc.	010	1,297.50	
5009035494	10/10/2019	VAVRINEK, TRINE, DAY & CO, LLP	010	186.00	
5009035495	10/10/2019	Ventura Unified School Dist.	010	47,959.00	
5009035496	10/10/2019	WORTHINGTON DIRECT, INC.	010	5,933.82	
5009035497	10/10/2019	Zaner-Bloser Ed. Publishers	010	1,743.67	
5009035498	10/14/2019	Hernandez, Maria M	010	29.00	
5009035499	10/14/2019	Ramirez, Jaela	010	63.22	
5009035500	10/14/2019	Arellano, Leticia	010	118.94	
5009035501	10/14/2019	Steiner, Josh	010	142.00	
5009035502	10/14/2019	Hernandez, Lillian	010	50.00	
5009035503	10/14/2019	Zarate, Jessica C	010	300.00	
5009035504	10/14/2019	Guynn, Robert W	010	758.80	
5009035505	10/14/2019	Smith, Jeannette D	010	87.00	
5009035508	10/14/2019	Guenther, Meagan	010	25.00	
5009035507	10/14/2019	Cordova, Ralph	010	218.29	
5009035508	10/14/2019	Lopez-Castellanos, Arianna	010	50.00	
5009035509	10/14/2019	Nguyen, Fawn P	010	26.00	
5009035510	10/14/2019	ANTONIO L. MONTES DBA 101 AUTO UPHOLSTERY	010	170.00	
5009035512	10/14/2019	AIRPORT AUTO REPAIR	010	785.00	
5009035513	10/14/2019	ALL-PHASE ELECTRIC SUPPLY	010	1,997.52	
5009035515	10/14/2019	APPLIED BACKFLOW TECHNOLOGIES	010	1,089.00	
5009035516	10/14/2019	ARC	010	920.00	
5009035517	10/14/2019	Assistance League School	010	9,200.00	
5009035518	10/14/2019	AUTO CITY GLASS	010	1,187.75	
5009035519	10/14/2019	Auto Plus Auto Parts	010	1,348.59	
5009035520	10/14/2019	BARON INDUSTRIES	010	1,444.81	
5009035521	10/14/2019	Bon Air, Inc	010	23,444.89	
5009035523	10/14/2019	Explore Learning	010	3,295.00	
5009035526	10/14/2019	Levered Learning, Inc.	010	4,027.20	
5009035527	10/14/2019	MAXIM STAFFING SOLUTIONS	010	2,195.51	
5009035528	10/14/2019	Lisa Kelly dba Murals by Lisa Kelly	010	675.00	
5009035529	10/14/2019	Myers, Widders, Gibson, Jones	010	3,083.52	
5009035530	10/14/2019	Nee Quaison Sackey	010	3,036.69	
5009035531	10/14/2019	OFFICE DEPOT	010	39,621.94	
5009035532	10/14/2019	Ox Blue	010	599.00	
5009035534	10/14/2019	Playful Learning LTD	010	8,200.00	
5009035536	10/14/2019	SCHOOL NURSE SUPPLY, INC.	010	927.67	
5009035537	10/14/2019	SolarWinds	010	762.00	
5009035541	10/14/2019	TELCOM, INC	010	1,616.25	
5009035542	10/14/2019	Ventura County Office of Education	010	98,266.20	
5009035544	10/17/2019	Cruz, Arell G	010	34.15	
5009035545	10/17/2019	Salcedo Arias, Juan Pablo	010	58.00	

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Board Report

Checks Dated 10/08/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009035546	10/17/2019	AMAZON.COM CORPORATE CREDIT	010	14,364.61	
5009035547	10/17/2019	Aswell Trophy	010	258.60	
5009035548	10/17/2019	Ron Obrien dba Bee Specialist	010	600.00	
5009035549	10/17/2019	Bus West	010	6,287.18	
5009035550	10/17/2019	CCP Industries	010	186.10	
5009035551	10/17/2019	Center Glass Co	010	2,158.00	
5009035552	10/17/2019	COASTAL OCCUPATIONAL MEDICAL GROUP	010	110.00	
5009035553	10/17/2019	COGGS TIRE SERVICE	010	148.88	
5009035554	10/17/2019	La Cosecha DLNM	010	510.00	
5009035555	10/17/2019	DE SOTO SALES	010	24.54	
5009035556	10/17/2019	Decker Equipment	010	119.57	
5009035557	10/17/2019	City Of Oxnard-City Treasurer	010	47.25	
5009035558	10/17/2019	Catherine Espinoza	010	2,261.49	
5009035559	10/17/2019	Ewing Irrigation Products Inc	010	5,661.25	
5009035560	10/17/2019	Fence Factory	010	586.48	
5009035561	10/17/2019	FERGUSON FACILITIES SUPPLY	010	676.10	
5009035562	10/17/2019	FGL Environmental	010	168.00	
5009035563	10/17/2019	GIBBS INTERNATIONAL	010	9,802.84	
5009035564	10/17/2019	Golden State Alarms, Inc.	010	845.00	
5009035565	10/17/2019	Grainger	010	3,640.33	
5009035566	10/17/2019	Green Thumb Nursery	010	832.30	
5009035567	10/17/2019	HOME DEPOT CREDIT SERVICES	010	1,142.32	
5009035568	10/17/2019	JOHN DEERE FINANCIAL	010	678.50	
5009035569	10/17/2019	Kimball Midwest	010	6,578.76	
5009035570	10/17/2019	Michael Lorimer	010	3,547.02	
5009035571	10/17/2019	MONTGOMERY HARDWARE CO.	010	3,832.30	
5009035572	10/17/2019	Nason's Lock & Safe Inc DBA Nasons Lock & Security	010	395.00	
5009035573	10/17/2019	Natus	010	259.46	
5009035574	10/17/2019	O'Reilly Auto Parts	010	5,251.58	
5009035576	10/17/2019	PARADISE CHEVROLET	010	94.35	
5009035577	10/17/2019	PARKHOUSE TIRE, INC.	010	2,497.60	
5009035578	10/17/2019	Pioneer Chemical Co	010	18,941.06	
5009035579	10/17/2019	PRAXAIR DISTRIBUTION INC	010	141.63	
5009035580	10/17/2019	REPUBLIC ELEVATOR COMPNAV	010	385.00	
5009035581	10/17/2019	SAFETY-KLEEN, INC.	010	410.64	
5009035582	10/17/2019	SAWYER PETROLEUM	010	163.36	
5009035583	10/17/2019	SC FUELS	010	5,168.21	
5009035584	10/17/2019	SERVICE PRO-FIRE PROTECTION	010	1,885.00	
5009035585	10/17/2019	Smith Pipe & Supply	010	429.47	
5009035586	10/17/2019	TAFT ELECTRIC	010	2,800.00	
5009035587	10/17/2019	TENNANT SALES AND SERVICE CO.	010	113.62	
5009035588	10/17/2019	Traffic Technologies, LLC	010	431.01	
5009035589	10/17/2019	STEVE ZOLOTAS DBA WEST OAKS PEST CONTROL	010	3,053.00	
5009035590	10/17/2019	YAMA LAWMOWER REPAIR	010	1,029.29	

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Checks Dated 10/08/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009035591	10/21/2019	Ramirez, Elena	010	51.97	
5009035592	10/21/2019	Salas, Ruth V	010	83.06	
5009035593	10/21/2019	Zaritsky, Deborah H	010	25.83	
5009035594	10/21/2019	Bernal, Carolyn A	010	303.64	
5009035595	10/21/2019	Duckett, Michelle	010	189.20	
5009035596	10/21/2019	Steiner, Josh	010	200.00	
5009035597	10/21/2019	Zamudio, Christopher	010	57.00	
5009035598	10/21/2019	Ramirez, Alfredo	010	57.00	
5009035600	10/21/2019	ALC	010	1,400.00	
5009035601	10/21/2019	AMAZON.COM CORPORATE CREDIT	010	23,562.63	
5009035602	10/21/2019	Aswell Trophy	010	484.42	
5009035603	10/21/2019	Brandon Lewis	010	376.60	
5009035604	10/21/2019	California American Water	010	5,089.76	
5009035605	10/21/2019	CITY OF OXNARD RECREATION SERVICES	010	1,200.00	
5009035606	10/21/2019	Customink	010	240.84	
5009035607	10/21/2019	Diverse Education Resources	010	44,501.25	
5009035609	10/21/2019	E J Harrison & Sons	010	8,343.91	
5009035610	10/21/2019	SOUTHERN CALIF. EDISON	010	48,930.22	
5009035611	10/21/2019	Frontier Communications	010	345.71	
5009035612	10/21/2019	THE GAS COMPANY	010	154.27	
5009035613	10/21/2019	John Gosnell DBA Gforce Printing	010	242.44	
5009035614	10/21/2019	Graphoids Art Supplies	010	3,054.03	
5009035615	10/21/2019	HARRIS WATER CONDITIONING	010	136.74	
5009035616	10/21/2019	MAXIM STAFFING SOLUTIONS	010	2,115.37	
5009035617	10/21/2019	MWG MESTMAKER & ASSOCIATES	010	160.00	
5009035619	10/21/2019	United of Omaha Life Ins. Co.	010	1,382.42	
5009035621	10/21/2019	Pioneer Healthcare Services	010	3,000.00	
5009035623	10/21/2019	Signarama	010	343.81	
5009035624	10/21/2019	SISC FINANCE	010	640,434.65	
5009035625	10/21/2019	Sonitrol	010	22,013.76	
5009035627	10/21/2019	UNITED WATER CONSERVATION DIST.	010	5,501.90	
5009035628	10/21/2019	U.S. Bank Corporate Payment Systems	010	360.21	
5009035630	10/24/2019	OXNARD FALSE ALARM REDUCTION PROGRAM	010	25.00	
5009035631	10/24/2019	SCHOLASTIC BOOK FAIRS	010	2,402.13	
5009035632	10/24/2019	Carrillo, Josefina	010	13.76	
5009035633	10/24/2019	Kelly, Wanda	010	125.13	
5009035634	10/24/2019	Hernandez, Maria M	010	32.99	
5009035635	10/24/2019	Lapiad, Leif V	010	227.90	
5009035636	10/24/2019	Roque, Krista	010	150.77	
5009035637	10/24/2019	Cordova, Ralph	010	286.81	
5009035638	10/24/2019	Emery, Ryan	010	1,016.18	
5009035639	10/24/2019	Wantz, Melissa L	010	132.36	
5009035643	10/24/2019	Channel Islands Roofing, Inc.	010	275.00	

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Board Report

Checks Dated 10/08/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009035644	10/24/2019	CITY OF OXNARD	010	21,629.03	
5009035645	10/24/2019	Diane DeLaurantis	010	1,050.00	
5009035646	10/24/2019	Fence Factory	010	10,675.00	
5009035647	10/24/2019	Luis Gerardo Gullian	010	440.00	
5009035648	10/24/2019	Blaine Kutin	010	721.36	
5009035649	10/24/2019	MJP COMPUTERS	010	1,896.00	
5009035650	10/24/2019	Multi Service Tech. Solutions Red Wing Advantage Acct	010	923.74	
5009035651	10/24/2019	OFFICE DEPOT	010	2,554.26	
5009035653	10/24/2019	Rio Vista ASB	010	903.25	
5009035654	10/24/2019	SCKC, INC.	010	156.00	
5009035655	10/24/2019	SCRIPPS NATIONAL SPELLING BEE	010	164.50	
5009035656	10/24/2019	Phil Shapiro	010	1,589.13	
5009035657	10/24/2019	Steve Sunnarborg	010	3,575.00	
5009035658	10/24/2019	U.S. Bank Corporate Payment Systems	010	42,791.61	
5009035659	10/24/2019	VCOE Technology Services	010	5,480.00	
5009035661	10/24/2019	VERIZON WIRELESS	010	1,522.83	
5009035662	10/28/2019	Atkinson, Anderson, Loya, Ruud & Romo	010	19,483.65	
5009035663	10/28/2019	CABE	010	3,450.00	
5009035664	10/28/2019	Blick Art Materials	010	15,109.63	
5009035667	10/28/2019	Nee Qualson Sackey	010	3,000.00	
5009035670	10/28/2019	QUALITY WINDOWS	010	1,906.77	
5009035671	10/28/2019	Riverside Insights	010	803.72	
5009035672	10/28/2019	Riverside Insights	010	630.91	
5009035674	10/28/2019	SCKC, INC.	010	156.00	
5009035675	10/28/2019	VCOE Technology Services	010	61,703.88	
5009035677	10/29/2019	Mosqueda, Margarita	010	32.00	
5009035678	10/29/2019	Hernandez, Elsa	010	25.00	
5009035679	10/29/2019	Rosales, Cesar	010	258.10	
5009035680	10/29/2019	Erickson, Adam L	010	59.01	
5009035681	10/29/2019	Hernandez, Lillian	010	390.00	
5009035683	10/29/2019	Padilla, Erika	010	25.85	
5009035685	10/29/2019	Aswell Trophy	010	1,180.13	
5009035686	10/29/2019	BENCHMARK EDUCATION COMPANY	010	4,790.84	
5009035687	10/29/2019	Bertranda Musio (Pedersens)	010	34,388.86	
5009035688	10/29/2019	BRAINPOP	010	2,550.00	
5009035689	10/29/2019	Breakout, EDU	010	160.00	
5009035690	10/29/2019	CADA Central	010	1,155.00	
5009035691	10/29/2019	Collaborative Classroom	010	31,550.57	
5009035692	10/29/2019	William Venegas Hip Hop Mindset	010	3,990.00	
5009035693	10/29/2019	KONICA MINOLTA PREMIER FINANCE	010	743.65	
5009035696	10/29/2019	PRINTECH	010	823.66	

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Checks Dated 10/08/2019 through 11/12/2019					
Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009035697	10/29/2019	State Board Of Equalization Fuel Taxes Division	010	28.48	
5009035698	10/29/2019	Sweetwater	010	4,854.77	
5009035699	10/29/2019	Tax Deferred Services Corporate Office Suite 209	010	92,800.00	
5009035700	10/29/2019	U.S. Bank Corporate Payment Systems	010	27,749.57	
5009035701	10/29/2019	VCOE Business	010	70.00	
5009035703	10/31/2019	Colvin, Stephen R	010	38.00	
5009035705	10/31/2019	Valdez, Marisela	010	100.00	
5009035708	10/31/2019	VonCannon-Legaspi, Sandra	010	482.30	
5009035707	10/31/2019	Luna, Yenni	010	30.99	
5009035708	10/31/2019	Rivera, Cynthia	010	98.50	
5009035709	10/31/2019	Morales Bravo, Brenda	010	168.50	
5009035710	10/31/2019	Minnie, Krista J	010	16.47	
5009035711	10/31/2019	Ron Obrien dba Bee Specialist	010	375.00	
5009035712	10/31/2019	CABE Ventura County Chapter Attn Soledad Molinar	010	3,150.00	
5009035713	10/31/2019	California Lutheran University CRLP	010	800.00	
5009035714	10/31/2019	Carolina Biological Supply Co	010	357.37	
5009035715	10/31/2019	C D W GOVERNMENT, INC.	010	9,280.45	
5009035716	10/31/2019	COASTAL OCCUPATIONAL MEDICAL GROUP	010	1,185.00	
5009035717	10/31/2019	CPI	010	1,925.68	
5009035718	10/31/2019	Diane DeLaurantis	010	2,000.00	
5009035720	10/31/2019	Ellison Education	010	2,095.74	
5009035721	10/31/2019	Fry's Electronics customer #70893	010	730.32	
5009035722	10/31/2019	HAROLD'S FAST ROOTER & PLUMBING	010	2,590.00	
5009035723	10/31/2019	Justin Hansch	010	2,100.00	
5009035724	10/31/2019	Kathleen Contreras	010	1,205.00	
5009035725	10/31/2019	Moorpark School District	010	509.25	
5009035727	10/31/2019	Scholastic Inc.	010	1,137.56	
5009035728	10/31/2019	Ventura County Office of Education	010	108.00	
5009035729	10/31/2019	Dr. Elizabeth Yeager	010	2,781.75	
5009035730	11/04/2019	Erickson, Adam L	010	656.98	
5009035731	11/04/2019	Amparan, Naomi	010	66.28	
5009035732	11/04/2019	Wantz, Melissa L	010	48.00	
5009035734	11/04/2019	Diane DeLaurantis	010	1,200.00	
5009035735	11/04/2019	HARRIS WATER CONDITIONING	010	43.00	
5009035736	11/04/2019	Inclusive Education Project	010	10,000.00	
5009035737	11/04/2019	Blaine Kutin	010	721.36	
5009035738	11/04/2019	Blaine Kutin	010	515.25	
5009035739	11/04/2019	Blaine Kutin	010	515.25	
5009035740	11/04/2019	Learning Priority, Inc	010	4,950.00	
5009035741	11/04/2019	Heker Rivera	010	4,150.00	

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.

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Board Report

Checks Dated 10/08/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009035742	11/04/2019	DEPT OF INDUSTRIAL RELATIONS DOSH ELEVATOR PERMITS	010	675.00	
5009035744	11/04/2019	WINZER	010	921.83	
5009035745	11/04/2019	Dr. Elizabeth Yeager	010	2,812.50	
5009035746	11/05/2019	Rio Mesa High School	010	632.00	
5009035747	11/05/2019	Sandoval, Lupe	010	127.80	
5009035748	11/05/2019	Mosqueda, Margarita	010	60.00	
5009035749	11/05/2019	Zaritsky, Deborah H	010	25.92	
5009035750	11/05/2019	Ramirez, Jisela	010	66.70	
5009035751	11/05/2019	Marie, Julie E	010	63.06	
5009035752	11/05/2019	Preclado, Sheryl	010	146.29	
5009035753	11/05/2019	Smith, Jeannette D	010	122.72	
5009035754	11/05/2019	CALIFORNIA LUTHERAN UNIVERSITY	010	625.00	
5009035755	11/05/2019	Global Equity Communications	010	3,862.50	
5009035756	11/05/2019	MAXIM STAFFING SOLUTIONS	010	4,372.26	
5009035758	11/05/2019	Pioneer Healthcare Services	010	5,400.00	
5009035759	11/05/2019	TREBRON COMPANY, INC	010	12,833.33	
5009035760	11/05/2019	Steve Sunnerborg	010	2,312.50	
5009035761	11/05/2019	Universal Printing	010	1,624.32	
5009035472	10/10/2019	CALIFORNIA LUTHERAN UNIVERSITY	Cancelled		1,250.00 *
Cancel	1	1,250.00			
			Total Number of Checks	272	1,836,297.21

5009035468	10/08/2019	XEROX CORPORATION	130	369.99	
5009035489	10/10/2019	U.S. Bank Corporate Payment Systems	130	5.98	
5009035511	10/14/2019	State of California Accounting Office	130	1,045.95	
5009035543	10/17/2019	Henschel, Kenneth J	130	53.85	
5009035563	10/17/2019	SC FUELS	130	173.76	
5009035599	10/21/2019	Rugerio, Mari	130	150.00	
5009035601	10/21/2019	AMAZON.COM CORPORATE CREDIT	130	148.60	
5009035606	10/21/2019	Driftwood Dairy, Inc.	130	8,560.33	
5009035622	10/21/2019	Tri County Bread Service	130	3,321.90	
5009035629	10/21/2019	Ventura County Star	130	3,932.40	
5009035642	10/24/2019	CDE/CASHIER'S OFFICE	130	1,122.90	
5009035661	10/24/2019	OFFICE DEPOT	130	960.04	
5009035668	10/24/2019	U.S. Bank Corporate Payment Systems	130	1,218.12	
5009035680	10/24/2019	VENTURA REFRIGERATION SALES & SERVICE	130	911.59	
5009035682	10/29/2019	Martinez, Veronica	130	37.76	
5009035702	10/29/2019	VENTURA REFRIGERATION SALES & SERVICE	130	1,375.80	
5009035704	10/31/2019	Buokenberger, Jenise A	130	191.52	
5009035719	10/31/2019	Driftwood Dairy, Inc.	130	10,429.98	
5009035726	10/31/2019	Tri County Bread Service	130	7,513.22	

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 10/08/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009035757	11/05/2019	P & R Paper Supply Co., Inc.	130	16,296.97	
5009035762	11/07/2019	SYSCO VENTURA, INC.	130	45,100.94	
5009035763	11/07/2019	THE BERRY MAN, INC.	130	23,811.05	
Total Number of Checks			22	128,732.85	
5009035488	10/10/2019	Abdellalf Enterprises	211	15,335.81	
5009035481	10/10/2019	Myers, Widders, Gibson, Jones	211	4,445.17	
5009035514	10/14/2019	Anderson Systems	211	5,808.30	
5009035524	10/14/2019	Fence Factory	211	3,135.00	
5009035525	10/14/2019	K & Z Cabinet Cpo. Inc.	211	12,044.88	
5009035529	10/14/2019	Myers, Widders, Gibson, Jones	211	1,193.57	
5009035533	10/14/2019	Pierre Landscapes, Inc	211	7,107.84	
5009035536	10/14/2019	Preferred Ceilings	211	475.00	
5009035538	10/14/2019	Standard Drywall, Inc.	211	53,736.68	
5009035539	10/14/2019	Star Hardware, Inc	211	6,528.40	
5009035540	10/14/2019	TAFT ELECTRIC	211	26,688.45	
5009035652	10/24/2019	Radfall Company	211	1,496.18	
5009035689	10/28/2019	Painting & Decor, Inc.	211	110,075.22	
Total Number of Checks			13	248,068.28	
5009035469	10/10/2019	A4E	212	92,319.85	
5009035474	10/10/2019	Brannon Inc Smith Electric Service	212	101,474.25	
5009035492	10/10/2019	Ventura County Star	212	1,172.94	
5009035522	10/14/2019	Brannon Inc Smith Electric Service	212	17,309.00	
5009035618	10/21/2019	Monet Construction, Inc.	212	186,200.00	
5009035626	10/21/2019	TAFT ELECTRIC	212	17,642.00	
5009035641	10/24/2019	BALFOUR BEATTY CONSTRUCTION	212	13,433.14	
5009035658	10/24/2019	U.S. Bank Corporate Payment Systems	212	3,519.99	
5009035665	10/28/2019	Earth Systems Consultants	212	37,672.00	
5009035666	10/28/2019	MVC Enterprises, Inc	212	287,900.00	
5009035673	10/28/2019	RND Contractors, INC	212	187,862.50	
5009035676	10/28/2019	Venco Electric	212	22,575.62	
5009035684	10/29/2019	A4E	212	43,013.73	
5009035694	10/29/2019	NV/S West, Inc.	212	4,505.00	
5009035716	10/31/2019	C D W GOVERNMENT, INC.	212	2,774.40	
5009035733	11/04/2019	American Technologies	212	24,959.96	
Total Number of Checks			16	1,024,334.18	
5009035459	10/08/2019	Parker Brown Inc.	402	272,507.06	
5009035529	10/14/2019	Myers, Widders, Gibson, Jones	402	425.50	
5009035575	10/17/2019	Oxnard Union High	402	3,105.50	
5009035658	10/24/2019	U.S. Bank Corporate Payment Systems	402	1,202.05	
5009035688	10/28/2019	Oxnard Union High	402	10,283.07	
5009035695	10/29/2019	Oxnard Union High	402	21,176.96	

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.

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Board Report

Checks Dated 10/08/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
Total Number of Checks			6	308,700.14	
5009035620	10/21/2019	Pacific West Communities, Inc	490	7,500.00	
5009035640	10/24/2019	2500 Vineyard Ave, LLC c/o Essex Realty Management	490	20,119.18	
5009035743	11/04/2019	David Tausalg & Assoc. Inc	490	590.85	
Total Number of Checks			3	28,209.83	

Fund Recap

Fund	Description	Check Count	Expensed Amount
010	General Fund	271	1,836,297.21
130	Cafeteria Fund	22	126,732.65
211	Building Fund	13	248,068.28
212	Building Fund Measure L	16	1,024,334.18
402	Special Reserve For Capital Ou	6	308,700.14
490	Capital Projects Fund for Bien	3	28,209.83
Total Number of Checks		319	3,572,342.20
Less Unpaid Tax Liability			155.67-
Net (Check Amount)			3,572,186.52

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.

10.6



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.6 Approval of Butte County Office of Education/California Mini-Corps MOU
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	No
Budget Source	Not Applicable
Recommended Action	Staff recommends board approval of BCOE/Mini-Corps MOU.

Public Content

Speaker: Oscar Hernandez

Rationale:

The primary objective of the California Mini-Corps Program ("Program") is to provide direct instructional services to migratory students in the district.

The program is funded through the California Department of Education.

The Program relies on college students to work as teacher assistants ("Mini-Corps Tutors") in migrant impacted schools, serving as role models and mentors, and providing the following direct services to migratory students: various forms of tutoring, including individual tutoring, tutorial instruction in academic subjects, extended day tutoring, home visits; postsecondary awareness; career awareness; ELD or bilingual instruction and other content areas including math and ELA. WHEREAS, there is a need for the Program in the District, which is located within the Migrant Operating Agency, Region 17 (the "Region");

WHEREAS, the Program is administered by BCOE; and WHEREAS, District seeks the provision of Program services from BCOE for migratory students in the Region. NOW, THEREFORE, in order to implement and conduct the program during the 2019-2020 fiscal year, the Parties agree as follows:

1. **Services.** This Agreement is made and entered into for the provision of Program services for migratory students grades K-12 located within the Region, as further described in Exhibits "A" and "B," attached hereto and incorporated herein by this reference ("Services").
2. **Term.** The term of this agreement is contingent upon BCOE's receipt of funding. Services shall commence under this Agreement on July 1, 2019 and will continue until June 30, 2020, unless this Agreement is terminated and/or otherwise cancelled prior to that time.

2019-20 BCOE and Rio School District MOU - Copy #1.pdf (62 KB)

Administrative Content**Executive Content**

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

**MEMORANDUM OF UNDERSTANDING
FOR BUTTE COUNTY OFFICE OF EDUCATION/CALIFORNIA MINI-CORPS
AND RIO SCHOOL DISTRICT
(2019-2020 FISCAL YEAR)**

This Agreement for Services ("Agreement") is made and entered into as of the 5th day of September, 2019, by and between the BUTTE COUNTY OFFICE OF EDUCATION/CALIFORNIA MINI-CORPS ("BCOE"), a component of the California Master Plan for Migrant Education, P.L. 98-211, and RIO SCHOOL DISTRICT ("DISTRICT"), (together, "Parties").

WHEREAS, the primary objective of the California Mini-Corps Program ("Program") is to provide direct instructional services to migratory students in the district.

WHEREAS, the Program relies on college students to work as teacher assistants ("Mini-Corps Tutors") in migrant impacted schools, serving as role models and mentors, and providing the following direct services to migratory students: various forms of tutoring, including Individual tutoring, tutorial instruction in academic subjects, extended day tutoring, home visits; post-secondary awareness; career awareness; ELD or bilingual instruction and other content areas including math and ELA.

WHEREAS, there is a need for the Program in the District, which is located within the Migrant Operating Agency, Region 17 (the "Region");

WHEREAS, the Program is administered by BCOE; and

WHEREAS, District seeks the provision of Program services from BCOE for migratory students in the Region.

NOW, THEREFORE, in order to implement and conduct the program during the 2019-2020 fiscal year, the Parties agree as follows:

1. **Services.** This Agreement is made and entered into for the provision of Program services for migratory students grades K-12 located within the Region, as further described in Exhibits "A" and "B," attached hereto and incorporated herein by this reference ("Services").
2. **Term.** The term of this agreement is contingent upon BCOE's receipt of funding. Services shall commence under this Agreement on July 1, 2019 and will continue until June 30, 2020, unless this Agreement is terminated and/or otherwise cancelled prior to that time.
3. **Payment.** In the event additional Mini-Corps Tutors and/or hours are requested beyond what is available to the region per BCOE's contract with the California Department of Education (CDE), District shall pay BCOE for the actual cost of the Services as described in Exhibits "A" and "B".
4. **Termination.** It is expressly understood and mutually agreed that the success of the program is the condition for the continuation of this agreement. Either party may, at any time, with or without reason, terminate this Agreement. Written notice by the terminating party shall be sufficient to stop further provision of Services. Notice shall be deemed given when received by the non-terminating party or no later than three (3) days after the day of mailing, whichever is sooner.
5. **Indemnification.** To the furthest extent permitted by California law, each party shall defend, indemnify, and hold harmless the other party, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "indemnified parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or

willful misconduct of the indemnifying party. The indemnifying party shall have the right to accept or reject any legal representation that the other party proposes to defend the indemnified parties.

6. **Insurance.** Each party shall procure and maintain at all times insurance with minimum limits as customary for that party's course of business. Certificates and insurance policies for each party shall name the other party and Tutors provided under this Agreement as additional insureds, and provide for not less than thirty (30) days' notice of cancellation or material charge. Parties shall provide each other with a certificate of insurance stating these conditions prior to the commencement of services under this Agreement. Such insurance shall be maintained with insurance carriers licensed to transact business in the State of California.
7. **Anti-Discrimination.** It is the policy of the BCOE that in connection with all work performed under contracts there be no discrimination against any person engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore District agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy.
8. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
9. **Limitation of BCOE Liability.** Other than as provided in this Agreement, BCOE's financial obligations under this Agreement shall be limited to the provision of funding and expenses provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall BCOE be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.
10. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

BCOE:

Butte County Office of Education
Mini-Corps Sr. Director
1760 Creekside Oaks Drive, Suite 190
Sacramento, CA 95833
FAX: (916) 929-2739
ATTN: Juana Zamora

DISTRICT:

Rio School District
Assistant Superintendent
2500 E. Vineyard Ave.
Oxnard, CA 93036
FAX:
ATTN: Oscar Hernandez

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

11. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

12. **Assignment.** The obligations and/or interests of either party under this Agreement shall not be assigned or transferred in anyway without written consent from the other party.
13. **Independent Contractor.** The BCOE, in the performance of its obligations under this Agreement, shall be and act as an independent contractor and at no time be considered the agent of District.
14. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Butte County.
15. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
16. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
17. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
18. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
19. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
20. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
21. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
22. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
23. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
24. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 20__

Dated: _____, 20__

BUTTE COUNTY OFFICE OF EDUCATION

RIO SCHOOL DISTRICT

By: _____

By: _____

Print Name: Juana Zamora

Print Name: _____

Print Title: Sr. Director

Print Title: _____

EXHIBIT "A"
BUTTE COUNTY OFFICE OF EDUCATION/CALIFORNIA MINI-CORPS
DUTIES AND OBLIGATIONS

UNDER THIS AGREEMENT BCOE AGREES TO:

1. Provide 1 Mini-Corps Tutor, subject to funding availability, to work with migratory students at select schools within the district, during the 2019-2020 fiscal year.
2. Select Tutors may use pre/post assessments with select migrant students served. In some cases, 3rd – 12th grade students may be surveyed for the purpose of assessing our program services.
3. If puppetry tutors are requested for summer school, puppetry presentations may be conducted during summer school programs, depending on availability of trained Mini-Corps Tutors.
4. Provide the District with a Program College Coordinator that will directly supervise Mini-Corps Tutors assigned to the region and will monitor Mini-Corps Tutors' work hours.
5. Ensure the Program Coordinator meets with District Administrator or designee to review the placement list and provide program updates as needed.
6. Ensure Mini-Corps Tutors are assigned to work under the direct supervision of a credentialed teacher and preferably in a classroom setting.
7. Provide professional development for Mini-Corps Tutors that will include but it is not limited to:
 - a. A minimum of 54 hours of training.
 - b. A Summer Institute Training in Sacramento, or alternate location, in June.
8. Develop all necessary recruitment announcements, posters, brochures, applications, etc.
9. Provide presentation(s) by Program Coordinator and Mini-Corps Tutor(s) at the local sites of the district on the Mini-Corps Program as needed.
10. Recruit former migratory high school students.
11. Recruit, select, and hire the Mini-Corps Tutors.
12. Ensure that all Mini-Corps staff obtains DOJ/FBI clearances before they are assigned to work at a school. If necessary, provide verification letters of fingerprint clearances to the district.
13. Ensure all Mini-Corps staff is covered under workmen's compensation insurance.
14. Ensure that all Mini-Corps Tutors have TB and Fingerprint clearance and have successfully passed a basic skills assessment set forth by BCOE hiring guidelines.
15. Work with Priority for Service (PFS) and other migratory students and be involved in traditional and non-traditional school activities.
16. Work cooperatively with District designee in making Mini-Corps Tutor placements during the fiscal year.
17. Communicate with designated staff regarding any problems or issues with Mini-Corps Tutor placements.
18. Take immediate action to remedy any problems regarding Mini-Corps program at all placement sites.
19. Supervise, observe, and monitor Mini-Corps Tutors that are providing instructional services to migratory students.
20. Complete an evaluation of the Mini-Corps Tutor with input from the master teacher for school year and summer program.
21. The Program Coordinator and Mini-Corps Tutors will attend local in-service trainings conducted by the region if needed.

22. Provide information to the district regarding Mini-Corps activities.
23. Meet with District staff as needed.
24. Schedule and provide presentations to Migrant Parent Advisory Council(s) if needed.
25. Schedule state staff business meetings and training sessions for the Program Coordinators so they can use the Trainer of Trainers model with the tutors that provide tutorial support to the migratory students served.
26. Additional Mini-Corps Tutor Hours:
 - a. If District requests additional Mini-Corps Tutor hours, BCOE shall invoice District for any additional Tutor slots/hours beyond the allocation in item number 1 above as provided in this section.
 - b. Rate: District will be invoiced for the actual cost of additional Mini-Corps Tutor hours at the rate of \$12.00 from July 1st, 2019 – December 31st, 2019 and \$13.00 from January 1st, 2020 – June 30th, 2020 or actual cost (in the event BCOE increases the tutor hourly rates) including statutory benefits and the CDE approved indirect rate for BCOE.
27. Mini-Corps will provide District with progress report from assessment(s) as needed.

EXHIBIT "B"
DISTRICT DUTIES AND OBLIGATIONS

UNDER THIS AGREEMENT DISTRICT AGREES TO:

1. Identify the schools to be served by Mini-Corps Tutors where there is an academic need to provide tutorial and progress monitoring services to select migratory students.
2. District will identify schools to be served by Mini-Corps Tutors if puppetry tutors are requested for summer school. This request will be dependent on availability of trained Mini-Corps Tutors.
3. Distribute recruitment forms to their area staff and high school seniors.
4. Inform the Program Coordinator of regional parent meetings where the Program Coordinator can distribute program information.
5. Provide a list of graduating migratory students to Program Coordinator for recruitment purposes.
6. Assist in recruiting prospective Mini-Corps Tutors and participate in the interview panel as needed.
7. Inform schools, as needed, that Mini-Corps Tutors completed a basic skills assessment adopted by BCOE that meets the paraprofessional ESSA (Every Student Succeeds Act) requirement guidelines and Department of Justice (DOJ)/Federal Bureau of Investigation (/FBI) clearances.
8. Submit a request for Mini-Corps Tutors for college/university based and/or special projects with dates of program, work hours, site contact person, etc., if applicable.
9. Collaborate and coordinate with Program Coordinator to ensure that Mini-Corps Tutors assist and participate in educational activities such as Student/Parent Conferences, Saturday Schools, or Leadership Conferences.
10. Ensure Mini-Corps Tutors are assigned to work under the direct supervision of a credentialed teacher and preferably in a classroom setting.
11. Confer with the Program Coordinator on the placement, program schedule changes and reassignments of Mini-Corps Tutors during the fiscal year.
12. Notify the Program Coordinator of local trainings in which Mini-Corps staff can attend.
13. Notify the Program Coordinator of meetings where the Program Coordinator's presence is required.
14. Contact the Mini-Corps Program when there is a problem impacting the programs.
15. Provide Mini-Corps Tutors with instructional material to work with migrant children during special projects or summer programs.
16. If District requests additional Mini-Corps Tutor slots/hours, as provided in **Exhibit "A"**, District will be invoiced for the actual costs beyond the allocation stipulated in **Exhibit "A"**.

10.7



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.7 Approval of Library Services MOU with VCOE
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	3,500.00
Budgeted	Yes
Budget Source	LCAP Funds
Recommended Action	Staff recommends board approval of Library Services MOU.

Public Content

Speaker: Oscar Hernandez

Rationale:

The purpose of this MOU is to continue supporting staff and students by providing regular and effective library services to implement State standards and align school sites with the California Model School Library Standards. The county office will also assist in completing the annual CDE library survey. Total cost will not exceed \$3500.

[2019-20 DRAFT Library Services MOU.pdf \(31 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

**AGREEMENT BETWEEN
VENTURA COUNTY OFFICE OF EDUCATION, CURRICULUM AND INSTRUCTION
AND
RIO SCHOOL DISTRICT
FOR
LIBRARY SERVICES**

The scope of this document is to define the roles and responsibilities of Ventura County Office of Education Department of Curriculum and Instruction staff in providing Rio School District, hereafter called "the District."

The purpose is to support staff and students by providing regular and effective library services as follows:

1. Provide library support services pursuant to Section 18100 of the California Education Code to the school sites of Rio School District.
2. Provide support in implementing State Standards and aligning individual school site library services with the California Model School Library Standards to include the following:
 - a. Provide direct support in the selection and cataloging of library materials to correlate with site needs and support standards-based curriculum
 - b. Provide professional development and training for library staff regarding library materials use, organization, programming, collection development, and standard library procedure and use
 - c. Provide professional development training for library staff to support efforts to integrate information literacy and technology skills into all areas of learning
 - d. Assist in site-specific inventory and assessment of library materials, programming and student/teacher needs
 - e. Provide professional development training for library staff on repair, weeding, and disposal of obsolete materials that conform to approved district policies and procedures to maintain a healthy library collection
 - f. Provide distance-based support on an as-needed basis (via telephone or e-mail)
3. Assist in the completion of the annual CDE Library Survey pursuant to Section 18122 of the California Education Code.
4. Perform any or all of the following duties as authorized:
 - a. Instruct students in accessing, evaluating, using and integrating information and resources in the library program
 - b. Plan and coordinate school library programs with the instructional programs of a school district through collaboration with teachers;
 - c. Select materials for school and district libraries
 - d. Develop programs for and deliver staff development for school library services
 - e. Coordinate or supervise library programs at the school, district or county level

This serves as a Memorandum of Understanding and Responsibility Agreement that "the District" and the Ventura County Office of Education will work together toward promoting effective library services. Each agency, according to its defined role, agrees to participate in coordinating, providing and financing these services for the purpose of this agreement.

1. **Ventura County Office of Education, Curriculum and Instruction, agrees to:**
 - a. Provide four full days of library services and support on dates to be mutually determined between August 2019 through June 2020. Library services to be provided by VCOE Learning Resource Specialist at a rate of \$880.00 per day. Total cost for library services not to exceed \$3,500.00.
1. **The District agrees to:**
 - a. Pay Ventura County Office of Education for Learning Resource Specialist for services, not to exceed \$3,500.00.

The Ventura County Office of Education shall monitor this Agreement to oversee implementation of project activity. This Memorandum of Understanding and Responsibility Agreement shall be effective upon signature and implemented July 1, 2019 until June 30, 2020.

For the Rio School District

Carolyn Bernal, Director of Human Resources _____
Date

For the Ventura County Office of Education, Curriculum and Instruction

Antonio Castro, Ed.D., Associate Superintendent _____
Date

Lisa Cline, Director of Business Services _____
Date

DRAFT

10.8



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.8 Approval of Students and Staff to Attend the California STEAM Symposium Student Showcase in Anaheim
Access	Public
Type	Action (Consent)
Preferred Date	Nov 20, 2019
Absolute Date	Nov 20, 2019
Fiscal Impact	Yes
Dollar Amount	6,000.00
Budgeted	No
Budget Source	LCAP Funds
Recommended Action	Staff recommends approval of the symposium travel for the named students and teachers.
Goals	Goal 4-Prepare students to be college and career ready through technology and innovation that facilitates collaboration, creativity, critical thinking and communication.

Public Content

Speaker: Jarkko Myllari

Rationale: To continue to ensure learning experiences with state-of-the-art technologies, emerging digital content design and creation approaches as well as opportunities to interact with peers and experts of the STEAM field, staff recommends approving the student travel to the California STEAM Symposium on December 9-10.

Five students and 3 chaperones will attend this one day conference in Anaheim.

Administrative Content

Executive Content

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10.9



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.9 Purchase of an AV system for the main conference room on the 3rd floor at 1800 Solar Drive
Access	Public
Type	Action (Consent)
Preferred Date	Nov 20, 2019
Absolute Date	Nov 20, 2019
Fiscal Impact	Yes
Dollar Amount	62,098.42
Budgeted	Yes
Budget Source	Surplus Property/RDA Funds
Recommended Action	Staff recommends purchasing an AV system for the main conference room on the 3rd floor at 1800 Solar Drive, Oxnard.

Public Content

Speaker: Jarkko Myllari

Rationale: To support meetings and collaboration involving larger groups of participants, the main conference room of the new District Office on the 3rd floor at 1800 Solar Drive needs an appropriate audiovisual system. A system meeting district standard must have wireless microphone configuration as well as the ability to manage and present multiple AV sources on a large digital screen or a multi-screen setup. The content presented in the main conference room also needs to be available for viewing in the adjacent smaller conference room and in other locations, when necessary. To allow this and in also to support the district's planning for future security and safety upgrades, Technology Services prioritizes the AV over IP protocol. With AV over IP, it's possible to push content such as emergency alerts or other timely information across all screens on the floor, in the building and potentially district-wide.

Invites and specifications to submit a proposal were sent to 6 vendors out of which 3 vendors presented their solutions and discussed installation and configuration details with 1800 Solar Dr. Renovation project team on 10/16/2019 in the main conference room. After the initial evaluation, the vendors were requested to create two alternate proposals to first meet the not-to-exceed costs and second to address two alternative protocols (1. AV over IP, 2. HDMI). The proposed costs varied between \$103,249.31 and \$51,300.00.

[MJP RSD - Revision 3.pdf \(133 KB\)](#)

Administrative Content

Executive Content

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TECHNOLOGIES, INC.

MJP Technologies, Inc
3036 Seaborg Ave, Suite A
Ventura, CA 93003

MJP Estimate

Date:	11/4/2019
Estimate #	230151

Name / Address	Ship To		
Rio School District 2500 Vineyard Avenue Oxnard, CA 93036 ATTN. ACCOUNTS PAYABLE **EMAIL ONLY!! **	Rio School District TECHNOLOGY DEPT. 2500 E. Vineyard Ave. Oxnard, CA 93036		
	P.O. #		
	Contact: Jarkko		
Description	Qty	Cost	Total
For: Conference Rooms A+B at New District Office with 75" Displays			0.00
Audio:			0.00
YAMAHA VXC8W Ceiling Speaker - White - 8" cone woofer with a 1" soft dome tweeter 55Hz - 20kHz (Pair)	3	376.71	1,130.13T
VXS8W YAMAHA 8" 2-way, 8 woofer with 1 tweeter. 180W program at 8. 60/30/15/7.5W 70V taps. White finish (Pair)	2	370.41	740.82T
XMV8280-D - YAMAHA - MULTI CHANNEL CLASS D POWER AMPLIFIER DANTE DIGITAL INPUT 8 x 280W at 80/40 8 x 250W / 400 100V/70V lines (Commercial Installation Model)	1	3,107.34	3,107.34T
NST-142-PL-500-BL Wirepath 14Gauge 2Cond Plenum Speaker Wire 500FT	1	197.50	197.50T
YAMAHA MTX5D, 34 x 16 Matrix Mixer / Signal Processor with Dante Yamaha 34 x 16 Matrix Mixer / Signal Processor with 16 x mono mic / line + 3 stereo +2 effect return + 8 insert inputs and 16 analog output channels. 16 YDIF digital I/O channels. 16 Dante I/O. MY Card and SD card playback	1	1,944.80	1,944.80T
MXW8-Z10 Shure MXW8 Gooseneck Base Transmitter	11	502.55	5,528.05T
MX410/S Shure MX410 10" Gooseneck Mic with Surface Mount Preamplifier (Supercardioid Capsule)	11	194.74	2,142.14T
MXW2/SM58 Shure MXW2 Handheld Transmitter with SM58 Microphone Capsule	2	496.80	993.60T
MXWAPT8-Z10 Shure MXWAPT8 8-Channel Access Point Transceiver	2	2,955.50	5,911.00T
MXWNCS8 Shure MXWNCS8 8-Port Networked Charging Station	3	1,539.85	4,619.55T
930-6200-103-W-D ClearOne Ceiling Microphone Array Dante Bundle (1 Array, 3 Channel, White)	1	981.10	981.10T
910-001-013-W ClearOne Microphone - 100 Hz to 12 kHz - Wired - 24 ft - 114 dB - Condenser - Mini XLR COLORWHITE	1	414.70	414.70T
On Site Service -Technician: -Date: -Service Ticket: -Need To Do: Install/Configure audio equipment -Work Performed:	1	2,280.00	2,280.00
Video:			0.00
AT-OMNI-111 Atlona Single-Channel Networked AV Encoder Functions: Video Encoding, Audio Embedding, Video Streaming, Video Scaling - 4096 x 2160 - Network (RJ-45)	3	1,038.40	3,115.20T
Subtotal:			Total
Sales Tax: (7.75%)			
Quote Valid Until: 12/04/19			
Estimate valid for 30 days unless otherwise specified. Email purchase orders to orders@mjp.net or fax to (805)981-3775. Please inspect goods upon receipt. Damage claims must be processed immediately or may not be honored.			

Date: _____

Print Name: _____

Customer Signature: _____

Phone #: 805-981-9511

Fax #

805-981-3775

E-mail: orders@mjp.net

Web Site: www.mjp.net



TECHNOLOGIES, INC.

MJP Technologies, Inc
3036 Seaborg Ave, Suite A
Ventura, CA 93003

MJP Estimate

Date:	11/4/2019
Estimate #	230151

Name / Address	Ship To		
Rio School District 2500 Vineyard Avenue Oxnard, CA 93036 ATTN. ACCOUNTS PAYABLE **EMAIL ONLY!! **	Rio School District TECHNOLOGY DEPT. 2500 E. Vineyard Ave. Oxnard, CA 93036		
	P.O. #		
	Contact: Jarkko		
Description	Qty	Cost	Total
AT-OMNI-121 Atona OMNI-121: Single-Channel Networked AV Decoder Functions: Video Decoding, Audio Embedding, Video Scaling, Audio De-embedding - 4096 x 2160 - Network (RJ-45) - Audio Line In - Audio Line Out	4	1,038.40	4,153.60T
Samsung QB75R - 75" Class QBR Series LED display - digital signage - Tizen OS 4.0 - 4K UHD (2160p) 3840 x 2160 - HDR - 60 Hz Refresh Rate - Wi-Fi, LAN, Bluetooth - 2 x HDMI input DVI-Digital 2 x USB Audio line-in Audio line-out RS-232 input RS-232 output Network Infrared input - 16.13 year Vendor Warranty 11.5 mm Bezel	4	2,094.20	8,376.80T
Discount - Promo through 12/31/2019 on Samsung Display	4	-100.00	-400.00T
California Electronic Waste Recycling Fee (**NEW RATES** Effective as of Jan. 1, 2017): -\$5: 4" to 14.9" display -\$6: 15" to 34.9" display -\$7: 35" display and above	4	7.00	28.00
Peerless Flat Wall Mount for 39in - 90inmLCD and Plasma Screen	4	52.40	209.60T
MHD18G-6PROBLK Comprehensive MicroFlex Pro HDMI Audio/Video Cable - 6 ft HDMI A/V Cable for Audio/Video Device - First End: 1 x HDMI Male Digital Audio/Video - Second End: 1 x HDMI Male Digital Audio/Video - 2.25 GB/s - Supports up to 4096 x 2160 - Shielding - Gold Plated Connector - Jet Black 18G HIGHSPEED HDMI CABLE JET BLACK	7	24.00	168.00T
On Site Service -Technician: -Date: -Service Ticket: -Need To Do: Install/Configure video equipment -Work Performed:	1	1,710.00	1,710.00
Controller: AT-VGW-250 Atona AV Control Processor for Velocity Control System Velocity Control Gateway for 250 Devices	1	622.61	622.61T
AT-VTP-TMK Atona Desk Mount for Touch Panel - Silver	2	129.71	259.42T
AT-VTP-800-BL Atona VTP-800 8" LCD Touchscreen Monitor Capacitive - 1280 x 800 - WXGA - 16.7 Million Colors - Black - RoHS, WEEE	2	836.63	1,673.26T
Subtotal:			
Sales Tax: (7.75%)			
			Total
Quote Valid Until: 12/04/19			
Estimate valid for 30 days unless otherwise specified. Email purchase orders to orders@mjp.net or fax to (805)981-3775. Please inspect goods upon receipt. Damage claims must be processed immediately or may not be honored.			

Date: _____

Print Name: _____

Customer Signature: _____

Phone #: 805-981-9511

Fax #

805-981-3775

E-mail: orders@mjp.net

Web Site: www.mjp.net



TECHNOLOGIES, INC.

MJP Technologies, Inc
3036 Seaborg Ave, Suite A
Ventura, CA 93003

MJP Estimate

Date:	11/4/2019
Estimate #	230151

Name / Address	Ship To		
Rio School District 2500 Vineyard Avenue Oxnard, CA 93036 ATTN. ACCOUNTS PAYABLE **EMAIL ONLY!! **	Rio School District TECHNOLOGY DEPT. 2500 E. Vineyard Ave. Oxnard, CA 93036		
	P.O. #		
	Contact: Jarkko		
Description	Qty	Cost	Total
California Electronic Waste Recycling Fee (**NEW RATES** Effective as of Jan. 1, 2017): -\$5: 4" to 14.9" display -\$6: 15" to 34.9" display -\$7: 35" display and above	2	5.00	10.00
On Site Service -Technician: -Date: -Service Ticket: -Need To Do: Install/Configure controller equipment -Work Performed:	1	1,710.00	1,710.00
AV LAN: SG350-28MP-K9-NA Cisco SG350-28MP 28-Port Gigabit PoE Managed Switch 26 Ports - Manageable - 3 Layer Supported - Modular - Optical Fiber, Twisted Pair - 1U High - Desktop, Rack-mountable - Lifetime Limited Warranty	1	1,086.00	1,086.00T
RKQMCAB12V2 StarTech.com 12U Rack Enclosure Server Cabinet - 21.5 in. Deep - Quiet - Wood Finish	1	1,387.50	1,387.50T
RLNK-1015V Middle Atlantic PDU - 15A, 10 outlet, low profile vertical IP controlled power with RackLink	1	321.60	321.60T
Belden 23-4P UTP-CMP SOL BC CAT6E PO/PVC BLUE RIB NONBONDED-PAIR, per foot	2,000	0.65	1,300.00T
RJ45 Connector for Solid and Stranded CAT6 Cable with Insert	100	0.50	50.00T
PP4-3407-1UDCM Slotted Finger Duct Cable Management w/ Cover, 1U & 2U, Single-Sided	1	15.50	15.50T
PP2-4991/48S Shielded CAT6 Patch Panel, 48 Port, 1U Rack Mount	1	267.50	267.50T
3 FT CAT6 PATCH CORD BLUE	30	2.50	75.00T
CABSHELFV StarTech.com 2U 16in Universal Vented Rack Mount Cantilever Shelf - Fixed Server Rack Cabinet Shelf - 50lbs / 22kg	1	30.00	30.00T
On Site Service -Technician: -Date: -Service Ticket: -Need To Do: Install/Configure AV LAN equipment -Work Performed:	1	1,330.00	1,330.00
Subtotal:	Sales Tax: (7.75%)		Total
Quote Valid Until: 12/04/19			
Estimate valid for 30 days unless otherwise specified. Email purchase orders to orders@mjp.net or fax to (805)981-3775. Please inspect goods upon receipt. Damage claims must be processed immediately or may not be honored.			

Date: _____

Print Name: _____

Customer Signature: _____

Phone #: 805-981-9511

Fax #

805-981-3775

E-mail: orders@mjp.net

Web Site: www.mjp.net



TECHNOLOGIES, INC.

MJP Technologies, Inc
3036 Seaborg Ave, Suite A
Ventura, CA 93003

MJP Estimate

Date:	11/4/2019
Estimate #	230151

Name / Address		Ship To	
Rio School District 2500 Vineyard Avenue Oxnard, CA 93036 ATTN. ACCOUNTS PAYABLE **EMAIL ONLY!! ***		Rio School District TECHNOLOGY DEPT. 2500 E. Vineyard Ave. Oxnard, CA 93036	
		P.O. #	
		Contact: Jarkko	
Description	Qty	Cost	Total
Miscellaneous Parts/Supplies to complete installation	1	650.00	650.00T
Subtotal: \$58,140.32		Sales Tax: (7.75%) \$3,958.10	Total \$62,098.42
Quote Valid Until: 12/04/19			
Estimate valid for 30 days unless otherwise specified. Email purchase orders to orders@mjp.net or fax to (805)981-3775. Please inspect goods upon receipt. Damage claims must be processed immediately or may not be honored.			

Date: _____

Print Name: _____

Customer Signature: _____

Phone #: 805-981-9511

Fax #

805-981-3775

E-mail: orders@mjp.net

Web Site: www.mjp.net

10.10



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.10 Purchasing 250 Chromebooks to replace old teacher computers
Access	Public
Type	Action (Consent)
Preferred Date	Nov 20, 2019
Absolute Date	Nov 20, 2019
Fiscal Impact	Yes
Dollar Amount	133,429.60
Budgeted	Yes
Budget Source	Measure L
Recommended Action	Staff recommends purchasing 250 Chromebooks to replace the year-7 teacher computers for teachers who didn't opt-in to receive a Windows laptop.
Goals	Goal 1-Improved student achievement at every school and every grade in all content areas

Public Content

Speaker: Jarkko Myllari

Rationale: To ensure effective tools for Rio teachers to plan and carry out instruction in a cohesive and up-to-date digital learning environment that mirrors the operating system and tools available to Rio students, staff recommends purchasing high-end Chromebooks to replace the old Linux and Windows laptops. The overage of 10 devices is used as a repair buffer.

[RIO - 229843 - C340 250.pdf \(114 KB\)](#)

Administrative Content

Executive Content

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TECHNOLOGIES, INC.

MJP Technologies, Inc
3036 Seaborg Ave, Suite A
Ventura, CA 93003

MJP Estimate

Date:	10/7/2019
Estimate #	229843

Name / Address	Ship To		
Rio School District 2500 Vineyard Avenue Oxnard, CA 93036 ATTN. ACCOUNTS PAYABLE **EMAIL ONLY!! **	Rio School District TECHNOLOGY DEPT. 2500 E. Vineyard Ave. Oxnard, CA 93036		
	P.O. #		
	Contact: Jarkko M		
Description	Qty	Cost	Total
81T90002UX Lenovo Chromebook C340-15 81T90002UX 15.6" Touchscreen 2 in 1 Chromebook - 1920 x 1080 - Core i3 i3-8130U - 4 GB RAM - 64 GB Flash Memory - Mineral Gray Dimensions (WxDxH): 14.2 in x 9.8 in x 0.7 in Weight: 4.37 lbs Manufacturer Warranty: Limited warranty - 1 year - carry-in California Electronic Waste Recycling Fee (**NEW RATES** Effective as of Jan. 1, 2017): -\$5: 4" to 14.9" display -\$6: 15" to 34.9" display -\$7: 35" display and above *CMAS Contract #:3-17-70-1811 AE, Valid Till March 31st, 2022 GOOGLE INC : Google Chrome OS Management Console License, Education	250	466.56	116,640.00T
	250	5.00	1,250.00
	250	26.00	6,500.00
			0.00
Subtotal:	\$124,390.00	Sales Tax: (7.75%)	\$9,039.60
		Total	\$133,429.60
Quote Valid Until: 11/07/2019			
Estimate valid for 30 days unless otherwise specified. Email purchase orders to orders@mjp.net or fax to (805)981-3775. Please inspect goods upon receipt. Damage claims must be processed immediately or may not be honored.			

Date: _____

Print Name: _____

Customer Signature: _____

Phone #: 805-981-9511 Fax #: 805-981-3775 E-mail: orders@mjp.net

Web Site: www.mjp.net

10.11



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.11 Approval of Change Order with Monet Construction for the Rio Lindo Renovation project
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	308.33
Budgeted	Yes
Budget Source	Measure L
Recommended Action	It is recommended that the Monet Construction change order be approved for the Rio Lindo renovation project.
Goals	<p>Goal 3-Create welcoming and safe environments where students attend and are connected to their school</p> <p>Goal 1-Improved student achievement at every school and every grade in all content areas</p>

Public Content

Speaker:
Wael Saleh, Assistant Superintendent, Business Services

Rationale:

This change order consists of 13 items at Rio Lindo:

- Cost to increase Air Curtain Width from 72" to 96"	\$912.02	
- Cost for Unforeseen Asbestos Flooring removal	\$1,571.59	
- Credit to Re-Use Old Door Frames and not install new ones	(-\$1,576.58)	Credit
- Credit to change chain link fencing finish from vinyl to galvanized	(-\$4,267.25)	Credit
- Cost to change Storefront door frames to Wide Style for Door Hardware fit	\$846.18	
- Credit change on exterior signage material	(-\$505.00)	Credit
- Credit to keep existing door frames for various room	(-\$4,110.00)	Credit
- Credit to keep existing soffit in MPR	(-\$4,515.00)	Credit
- Credit for non removal of ceiling in kitchen by contractor	(-\$1,089.00)	Credit
- Credit for not replacing low voltage cabinet in Admin. Office	(-\$3,334.90)	Credit
- Cost to add data drops throughout Bldg. A per IT Department	\$10,215.22	
- Cost to replace 2" Sewer Waste Line	\$4,465.12	
- Modification of branch Circuits in Admin. Office	\$1,695.93	

Total: \$308.33

Monet Change Order.pdf (72 KB)

Administrative Content

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Balfour Beatty Construction

Rio School District
2500 E Vineyard Ave
Oxnard, CA 93036

November 8, 2019

Attn: Dr. Puglisi

Subject: Rio Lindo Elementary School
Rio School District
Oxnard, CA

Re: Project 50-002 Building A Renovation at Rio Lindo Elementary School
Monet Construction
Recommendation to Approve CO #1 to Monet Construction

Dear Dr. Puglisi,

Please accept this letter as recommendation to request approval for CO #1 to Monet Construction, Inc. for Added & Deleted scope of work items at the above Project, and as amendment to their contract. Scope change to the project is as follows;

PCO No.	GC No.	Description	Reason	Cost/Credit
1R	Monet	Cost to Increase Air Curtain Width from 72" to 96"	After review of site condition and new door openings it was determined a 96" wide fan would be needed in lieu of a 72"	\$ 812.02
2R3	Monet	Cost for Unforeseen Asbestos Flooring	Additional Unforeseen Asbestos Flooring Material was encountered and had to be removed	\$ 1,571.59
4R1	Monet	Credit to Re-Use Old Door Frames and not install new	It was determined that the old door frames can remain and be used for new door installations	\$ (1,576.58)
6	Monet	Credit to change chainlink fencing finish from Vinyl to Galvanized	Change was made to match existing chainlink fencing on campus	\$ (4,267.25)
7	Monet	Cost to Change Storefront door frames to Wide Style for Door Hardware fitment	The Door Hardware being used needs a wider style frame on the aluminum storefront doors to work for our application	\$ 848.18
8R1	Monet	Credit Change Exterior Signage Material	Material changed to Match existing exterior signage	\$ (505.00)
9	Monet	Credit to Keep Existing Door Frames	Door opening will not accept Aluminum Frames, Re-Use Existing.	\$ (4,110.00)
10	Monet	Credit to keep existing soffit in MPR	Existing Soffit in MPR found to be in acceptable Condition to not replace, VE Item Found.	\$ (4,515.00)
11	Monet	Credit for non removal of ceiling in kitchen by contractor	District performed this portion of work as a part of the unforeseen asbestos removal.	\$ (1,089.00)
12R1	Monet	Credit for not relocating Low Voltage Cabinet in Admin Office	District after investigating found that this terminal cabinet was not needed.	\$ (3,334.90)

13	Monet	Cost to Add Data Drops thru out Bldg A per I/T Department	The IT Dept for Rio was asked to review the existing plan for Data drops to confirm coverage. After review the IT Dept. requested the added data drops for current and future needs.	\$ 10,215.22
14	Monet	Cost to Replace 2" Sewer Waste Line	During demolition it was discovered that the 2" waste line coming from the teachers lounge which was trying to be re-used was beyond saving due to corrosion and must be replaced. Unforeseen Condition	\$ 4,465.12
15	Monet	Modify Branch Circuits in Admin Office	After reviewing electrical panel locations and circuits in each, it was determined that the electrical circuits feeding the admin office should be re-routed to a electrical panel in the data storage room for a balanced electrical load.	\$ 1,695.93
Total CO #1				\$ 308.33
Previous Approved CO's				\$ -
Original Contract				\$3,796,000.00
Revised Contract				\$3,796,308.33

Should you have any questions, please contact me at any time.

Respectfully,



Keith Henderson
Senior Project Manager, Balfour Beatty

cc. Wael Saleh, Rio School District
Dennis Kuykendall, Balfour Beatty
Jesus Muguerra Ibarra

10.12



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.12 Approval for Architect Contract to Plan a new staff parking lot at Rio Lindo Elementary
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	41,000.00
Budgeted	Yes
Budget Source	Measure L
Recommended Action	It is recommended that the Board approve the Architect Contract to plan a staff parking lot at Rio Lindo School.

Public Content

Speaker:
Wael Saleh, Assistant Superintendent, Business Services

Rationale:

A plan to expand the parking lot and capacity at Rio Lindo for employees and parents will be discussed. Temporary parking due to construction is currently the grass turf.

The new staff parking lot will host 60 spaces and include landscaping and irrigation, parking lot lighting and a charging station that is now required by recent code.

KBZ will serve as the prime vendor to consult with engineers for civil, landscape, structural, and electrical engineering.

[KBZ - RIo Lindo Parking Lot.pdf \(335 KB\)](#)

Administrative Content

Executive Content

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08 November 2019

Rio School District
Attn. Dr. Puglisi & Wael Saleh
2500 E Vineyard Ave #100
Oxnard, CA 93036

Re: Rio Lindo Elementary – New Staff Parking Lot

Dear Dr. Puglisi & Mr. Saleh,

Kruger Bensen Ziemer Architects is pleased to propose professional services for the above noted project.

We understand the project concept is to provide a permanent parking lot in the same location where temporary parking (on turf) is currently being provided off Rio Lindo Street. Rio Lindo staff has provided an initial parking target of 60 spaces, which will be fine-tuned in the design process. The current configuration makes use of an existing curb cut for the fire lane west of the classroom buildings; continued use of this curb cut will be studied, along with the option of adding one or two curb cuts along Rio Lindo Street that would be dedicated to the new Staff Parking Lot. New code requirements also require shade trees that target 50% shade coverage within 15 years. We have engaged a landscape architect for assistance with planting and irrigation to meet those goals. We are also teaming with an electrical engineer to provide parking lot lighting and the required infrastructure for future electric vehicle charging that is required by the most recent code update. As a rough starting point, new small parking lots have been running about \$25,000/space, which would put the project construction budget at approximately \$1,500,000. This figure may be substantially affected by soil conditions and stormwater or other requirements imposed by the City.

KBZ will serve as a prime vendor to the District, with consultant engineering contracts for civil, landscape, structural, and electrical engineering, as well as a professional cost estimator. This project will be submitted to DSA for review and approval, as well as the City of Oxnard for encroachment permits/right-of-way work. Following is an outline of services that will be provided by KBZ and our direct consultants:

OUTLINE OF SERVICES:

1. Construction Documents / DSA & City of Oxnard Approvals:
 - Design and layout of the parking lot, grading/drainage, utility infrastructure, lighting, fencing, tree and landscape planting/irrigation.
 - Soils investigation and geotechnical recommendations for paving section (over-excavation, re-compaction, gravel base, and asphalt thickness).
 - Construction document plan set, including civil (grading/drainage/utility), landscape planting & irrigation, electrical infrastructure and lighting plans.
 - (1) Review meeting with Site/District to review and confirm parking layout.
 - Permit processing through Division of the State Architect (DSA)
 - Permit processing through the City of Oxnard
 - Project manual/specifications.
 - Professional cost estimate.
2. Bid/Negotiate
 - KBZ will assist the District with bid document preparation, including (1) meeting for bid document review and coordination with CyberCopy for distribution.
 - KBZ will participate in the pre-bid job walk, describing the project scope and constraints.
 - KBZ will answer pre-bid RFI's and issue Addenda as necessary.
 - KBZ will attend the bid opening and assist with bid tabulation as requested.
 - KBZ will assist the District with bid evaluations and recommendations for award.



Rio School District
Rio Lindo New Staff Parking Lot
Proposal - Agreement

3. Construction Administration

- KBZ will coordinate the pre-construction conference meeting.
- KBZ will participate in regular job meetings during the construction period, which is anticipated to run approximately 3 months (12 meetings included), keeping the District apprised of progress throughout.
- KBZ will review pay applications and review as-builts to ensure they are being updated regularly.
- KBZ will participate in one punch list walk at the conclusion of construction. Additional walks/confirmation visits will be billed as extra services on a T&M basis.

4. Closeout:

- KBZ and consultants will review all as-builts, O&M manuals, warranties, and other close-out materials submitted by the Contractor.
- KBZ will process end-of-project documentation through DSA for project certification.
- KBZ will verify punch list items are complete per above.

PROPOSED FEE: \$102,210.00 (See attached for breakdown), includes \$750 reimbursable allowance.

The fee as noted above shall be billed each month based on percentage of completion for the current task(s).

District shall be responsible for any additional topographic and/or boundary survey work, agency review and permit fees, hazardous material testing, geotechnical investigations.

In the event of termination, suspension, or abandonment of the project, the KBZ shall be equitably compensated for services performed through the date of notice. Failure of the District to make payments to KBZ in accordance with this agreement shall be considered substantial nonperformance and is sufficient cause for KBZ to either suspend or terminate services. Either KBZ or the District may terminate this agreement after giving no less than seven days' written notice.

Thank you for requesting our services. If there are any items in this proposal that you have concerns about or would like to see modified, please contact me at your earliest convenience.

Very truly yours,

Agreed:

Signature

Todd A. Jaspersen AIA, LEED AP^{BD+C}
Principal Architect & CFO
California License #C25839

Printed name

Date

Attached: Fee Breakdown; consultant fee proposals from Flowers & Associates (civil), Jordan Gilbert & Bain (landscape), C Hood & Associates (electrical)

RSD Rio Lindo - New Parking Lot

08 November 2019

	Principal		K&E Proj. Mgr.		Arch. Assistant		Civil	Consultants			Cost Est.	Total
	Hrs	Rate	Hrs	Rate	Hrs	Rate		Landscape	Structural	Electrical		
Construction Documents / DSA Approval							\$28,500	\$12,500	\$1,200	\$6,500	\$5,500	\$71,880.00
CD-1 Additional On-Site Investigations/Geotech	2	\$200	4	\$160		\$125	\$7,500					\$8,540.00
CD-2 CD Plans/Details/Coordination	4	\$200	8	\$160		\$125						\$2,080.00
CD-3 (1) CD Review Meeting/Minutes	2	\$200	2	\$160		\$125						\$720.00
CD-4 CD Cost Estimate/Review	2	\$200	2	\$160		\$125						\$720.00
CD-5 DSA Submittal/Processing/Back-Check	4	\$200	16	\$160		\$125						\$3,360.00
CD-6 City of Oxnard Public Works Permits	2	\$200	16	\$160		\$125						\$2,240.00
CD-7 Specifications/Project Manual	8	\$200	4	\$160		\$125						\$2,240.00
Bid Assistance							\$200	\$500	\$0	\$300		\$4,200.00
BA-1 Pre-Bid Prep, Meeting, and Site Walk	4	\$200	2	\$160		\$125						\$1,120.00
BA-2 Bid RFI's / Addenda	2	\$200	8	\$160		\$125						\$1,680.00
BA-3 Bid Opening / Due Diligence	1	\$200		\$160		\$125						\$200.00
Construction Administration							\$5,000	\$1,000	\$0	\$1,000		\$25,400.00
CA-1 Pre-con Meeting	2	\$200	2	\$160		\$125						\$720.00
CA-2 Constr. Meetings + Minutes (12)	8	\$200	36	\$160		\$125						\$7,960.00
CA-3 Resolution of Construction Issues	12	\$200	24	\$160		\$125						\$6,240.00
CA-4 RFI's / Submittals / Proposals / Pay Apps	12	\$200	6	\$160		\$125						\$3,360.00
CA-5 Punch List / Verification	2	\$200	2	\$160		\$125						\$720.00
Total Fees:							\$41,200	\$14,000	\$1,200	\$8,000	\$5,500	\$101,460.00
Reimbursable Allowance:												\$750.00
Total Proposed Fee:												\$102,210.00

November 6, 2019

Mr. Todd Jespersen, A.I.A.
Kruger Bensen Ziemer Architects, Inc.
199 Figueroa St, Suite 100A Street
Ventura, CA 93001

**Subject: Rio Lindo Elementary School – New Parking Lot
Rio School District**

**Proposal for Civil Engineering Services
for Grading, Drainage Improvements
for New Parking Lot**

Todd:

Flowers & Associates, Inc. is pleased to submit this proposal for services for the subject project. This proposal is based on a schematic architectural site plan sent to us on 11/5/2019; discussions with yourself.

We understand the project objective is to construct a 60-car parking lot in the area of an existing soccer field. The configuration to be determined during the preliminary phase. Two encroachments to Rio Lindo Street will be needed. Coordination with City of Oxnard on connections will be needed. Storm water control and treatment will be needed for this site.

Electrical Engineer will be providing information on lighting and EV infrastructure.

Survey will be provided school district prior to start of design.

Separate set of plans is anticipated for offsite encroachment. These plans will be processed through the City of Oxnard.

As part of this proposal Earth Systems will be providing geotechnical recommendations for grading preparation of this area and R-values for pavement design.

We are to prepare construction drawings and technical specifications for the following listed site development features:

1. Finish Grading Plan.
2. Storm drainage collection and conveyance. (as needed)
3. Concrete curbs, gutters, walks, and potentially ramps.

4. Concrete and asphalt concrete pavement

DSA submittal is anticipated. This proposal assumes one full day meeting with DSA for plan check purposes.

Area of disturbance for this site is anticipated to be less than 1- acre. We are assuming it will not be necessary for us to prepare a Storm Water Pollution Prevention and Erosion/ Sediment Control plan for this project.

SCOPE OF SERVICES

We propose to provide the following services:

A. DESIGN PHASE

1. Exchange information with architect, School District, other consultant team members.
2. Research existing utilities within the limits of the project.
3. Review site (assume 3 times).
4. Edit surveyor's topographic mapping digital file (graphics only) to compile base drawings for our use.
5. Modify base drawing with information regarding presence and location of existing buried water, sewer, drainage, and utility conduits in work area provided by the School District.
6. Preliminary design coordination with Architect and design team.
7. Perform Onsite detailed design and prepare construction drawings, including appropriate details; drawings will be digital in client's sheet format, and are anticipated to be as follows:

General Information Sheet
Grading, Paving and Drainage Plan
Utility Plan
Details

8. Offsite Improvement plans for parking lot connections to Rio Lindo Street.
9. Analyze and prepare Stormwater treatment report per Ventura County Technical Guidance Manual TGM.
10. Attend one D.S.A. meeting with architect and address of D.S.A. Comments

11. Compile technical specifications in the architect's format for work designed by this office and provide to architect for inclusion in Project Manual.
12. Provide opinion of construction cost for work designed by this office.

B. CONSTRUCTION PHASE

1. Attend scheduled or unscheduled construction meetings when requested by architect or School District (assume 6 – 1 hour meetings).
2. Review contractor's Submittals for work designed by this office.
3. Address contractor's Requests for Information for work designed by this office.
4. Perform construction observation and review to assess compliance with contract documents when requested by architect or School District; exchange information with architect and contractor.
5. Attend final "punch list" walk through, if requested by architect or School District.

COMPENSATION

We will complete the services described above on a Time and Materials basis up to a NOT-TO-EXCEED amount of \$41,200.00, including reimbursables. We have estimated the fee breakdown by Phase, as follows:

Design Phase:	\$20,500
SWMP Report for City of Oxnard:	\$ 7,500
Construction Phase:	\$ 5,000
Reimbursable Expense:	\$ 700
Sub-Total:	\$33,700
Earth Systems Soils Report:	\$ 7,500
<u>Total:</u>	<u>\$41,200</u>

Services will be billed for at approximately monthly intervals in accordance with the attached Fee Schedule.

SPECIFIC EXCLUSIONS

Specifically not included in the above Scope of Services / Compensation are the following:

1. Retaining wall Design (None anticipated for this project)
2. Any involvement with contractor's construction safety measures.

3. Utility relocations. (None anticipated for this project)
4. Any involvement with hazardous waste including detection, evaluation, management and cleanup.
5. Day-to-day construction inspection (by School District Inspector).
6. Preparation of Record Drawings (by contractor).
7. Storm Water Pollution Prevention Plan. (Not anticipated since area of disturbance to be less than 1 acre)
8. SWPPP Qsp Inspection services (Not Anticipated to be needed)

SERVICES AND/OR INFORMATION TO BE PROVIDED BY OTHERS

We will need the following services and/or information provided by others in order to complete our work:

1. Architect's Site Plan.
2. Site Survey. To be provided by the School District.
3. Supplemental field surveying, if determined necessary during design.
4. Districts' record drawing information regarding existing buried conduits and piping.
5. Potholing or other forms of physical investigation, if determined necessary during design.

AGREEMENT BETWEEN CLIENT AND CONSULTANT

If you find this proposal to be in order and agree with the provisions thereof, please forward your standard sub consultant agreement for our execution or, alternatively, execute both copies of this proposal in the space provided below and return one to this office. Should you have any questions or wish to discuss this proposal, please contact the undersigned.

We appreciate your consideration of our firm and look forward to working with you on this project.

Sincerely,
FLOWERS & ASSOCIATES, INC.

Reviewed and agreed to,
KRUGER BENSEN ZIEMER
ARCHITECTS, INC.

By: 
Robert A. Schmidt, P.E.

By: _____

PROPOSAL FOR PROFESSIONAL SERVICES – November 8, 2019

PROJECT: Rio Lindo Elementary School Parking Addition
2131 Snow Avenue
Oxnard< CA 93036

LANDSCAPE ARCHITECT: Jordan, Gilbert & Bain Landscape Architects Inc.
459 North Ventura Avenue
Ventura, CA 93001

CLIENT: KBZ ARCHITECTS
199 FIGUEROA ST.
VENTURA, CA 93101

ATTENTION: TODD JESPERSON

PROJECT OVERVIEW:

Preparation of planting and Irrigation plan for a 60 car parking lot addition in the existing irrigated field area.

A. Construction Documents Phase

1. Prepare planting plan showing new planting for the parking lot addition with the design goal of achieving a 50% shade coverage in 15 years. Planting plan shall also show the repair of the surrounding field turf areas.
2. Prepare irrigation plan showing revisions to the existing field turf system and new irrigation system for the parking lot planting areas.
3. Prepare landscape specifications for the work.
4. Complete DSA form 1-L. Landscape Certification for outdoor water use.
5. Prepare an estimate of construction cost
6. Meet with the district to review design solutions and make any revisions that may be suggested by the district.

B. Fees for this project:

1. Construction Phase.....\$ 12,500.00

C. Reimbursable expenses:

1. Printing plans and documents will be billed at cost plus 15%.

By: Paul Jordan DATE November 8, 2019
Paul Jordan, Landscape Architect #1443
Jordan, Gilbert & Bain Landscape Architects, Inc.



November 5, 2019

Todd Jespersen, AIA
Kruger Bensen Ziemer Architects
199 Figueroa Street, Suite 100A
Ventura, CA 93001

Project: Rio Lindo Campus Parking Lot
Subject: Fee Proposal for Electrical Engineering Consulting Services
Proposal No: 19-976

Dear Todd:

Thank you for the opportunity to propose on your Rio Lindo Campus Parking Lot project. The scope of work given below is based on the information we received from your office.

Our Scope of Work Will Include:

- 1) Construction Document Phase:
 - a) Parking lot lighting plans for pole mounted light fixtures on concrete base.
 - b) Electrical load calculations and documentation
 - c) Parking lot lighting equipment details
 - d) Photometric calculations
 - e) Outdoor Title 24 calculations and documentation.
 - g) Power plan for electric vehicle charger locations.
 - h) Photometric calculation plan based on City of Oxnard lighting ordinance.
- 2) DSA Record Document submittal: PDF drawing files for DSA permit application.
- 3) Completion of DSA electrical plan check corrections.

Excludes:

- 1) Meetings at DSA offices
- 2) Electrical Design beyond the new parking lot lighting system
- 3) Security system design
- 4) Reproduction & shipping costs
- 5) Construction observation

- 6) Construction administration
- 7) Plan check fees
- 8) Value engineering and cost estimates
- 9) Alternative energy system (solar, wind, geothermal design)
- 10) LEED submittal documentation or application processing
- 11) Structural engineering.

Compensation/Fee schedule:

Services for this project shall be provided on a lump sum basis. We propose to provide the above electrical engineering services for a fee of \$6,500. Construction Administration will be provided on an as needed basis at our hourly rates.

The above fee and scope of work is based on the following conditions:

The owner is to provide site plans, parking lot plans, etc. in AutoCAD format.

For purposes of this proposal, it is assumed that the existing electrical service and distribution systems have adequate capacity to supply the parking lot lighting project. In the event that the service equipment or distribution systems are found inadequate for the expansion, additional electrical engineering fees may be necessary to upgrade the existing power systems.

Fee proposal will be honored for a period of sixty days, after which it may be renegotiated at the engineer's option.

It is agreed that the professional services of the Engineer (a.k.a. Design Professional) do not extend to nor include the review or site observation of the Contractor's work or performance. Job site visits beyond those listed, if required, shall be billed at an hourly rate.

Neither the professional activities of the Design Professional, nor the presence of the Design Professionals employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Design Professional and Design Professionals personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The Client agrees that the General Contractor is solely responsible for jobsite safety.

It is further agreed that the Owner (a.k.a. Client) will indemnify and hold harmless the Engineer from any claim or suit whatsoever, including but not limited to all payments, expenses or costs involved, arising from or alleged to have arisen from the Contractor's

performance or failure of the Contractors work to conform to the design intent and the contract documents.

The Design Professional shall perform its services consistent with the professional skill and care ordinarily provided by Design Professional practicing in the same or similar locality under the same or similar circumstances.

Owner and Design Professional have discussed their risks, rewards and benefits of the project and the Design Professional's total fee for services. The risks have been allocated such that the Owner agrees that to the fullest extent permitted by law, the Design Professionals total liability to Owner for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from any cause or causes, shall not exceed the total amount of consultant's fee. Such causes include but are not limited to Design Professionals negligence, errors, omissions, strict liability, breach of contract or breach of warranty. Client and Consultant acknowledge that this provision was expressly negotiated and agreed upon.

The services described above include PDF electronic drawing files. Hard copy bond prints shall be reimbursed at \$5.00 per 24" x 36" sheet and \$6.00 per 30" x 42" sheet.

Invoices are monthly and are payable within 30 days of receipt of invoice. Payments not received within sixty days of the date on our invoice are cause for our engineering services to be stopped until payment of outstanding invoices is received. Payments not received within 90 days of invoice date shall be subject to 1-1/2% per month interest on the unpaid balance. After three months, delinquent accounts will be referred to our attorney for collection. All reasonable attorneys' fees will be included in the unpaid balance and paid by the Client.

If the Client objects to any portion of an invoice, the Client shall so notify the Design Professional in writing within 15 calendar days of receipt of the invoice. The Client shall identify the specific cause of the disagreement and shall pay when due that portion of the invoice not in dispute. Interest as stated above shall be paid by the Client on all disputed invoiced amounts resolved in the Design Professionals favor and unpaid for more than 90 calendar days after date of submission.

In the event that there is a conflict or ambiguity between the terms of this proposal and any contract executed in connection with this project, then the terms of this proposal shall govern and supersede all other instruments.

For purposes of venue and jurisdiction, the parties agree that this contract has been performed and executed in the City of Ventura, County of Ventura, State of California.

This contract may be terminated by either party upon 14 days written notification. The Engineer shall be paid for work performed until date of termination and shall provide to the Client all documents and drawings completed as a portion of the completed work effort.

All drawings, specifications, and other work products of the Engineer for this project are instruments of service for this project only and shall remain the property of the Engineer whether the project is completed or not. Any reuse, without specific written verification or adaptation by the Engineer, will be at the Owner's sole risk and without liability or legal exposure to the Engineer, and the Owner shall indemnify and hold harmless the Engineer from all claims, damages, loss and expenses, including attorneys' fees, arising out of or resulting therefrom.

If this proposal is in accordance with your requirements, please sign and return the enclosed copy of this proposal and provide us with instructions as to target dates for completion of design and construction drawings.

We look forward to the opportunity of serving you in your Electrical Engineering needs. If you have any questions regarding this proposal, please contact us.

Craig Hood, P.E. LEED AP BD + C
C Hood & Associates, Inc.

(Signature)
KBZ Architects

Date

Date

C. HOOD  ASSOCIATES, INC.
CONSULTING ELECTRICAL ENGINEERS

2019 Rate Schedule

Labor* (per hour)

Principal Engineer	\$195	Staff Engineer I	\$115
Senior Engineer II	\$170	CADD Designer/Operator	\$115
Senior Engineer I	\$160	Assistant Engineer	\$102
Project Manager II	\$140	Sr. Drafter	\$95
Project Manager I	\$136	Drafter	\$75
Staff Engineer III	\$132	Technical Specification Writer	\$95
Staff Engineer II	\$128	Word Processing/Clerical	\$75

* Depositions, mediations, arbitrations, document searches, and court appearance labor is two times the rate shown and billed in ½-day increments.

Reimbursable Expenses**

Photocopying	\$0.30 per page
Color Photocopy (8-1/2x11)	\$1.00 per page
Color Photocopy (11x17)	\$1.25 per page
CADD Plots	
E Size (30x42)	\$6.00 per page
D Size (24x36)	\$5.00 per page
Automobile	\$1.00 per mile

Out of Pocket

Travel, Subconsultants, Printing, Communication, etc.

** In-house at scheduled rate plus 15%. Out-of-pocket at cost plus 15%.

Invoices

Bills are due and payable within 30 days. Interest at 1.5% per month (but not exceeding the maximum rate allowable by law) is payable on any amounts not paid within 90 days.

10.13



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.13 Approval of Rio Real Site Enhancements to the Field
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	250,000.00
Budgeted	Yes
Budget Source	Measure L
Recommended Action	It is recommended that the Rio Real Site Enhancements be approved.

Public Content

Speaker:
Wael Saleh, Assistant Superintendent, Business Services

Rationale:

The Rio School District would like to obtain Board Approval for a Playground/Playfield Enhancement Project at Rio Real Elementary School.

The District is proposing to install the following: 1-New 1/3 Mile Running Trail around the back playfield of Rio Real for Middle School PE Program and add playground equipment. Work includes a new 6' wide Decomposed Granite Running Trail 1/3 mile long, installation of 4 new basket ball back boards and striping of 1 full basketball court and 2-Half basket Ball Courts. Other work as a part of this project includes the relocation of 1 storage container, minor asphalt repairs for the basketball half courts, misc. playground repairs and irrigation relocations that will be done by the Rio MOT Team. The design for the running trail is complete and ready to bid/build and is attached for the Boards information.

The estimated budget to complete all site enhancements at Rio Real is figured at a not to exceed amount of \$250,000.00 for all work being proposed.

[Photo of Real Field.pdf \(230 KB\)](#)

[Layout of Real Field.pdf \(55 KB\)](#)

Administrative Content

Executive Content

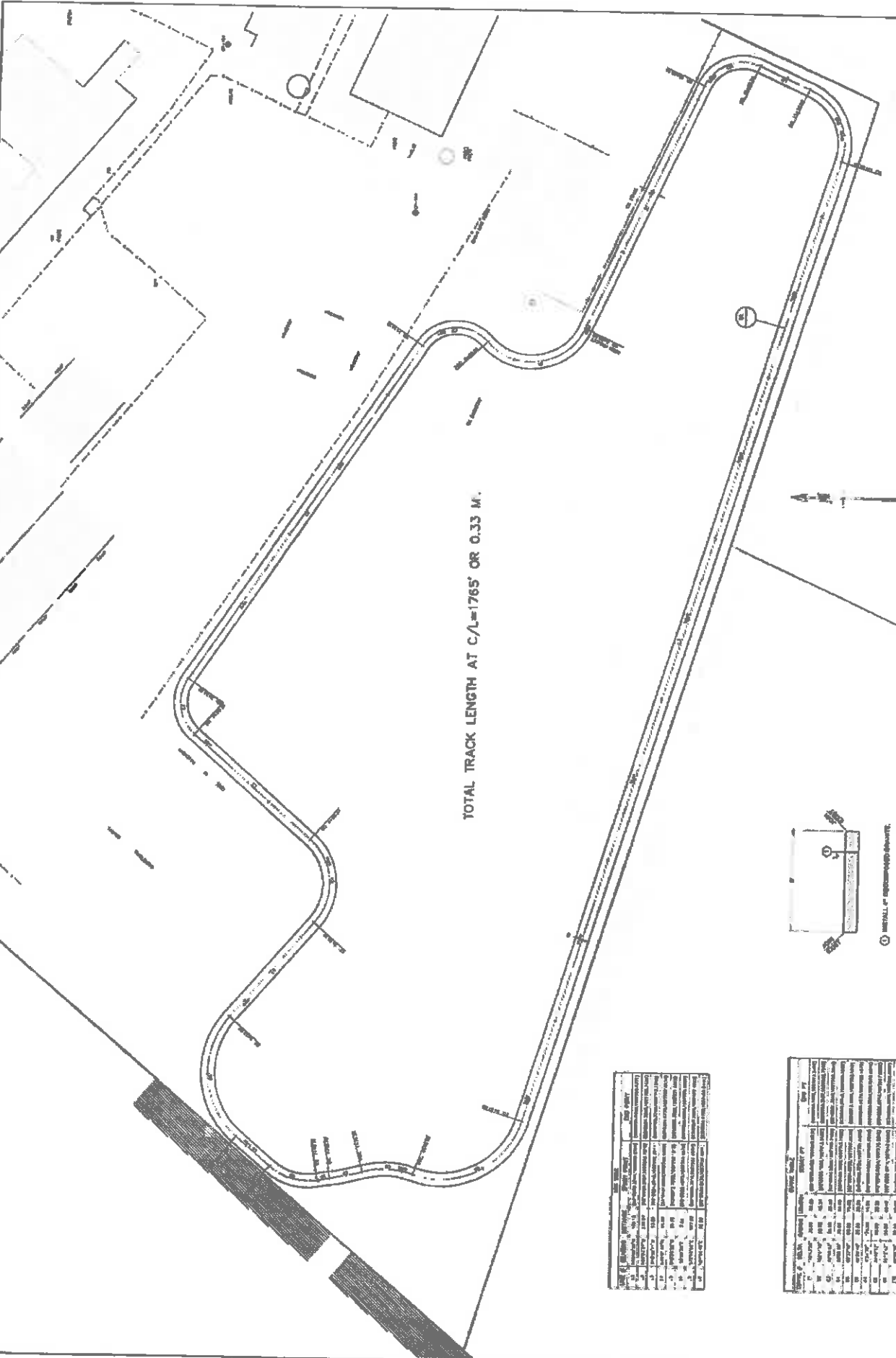
Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



TOTAL TRACK LENGTH IS 2,145 METERS OR 1,333 FEET

NO ELEMENTARY SCHOOL DISTRICT		DATE
PROPOSED RUNNING TRACK		1
NO REAL SCHOOL		
PROJECT NO.	DATE	
SCALE	BY	
CHECKED BY	DATE	
APPROVED BY	DATE	

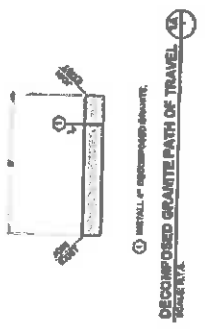




TOTAL TRACK LENGTH AT C/L=1765' OR 0.33 M.

RIO ELEMENTARY SCHOOL DISTRICT
 PROPOSED RUNNING TRACK
 AT
 RIO REAL SCHOOL

DATE: 10/15/03
 DRAWN BY: [Name]
 CHECKED BY: [Name]



① DECOMPOSED GRANITE PATH OF TRAVEL
 TRACK N/A

NO.	DESCRIPTION	AMOUNT	UNIT	TOTAL
1	CONCRETE	100	SQ. YD.	100
2	ASPHALT	200	SQ. YD.	200
3	GRAVEL	500	CY	500
4	STEEL	100	TONS	100
5	WOOD	50	CU. YD.	50
6	PAINT	10	GALLONS	10
7	LABOR	1000	HOURS	1000
8	EQUIPMENT	50	HOURS	50
9	PERMITS	10	DOLLARS	10
10	UTILITIES	20	DOLLARS	20
11	INSURANCE	10	DOLLARS	10
12	CONTINGENCY	100	DOLLARS	100
13	TOTAL			2000

NO.	DESCRIPTION	AMOUNT	UNIT	TOTAL
1	CONCRETE	100	SQ. YD.	100
2	ASPHALT	200	SQ. YD.	200
3	GRAVEL	500	CY	500
4	STEEL	100	TONS	100
5	WOOD	50	CU. YD.	50
6	PAINT	10	GALLONS	10
7	LABOR	1000	HOURS	1000
8	EQUIPMENT	50	HOURS	50
9	PERMITS	10	DOLLARS	10
10	UTILITIES	20	DOLLARS	20
11	INSURANCE	10	DOLLARS	10
12	CONTINGENCY	100	DOLLARS	100
13	TOTAL			2000

10.14



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.14 Approval to begin Phase 1 of the Rio School Sites Roof Replacement Plan
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	100,000.00
Budgeted	Yes
Budget Source	Measure L
Recommended Action	It is recommended that approval is given to begin Phase 1 of the Roof Replacement Project.

Public Content

Speaker:
Wael Saleh, Assistant Superintendent, Business Services

Rationale:

The Rio School District is requesting approval for a budget of \$100K to begin the first Phase (Phase1) of Roof Renovations & Restorations District Wide. The process to renovate and restore roofs by the Rio School District will be driven and guided by utilizing the attached Roof Priority list describing roof conditions to start restoring and renovating the roofs that are worst case as Phase 1. With this approval, the District will begin "light duty" renovations and restorations on roofs at various school sites based on the roof priority condition list attached. This approval will start the Roof Restoration and Renovation Program District Wide as Phase 1 that will be part of a long term "phased" program to address all immediate and long term roof restoration and renovation needs on an ongoing basis.

[Roof Priority List.pdf \(41 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



SCHOOL DISTRICT

DISTRICT ROOF PRIORITY LIST RIO SCHOOL DISTRICT

Budgets Include:

- 2-4 Year Cost Buffer
- Material & Labor
- 30 Year Roof Replacement Warranty, covering labor & material
- 15 Year Roof Restoration Warranty, covering labor & material
- Sheet Metal

RANKING	School	Building	Roof Cond. 1-10	SQ FT
1	Rosales	Portables	8	34,000
2	District-Wide Repairs	District	10	NA
3	Del Valle	1-8	10	13,500
4	Del Valle	9-19	10	18,500
5	Lindo	MPR	8	11,000
6	Del Valle	Admin	7	6,500
7	Del Valle	Café/Kitchen	7	8,500
8	Del Valle	20-21	7	5,200
9	Del Valle	22-23	7	6,000
10	Del Valle	Gym Lower	7	8,500
11	Del Valle	Science Labs	7	6,000
12	Rio Real	Portables	7	13,000
13	Del Mar	Admin	6	10,000
14	Del Mar	Bldg 3-7	6	7,000
15	Del Mar	Bldg 8-12	6	7,000
16	Del Mar	Bldf 13-17	6	7,000
17	Del Mar	Bldg 18-22	6	7,000
18	Del Mar	Blddg K1-2	6	5,000
19	Del Mar	MPR	6	10,500
20	Rio Lindo	Bldg 1-8	6	11,000
21	Rio Lindo	Bldg 9-16	6	11,000
22	Rio Lindo	Bldg 29	6	3,000
23	Rio Lindo	Bldg K	6	1,300
24	Rio Plaza	Admin	6	10,000
25	Rio Plaza	Bldg 1-4	6	7,000
26	Rio Plaza	Bldg 5-8	6	7,000
27	Rio Plaza	Bldf 9-12	6	8,000
28	Rio Plaza	Bldg 13-16	6	7,000
29	Rio Plaza	Blddg 17-20	6	7,000
30	Rio Plaza	Portables	6	7,500
31	Rio Real	Admin/Café	6	9,850
32	Rio Real	Bldg 6-9	6	11,000

33	Rio Real	Bldg 14-19	6	11,000
34	Rio Real	Bldg 20-25	6	11,000
35	Rio Real	Building K	6	6,000
36	Rio Lindo	Portables	6	10,000
37	Del Norte	Low Slope	5	20,000

10.15



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.15 Earth Systems Change Order
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	77,000.00
Budgeted	Yes
Budget Source	Measure L
Recommended Action	It is recommended that the Change Order for Earth Systems be approved.

Public Content

Speaker:

Wael Saleh, Assistant Superintendent, Business Services

Rationale:

Discussions with the DSA Project Inspector indicates that approximately 690 more hours of welding and/or related work, such as high strength bolting, may be required before the project is complete. The original proposal pertained to materials testing and special inspection services during the construction of Building C, which was underestimated.

[Earth systems change order.pdf \(51 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



Earth Systems

1731 Walker Street, Suite A | Ventura, CA 93003 | Ph: 805.642.6727 | www.earthsystems.com

October 22, 2019

Project No.: 300770-005
Reference Proposal No. VEN-19-05-022

Attention: Mary Orleans
Rio School District
2500 East Vineyard Avenue
Oxnard, CA 93036

Project: Rio Del Sol Building C
2999 and 3001 North Ventura Road
Oxnard, California

Subject: Change Order Request for Providing Special Inspections and Materials Testing Services during Construction

References:

1. Architecture for Education, Inc., October 19, 2016, Project Plans for Rio S.T.E.A.M. K-8 School.
2. DSA, Undated, DSA-103 Form, Statement of Structural Tests and Special Inspections.
3. Earth Systems Pacific, May 20, 2019, Proposal to Provide Special Inspections and Materials Testing Services during Construction

The referenced proposal pertained to materials testing and special inspection services during construction of Building C on the Rio Del Sol School campus in Oxnard, California. The estimated fees presented in that proposal were made based on the referenced Project Plans, the Listing of Structural Tests and Special Inspections sheet (also known as the T&I List), discussions with the DSA Project Inspector, and our experience with projects of a similar nature. However, the anticipated fees, primarily with respect to time required for welding inspections and masonry have been found to have been underestimated.

Project tracking indicates that fees at the end of September were \$22,364.50 below the original estimate of \$98,000. However, the billing total of \$75,635.50 included \$14,843 in masonry inspection and testing fees, none of which was included in the original proposal because masonry was not listed in the T&I List as needing inspection.

Recent discussions with the DSA Project Inspector indicate that approximately 690 more hours of welding and/or related works, such as high strength bolting, may be required before the project is complete. However, it is understood that the soil testing, concrete inspection and testing, and masonry aspects of the project have been completed prior to this writing.

October 22, 2019

Project No.: 300770-005

Revised Estimate

Earth Systems will continue to work with the Project Inspector to minimize the number of trips required to perform additional testing to keep fees as low as possible. However, it is estimated that fees to complete all inspection and testing services will exceed the original budget by approximately \$77,000.00. This is a "good faith" estimate, and should not be considered "not-to-exceed". However, an additional change order request will be issued if it appears that this revised estimate will be exceeded.

Original Budget:	\$98,000.00
Change Order Budget Addition:	\$77,000.00
Total Revised Estimate	\$175,000.00

The contractual terms negotiated for the included in the "Geotechnical Services Agreement" between the Rio School District and Earth Systems, shall continue to apply to this phase of work on the project.

Upon acceptance of this change order request, please sign and date a copy and return it to Earth Systems Pacific, 1731 Walter Street, Suite A, Ventura, California 93003.

Respectfully submitted,

EARTH SYSTEMS PACIFIC



Patrick V. Boales
Engineering Geologist No. 1346/Managing Principal

Agreed to and Accepted

Client Signature and Title

Client Name (in print)

Date

- Copies:
- 1 - Rio School District (via email)
 - 1 - Ken Hinge, Project Inspector (via email)
 - 1 - Proposal File

10.16



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.16 Resolution 19/20-33 for Notice of Completion with Devries Construction, Inc.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	It is recommended that the Board approve the Notice of Completion from Devries Construction, Inc. for work at Rio Del Sol.

Public Content

Speaker:
Wael Saleh, Assistant Superintendent, Business Services

Rationale:

Rio School District contracted with Devries Construction, Inc. to provide the concrete at Rio Del Sol. All contract installation requirements have been satisfied by Devries Construction, Inc. and Balfour Beatty has recommended the Issuance of a Notice of Completion.

[BB NOC- Devries NOC - 11-4-19 \(1\).pdf \(78 KB\)](#)

[Resolution for NOC Devries Construction.pdf \(420 KB\)](#)

Administrative Content

Executive Content

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RIO SCHOOL DISTRICT
RESOLUTION NO. 19/20-33
NOTICE OF COMPLETION OF BID PACKAGE #2 CONCRETE, AT RIO DEL SOL K-8 STEAM SCHOOL
BY
BRIAN DEVRIES CONSTRUCTION, INC.

WHEREAS, pursuant to RSD Project No. 045-015, the Rio School District ("District") contracted with Brian Devries Construction, Inc. for services related to the concrete at Rio Del Sol K-8 STEAM School, and

WHEREAS, Contractor subsequently commenced the work on Project No. 0045-015; and

WHEREAS, on November 4, 2019, the project construction manager confirmed that the work for Project No. 0045-015 has been closed and certified the job was complete in accordance with the plans and specifications; and

WHEREAS, District has now determined to file the Notice of Completion, attached hereto as Exhibit A and incorporated herein by reference;

NOW, THEREFORE, be it hereby resolved that:

1. The foregoing recitals are true and correct.
2. The Board hereby accepts the Notice of Completion for Project No. 0045-015.
3. The Board delegates authority to the Superintendent and the Assistant Superintendent of Business Services or their designee to ensure that the Notice of Completion is filed with the Office of the Ventura County Recorder.

PASSED AND ADOPTED by the Board of Education at a regular meeting held on the 20th day of November, 2019 by the following vote on roll call:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joe Esquivel, President of the Board of
Trustees

Balfour Beatty Construction

Rio School District
2500 E. Vineyard Ave, Suite 100
Oxnard, CA 93036
Attn; Dr. Puglisi

November 4, 2019

Subject: Measure G Projects
Rio School District
Oxnard, CA

Re: Project #0045-015 Rio STEAM K-8 Campus
Recommendation to Request Board approval for issuance of Notice of Completion
Bid Package #2 Concrete; Brian DeVries Construction, Inc.

Dear Dr. Puglisi,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completion for work related to RSD Project #0045-015 Rio STEAM K-8 Campus. All contract installation requirements have been satisfied by Brian DeVries Construction, Inc. for Bid Package #2 Concrete. The final contract amount is as follows;

Brian DeVries Construction, Inc. Base Agreement	\$ 3,698,000.00
Brian DeVries Construction, Inc. Total Change Order Amount	\$ 38,165.99
FINAL Cost	\$ 3,736,165.99

Should you have any questions, please contact me at any time.

Respectfully,



Jesus Muguerza Ibarra
Assistant Project Manager, Balfour Beatty

cc. Wael Saleh, Rio School District
Dennis Kuykendall, Balfour Beatty

10.17



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.17 Resolution 19/20-34 Notice of Completion with Junior Steel Co.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	It is recommended that the Board approve the Notice of Completion from Junior Steel, Inc. for work at Rio Del Sol.

Public Content

Speaker:
Wael Saleh, Assistant Superintendent, Business Services

Rationale:

Rio School District contracted with Junior Steel Co. to provide the steel at Rio Del Sol. All contract installation requirements have been satisfied by Junior Steel and Balfour Beatty has recommended the issuance of a Notice of Completion.

[BB NOC Junior Steel Resolution 19-20-34.pdf \(78 KB\)](#)

[Resolution for NOC Junior Steel.pdf \(421 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

RIO SCHOOL DISTRICT

RESOLUTION NO. 19/20-34

NOTICE OF COMPLETION OF BID PACKAGE #4 STRUCTURAL STEEL, AT RIO DEL SOL K-8 STEAM SCHOOL BY JUNIOR STEEL CO.

WHEREAS, pursuant to RSD Project No. 045-015, the Rio School District ("District") contracted with Junior Steel Co. for services related to the steel at Rio Del Sol K-8 STEAM School, and

WHEREAS, Contractor subsequently commenced the work on Project No. 0045-015; and

WHEREAS, on November 4, 2019, the project construction manager confirmed that the work for Project No. 0045-015 has been closed and certified the job was complete in accordance with the plans and specifications; and

WHEREAS, District has now determined to file the Notice of Completion, attached hereto as Exhibit A and incorporated herein by reference;

NOW, THEREFORE, be it hereby resolved that:

1. The foregoing recitals are true and correct.
2. The Board hereby accepts the Notice of Completion for Project No. 0045-015.
3. The Board delegates authority to the Superintendent and the Assistant Superintendent of Business Services or their designee to ensure that the Notice of Completion is filed with the Office of the Ventura County Recorder.

PASSED AND ADOPTED by the Board of Education at a regular meeting held on the 20th day of November, 2019 by the following vote on roll call:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joe Esquivel, President of the Board of Trustees

Balfour Beatty Construction

Rio School District
2500 E. Vineyard Ave, Suite 100
Oxnard, CA 93036
Attn: Dr. Puglisi

November 4, 2019

Subject: Measure G Projects
Rio School District
Oxnard, CA

Re: Project #0045-015 Rio STEAM K-8 Campus
Recommendation to Request Board approval for issuance of Notice of Completion
Bid Package #4 Structural Steel; Junior Steel Co.

Dear Dr. Puglisi,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completion for work related to RSD Project #0045-015 Rio STEAM K-8 Campus. All contract installation requirements have been satisfied by Junior Steel Co. for Bid Package #4 Structural Steel. The final contract amount is as follows;

Junior Steel Co. Base Agreement	\$ 3,317,000.00
Junior Steel Co. Total Change Order Amount	\$ 23,949.64
FINAL Cost	\$ 3,340,949.64

Should you have any questions, please contact me at any time.

Respectfully,



Jesus Mugerza Ibarra
Assistant Project Manager, Balfour Beatty

cc. Wael Saleh, Rio School District
Dennis Kuykendall, Balfour Beatty

10.18



Agenda Item Details

Meeting	Nov 20, 2019 - RSD Regular Board Meeting
Category	10. Consent
Subject	10.18 Resolution 19/20-35 Notice of Completion with American Integrated Resources, Inc.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	It is recommended that Resolution No. 19/20-35 be approved for the Notice of Completion with American Integrated Resources, Inc.

Public Content

Speaker:
Wael Saleh, Assistant Superintendent, Business Services

Rationale:

Rio School District contracted with American Integrated Resources, Inc. to provide Bid Package #1 site earthwork at Rio Del Sol.

All contract installation requirements have been satisfied by American Integrated Resources, Inc. and Balfour Beatty has recommended the issuance of a Notice of Completion.

[BB NOC American Integrated Resources.pdf \(80 KB\)](#)

[Resolution for NOC AIR.pdf \(421 KB\)](#)

Administrative Content

Executive Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

RIO SCHOOL DISTRICT

RESOLUTION NO. 19/20-35

NOTICE OF COMPLETION OF BID PACKAGE #1 SITE EARTHWORK, AT RIO DEL SOL K-8 STEAM SCHOOL BY AMERICAN INTEGRATED RESOURCES, INC.

WHEREAS, pursuant to RSD Project No. 045-015, the Rio School District ("District") contracted with American Integrated Resources, Inc. for services related to the Site Earthwork at Rio Del Sol K-8 STEAM School, and

WHEREAS, Contractor subsequently commenced the work on Project No. 0045-015; and

WHEREAS, on November 4, 2019, the project construction manager confirmed that the work for Project No. 0045-015 has been closed and certified the job was complete in accordance with the plans and specifications; and

WHEREAS, District has now determined to file the Notice of Completion, attached hereto as Exhibit A and incorporated herein by reference;

NOW, THEREFORE, be it hereby resolved that:

1. The foregoing recitals are true and correct.
2. The Board hereby accepts the Notice of Completion for Project No. 0045-015.
3. The Board delegates authority to the Superintendent and the Assistant Superintendent of Business Services or their designee to ensure that the Notice of Completion is filed with the Office of the Ventura County Recorder.

PASSED AND ADOPTED by the Board of Education at a regular meeting held on the 20th day of November, 2019 by the following vote on roll call:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joe Esquivel, President of the Board of Trustees

Balfour Beatty Construction

Rio School District
2500 E. Vineyard Ave, Suite 100
Oxnard, CA 93036
Attn; Dr. Puglisi

November 8, 2019

Subject: Measure G Projects
Rio School District
Oxnard, CA

Re: Project #0045-015 Rio STEAM K-8 Campus
Recommendation to Request Board approval for issuance of Notice of Completion
Bid Package #1 Site Earthwork; American Integrated Resources, Inc.

Dear Dr. Puglisi,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completions for work related to RSD Project #0045-015 Rio STEAM K-8 Campus. All contract installation requirements have been satisfied by American Integrated Resources, Inc. for Bid Package #1 Site Earthwork. The final contract amount is as follows;

American Integrated Resources, Inc. Base Agreement	\$ 2,156,000.00
American Integrated Resources, Inc. Total Change Order Amount	\$ 98,282.55
FINAL Cost	\$ 2,254,282.55

Should you have any questions, please contact me at any time.

Respectfully,



Jesus Muguerza Ibarra
Assistant Project Manager, Balfour Beatty

cc. Wael Saleh, Rio School District
Dennis Kuykendall, Balfour Beatty

