

COVID-19 and Reopening In-Person Instruction Public Health Guidance for K-12 Schools



Alfonso Gamino, Superintendent

Cuyama Joint Unified School District

February 11, 2021

CDPH School Guidance



K-6 schools in counties in Purple Tier with CR>25: Schools serving students in grades K-6 may not reopen for in-person instruction in counties with adjusted CR above 25 cases per 100,000 population per day. They may post and submit a CSP, but they are not permitted to resume in-person instruction until the adjusted CR has been less than 25 per 100,000 population per day for at least 5 consecutive days.

COVID-19 Safety Plan consists of two parts: Cal/OHSA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist

- I. Cal/OHSA Prevention Program (CPP) plan

On December 1, 2020, Cal/OSHA's Emergency Temporary Standards requiring employers to protect workers from hazards related to COVID-19 went into effect. The regulations require that employers, including schools, establish and implement a written CPP to address COVID-19 health hazards, correct unsafe or unhealthy conditions, and provide face coverings.



COVID-19 School Guidance Checklist

- In addition to the CPP, a COVID-19 School Guidance Checklist must be included and be posted online and submitted as outlined below.
- A. COVID-19 SAFETY PLAN (CSP) POSTING AND SUBMISSION REQUIREMENTS FOR IN-PERSON INSTRUCTION TO BEGIN in-person instruction.**
- B. COVID SAFETY PLAN must be posted on district web page at least five days prior to providing in-person instruction.**



Table 1. School Reopening for In-Person Instruction, by Tier

Yellow CR <1.0* TP<2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR>7* TP >8%
<ul style="list-style-type: none"> - CSP posted publicly for K-12th grades 5 days prior to in-person instruction. 	<ul style="list-style-type: none"> - CSP posted publicly for K-12th grades 5 days prior to in-person instruction. 	<ul style="list-style-type: none"> - CSP posted publicly for K-12th grades 5 days prior to in-person instruction. - Must be in Red 5 days prior to reopening. 	<ul style="list-style-type: none"> - Already reopened: CSP posted publicly by 02/01/21. - Not previously open: - CSP posted publicly for K-6, and submitted concurrently to LHD and State Safe Schools for All Team. - 7 business days for review. - 7th-12th grade reopening not permitted if CR>7*. - K-6th grade reopening not permitted if CR>25*, though CSP can be posted and submitted for review. - Note: Targeted in-person instruction may be offered pursuant to the Cohorting Guidance.



Items that the COVID Prevention Plan will address:

- 1. Mitigation strategies include:
 - A. Face coverings
 - B. Stable groups
 - C. Physical distancing as practicable
 - D. Classroom space
 - E. Adequate ventilation such as opening classroom doors
 - F. Hand hygiene
 - G. Cleaning and disinfection



Consultation

- District will write the COVID Prevention Plan and Consult with the following groups:
- 1. CUE/CTA
- 2. CSEA
- 3. Parents and community organizations



Board of Supervisors
COVID-19 data as of
January 26, 2021



ANTICIPATED CDPH Monitoring Status: 1/26

Santa Barbara County metrics

49.5

Adjusted case rate for tier assignment

New cases per day per 100K (unadjusted):

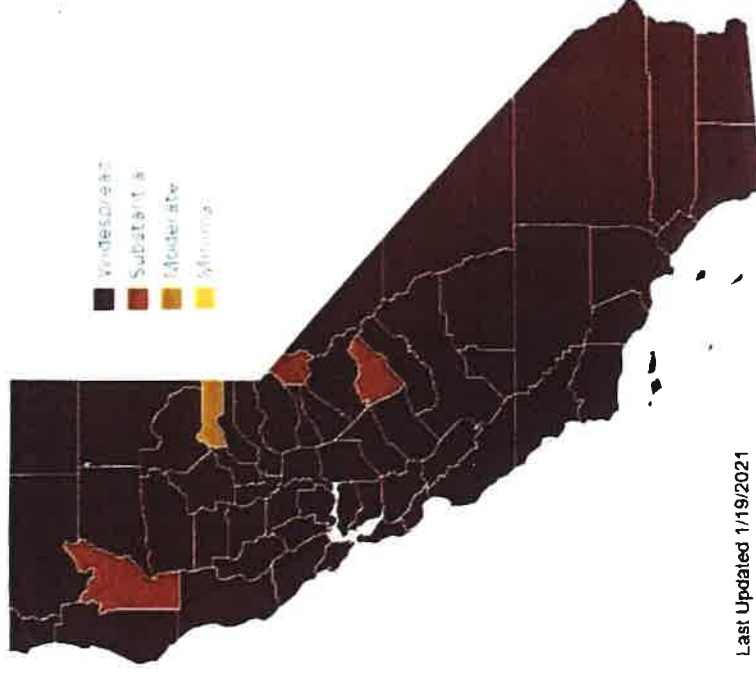
73.2

Positivity rate

13.3

Health Equity Metric:

19.3



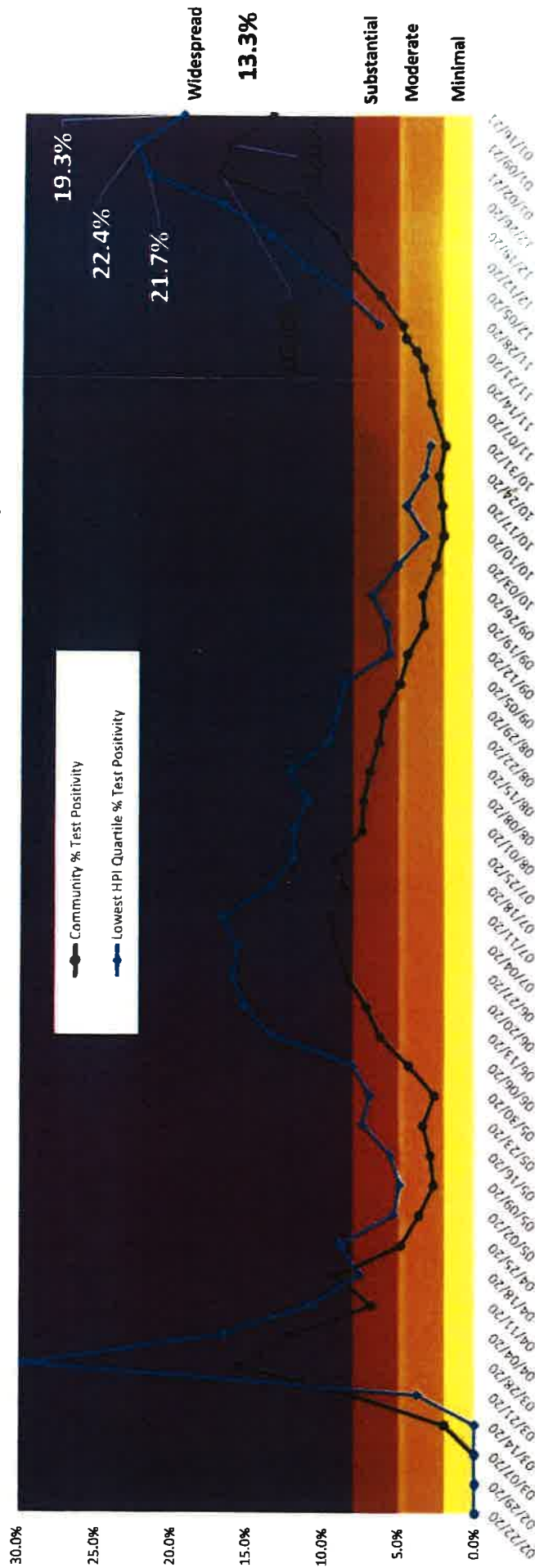
Last Updated 1/19/2021

All data and tier assignments are based on results from week ending Jan 16, 2021



ANTICIPATED: Blueprint Metrics for 1/26/21

Santa Barbara County 7-day Average Community Test Positivity Percent



As of 11/15, CDPH changed the Case Rate and Testing Positivity metrics to reflect a 4-day lag instead of a 7-day lag. HPI data was not released the weeks with 4-day lag data. As of 11/28 data, the State reverted back to the 7-day lag.



ANTICIPATED: Blueprint Metrics for 1/26/21

Santa Barbara County 7-day Average Adjusted* Case Rate per 100,000 Community Residents



* Case rates as of 8/29 to current have been adjusted based on State metrics; As of 11/15 CDPH changed the Case Rate and Testing Positivity metrics to reflect a 4-day lag instead of a 7-day lag. As of 11/28 data, the State reverted back to the 7-day lag.

update on 1.25.2021



**STRONGER
TOGETHER.
SAFELY APART.**



Thank you!



**CUYAMA JOINT UNIFIED SCHOOL DISTRICT
BOARD MEETING MINUTES
Thursday, January 14, 2021, 6:00 P.M.
CAFETERIA, CUYAMA ELEMENTARY SCHOOL
2300 Hwy 166, New Cuyama CA 93254
Join via Zoom at:**

<https://us04web.zoom.us/j/75948192029?pwd=SEwrM1dRZk9iczcrVUlwSEhQbTdUT09>

Meeting ID: 759 4819 2029

Passcode: MXW4Dw

- I. The meeting will be called to order by Board President, Heather Lomax at **6:00 P.M.**

Board President Heather Lomax made an announcement before roll call. She announced that effective January 13, 2021, Mrs. Cecilia Berry and Mr. Robert Quirk have resigned from their position as board members of the Cuyama Joint Unified School District. They both wanted everyone to know that it was an honor and we wish them the best. Mrs. Lomax will work with Mr. Gamino and the board to set up a special board meeting next week, the week of January 18-22, 2021 to discuss and take action on the process to fill the vacancies. The Board has 60 days to make a provisional appointment to fill those two slots.

ROLL CALL:

Heather Lomax **P** Whitney Goller **P** Marcela Medina **P**

Alfonso Gamino **P** Superintendent

FLAG SALUTE: Led by Lesly Brambila, ASB President

II. PUBLIC FORUM:

Following recognition by the President, members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed. In order to efficiently manage the business of the Board, the Board President may limit the amount of time allocated for each individual speaker to 3 minutes and limit the total time allocated on a particular issue to 15 minutes, pursuant to board policy. Items not appearing on the agenda cannot, by law, be the subject of Board action. Such items may be placed on future agendas for full discussion and/or action.

Mr. Kevin Lebsack: wanted to recognize that our students are coming to school in a high percentage. There are schools out there that have 30-40 percent daily distance learning and our students are coming. This week, he had every student attend each of their classes every day. We are proud of our students. Mrs. Lomax thanked Mr. Lebsack for coming and all the staff for everything they do. We need to recognize their great attendance.

Mrs. Angela Wilson: Spoke about the facilities the elementary school and the high school.

Elementary School: Mrs. Wilson expressed concerns that we have no grass at the elementary school. She expressed that we want to have room for the students to play when they return to school, and that grass should be a priority so that they can run on the field and not get hurt. There is a lot of animal feces and bird poop that can be washed off by staff. This is disgusting. It is frustrating.

High School: The trees need to be worked on at the high school. The branches need to be trimmed. These are things that our staff can do with very little money. Do some painting. Painting does not cost a lot a lot but is sure will look nice for our students when they come back. Now is the time with very little money to use our staff to upgrade our facilities.

III. Superintendent's Report Pg. 1-15

COVID- Cases, re-opening latest news, CIF

Safe Schools for All Plan: Mr. Gamino reported on the Safe Schools for All proposal that the Governor released on December 30, 2021. The plan includes funding of \$2 billion dollars for safe reopening of schools. It also includes Safety and mitigation, PPE, contact tracing, and vaccinations. This is a proposal, and the legislature will be looking at this proposal in the coming weeks. The vaccinations will be given to high priority staff first, medium priority second, and low priority third.

COVID-19 cases: In October we were at 4.2 cases per 100,000 to a high of over 60 cases per 100,000 in January.

CIF: Season 1 sports are January – April for Football and Volleyball.
Season #2 for Cuyama is for boys and girls basketball from April to June.
CIF will be providing more direction in the coming days.

IV. Board Report – No Board reports

V. High School ASB President Lesly Brambila report for first semester of 2020-2021.

The ASB has tried to work our way around the COVID closures to ensure a great ASB year. If we were on campus our activities and plans for the new school year could have been much more, but we have tried to plan fun things for the student body with the help from our advisors. We have held several ASB meetings through Zoom and we had one on campus meeting. We made sure to hold a safe meeting where everyone social distanced and wore masks. Only the main five officers and our ASB advisor Gloria Morales were present. On October 23, 2020 the ASB hosted a virtual school pep rally through Zoom. There we had activities for the students to participate in such as a Kahoot, a scavenger hunt, and a "funniest picture" contest where the winners won some

fun prizes. We did a similar thing for the last day of school before winter break naming the event "End of Semester Celebration". We had basically the same activities, but with a holiday theme. The ASB plans on holding more events such as these but making them different. ASB has discussed ideas that will allow the students to have some fun while still social distancing. It can be a quick escape from everything going on especially after being home for so long. A drive-in movie at the High School is an idea we would love to see come to live along with things for Valentine's day. Hopefully we can go through with our ideas and plans. I know we are looking forward to the day we can return to campus.

VI. CONSENT AGENDA:

The Board will consider the following consent calendar items. All items listed are considered to be routine and noncontroversial. Consent items will be considered first and may be approved by one motion if no member of the CJUSD Board wishes to comment or discuss. If comment or discussion is desired, the item will be removed from the consent agenda and considered in the listed sequence with an opportunity for any member of the public to address the CJUSD Board concerning the item before action is taken.

1. Minutes of the December 15, 2020, Regular Board Meeting –All five Board members were present. **Pg. 16--22**
2. Checks Board Report and Warrants November 1-30, 2020. **Pg. 23-37**
3. Williams Report for fourth quarter October – December 2020. **Pg. 38**

***Item #3 was pulled. The original agenda was titled 2nd quarter when it should have been 4th quarter. It is now corrected on these minutes.**

Moved By: **Whitney Goller**

Seconded By: **Marcela Medina**

Roll Call Vote:

Whitney Goller. Y Heather Lomax Y Marcela Medina Y

VII. ACTION ITEM(S):

a. It is recommended that the Governing Board approve the first reading of the Cuyama Emergency Response and Procedures (District Safety Plan).

Presentation Pg.43-51

Emergency Response and Procedures (Safety Plan) Pg. 39-237

Moved By: Whitney Goller

Seconded By: Heather Lomax

Roll Call Vote:

Whitney Goller Y Heather Lomax Y Marcela Medina Y

b. Governing Board to have discussion and possible action on Resolution #2021-001, Reducing or Eliminating Certain Certificated Services for the 2021-2022 school year. **Pg. 238-243**

Mrs. Wilson spoke that maybe we lost about (6) students and she expressed concerns that we may lose more kids. We are making harder for kids to learn and teachers to do their job.

Moved By: **Marcela Medina**

Seconded By: **Heather Lomax**

Roll Call Vote:

Whitney Goller N Heather Lomax Y Marcela Medina Y

c. Governing Board to have discussion and possible action on Resolution #2021-002, determining the seniority among certificated employees with the same first paid date of service (Tie-breaker Resolution). **Pg. 244-245**

Moved By: **Heather Lomax**

Seconded By: **Marcela Medina**

Roll Call Vote:

Whitney Goller N Heather Lomax Y Marcela Medina Y

d. It is recommended that the Board adopt Board Policy 0470.1 Mitigation Plan Face Mask Covering Requirements and Exclusion from Attendance. **Pg. 246-255**

Moved By: **Whitney Goller**

Seconded By: **Marcela Medina**

Roll Call Vote:

Whitney Goller. Y Heather Lomax Y Marcela Medina Y

VIII. ITEM(S) PULLED FROM CONSENT AGENDA:

1. Consent item #3: Williams Report for second quarter October – December 2020. **Pg. 38**

Mrs. Goller made a motion to correct “second quarter” to fourth quarter on this agenda item. These minutes reflect the change in the consent agenda.

Moved By: **Whitney Goller**

Seconded By: **Marcela Medina**

Roll Call Vote:

Whitney Goller Y Heather Lomax. Y Marcela Medina Y

IX. CLOSED SESSION:

NOTE: The Brown Act permits the Board to consider certain matters in closed session, in limited circumstances. The Board will consider and may act upon any of the items described below in closed session. The Brown Act requires that the Board report out certain actions taken in closed session, which will be announced following the closed session. **WITH LIMITED EXCEPTIONS, THE LAW REQUIRES THAT INFORMATION DISCLOSED IN CLOSED SESSION REMAIN CONFIDENTIAL.**

- A. Under California Government Code 54957 Certificated and Classified Personnel changes. The Board will be asked to review and approve a number of transfers, reassignments, promotions, evaluations, terminations, resignations and hiring reported by the Superintendent.
- B. Negotiations as it relates to CUE/CTA Cuyama Chapter – Consult with District Negotiator Mr. Alfonso Gamino, authorized by Government Code section 3549.1.

The Board will adjourn into closed session at **6:52 p.m.**

The Board returned to open session at: **7:16 p.m.**

Report out from closed session

For closed session Item A. – No action to report.

For closed session Item B. The Board gave Mr. Gamino direction to confer with CUE regarding retirement incentive plan interest.

X. ADJOURNMENT:

Moved By: **Whitney Goller**

2nd By: **Marcela Medina**

Roll Call Vote:

Whitney Goller. Y Heather Lomax. Y Marcela Medina Y

Meeting adjourned at 7:17 p.m.

Materials prepared in connection with an item on the regular session agenda may be reviewed in the Superintendent's office 72 hours in advance of the meeting and will be available for public inspection at the meeting. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

The next regularly scheduled School Board Meeting will be on

Thursday, February 11, 2021; 6:00 p.m., Elementary School Board Room

Materials related to an item on this Order of Business distributed to the Board of Education are available for public inspection at the District office and at: <https://cuyamaunified.org/board->

materials-2020-2021/ using the “Click Here” links next to the date: 01/14/2021.

USE OF RELAXED TELECONFERENCE PROCEDURES PER GOVERNOR'S COVID-19

EXECUTIVE ORDER: Notice of Teleconferencing Pursuant to Executive Order N-25-20 and Government Code section 54953: In order to mitigate possible impacts relating to the Coronavirus (COVID-19), the Board will conduct this meeting via teleconference or videoconference, with one or more board members participating from remote locations.

Members of the public wishing to observe the meeting or make public comments as authorized under Government Code section 54954.3 may do so at the following location: 4500 Hwy 166, New Cuyama, CA 93254, or via electronic participation by accessing the link provided as the beginning of the agenda. Voting at this meeting shall be by roll call.

**CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SPECIAL BOARD MEETING MINUTES
Thursday, January 21, 2021, 6:00 P.M.
CAFETERIA, CUYAMA ELEMENTARY SCHOOL
2300 Hwy 166, New Cuyama CA 93254
Join via Zoom at:**

<https://us04web.zoom.us/j/73464864694?>

Meeting ID: 734 6486 4694

Passcode: w3QSUj

- I. The special board meeting will be called to order by Board President, Heather Lomax at **6:00 P.M.**

ROLL CALL:

Heather Lomax **P** Whitney Goller **P** Marcela Medina **P**

Alfonso Gamino **P** Superintendent

FLAG SALUTE: Mr. Alfonso Gamino

II. PUBLIC FORUM:

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III. ACTION ITEM(S):

- a. Discussion Regarding Vacancies (2) on the Board of Trustees and Possible Action to Pursue Provisional Appointments. **Pg. 1-2**

Moved By: **Whitney Goller**

Seconded By: **Marcela Medina**

Roll Call Vote:

Whitney Goller. **Y** Heather Lomax **Y** Marcela Medina **Y**

Passed on a 3-0 vote

X. ADJOURNMENT:

Moved By: **Whitney Goller**

2nd By: **Marcela Medina**

Roll Call Vote:

Whitney Goller **Y** Heather Lomax **Y** Marcela Medina **Y**

Meeting adjourned at 6:12 p.m.

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Checks Dated 01/01/2021 through 01/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
01-637497	01/08/2021	Brown & Reich Petroleum, Inc.	01-4300		169.63
01-637498	01/08/2021	CDE- Cashier's Office	13-4710		216.60
01-637499	01/08/2021	COMPREHENSIVE DRUG TESTING, INC	01-5800		45.00
01-637500	01/08/2021	Dr. Vibul Tangpraphaphorn,md	01-5800		178.00
01-637501	01/08/2021	Frontier Communications	01-5910		301.72
01-637502	01/08/2021	Jordano's Food Service	13-4710		968.37
01-637503	01/08/2021	King Door Company	01-4300		4,657.00
01-637504	01/08/2021	Pacific Gas & Electric	01-5520		60.03
01-637505	01/08/2021	Productivity Plus Account	01-4300		394.52
01-637506	01/08/2021	Quill Corporation	01-4300		290.27
01-637507	01/08/2021	Santa Barbara County Ed Office	01-5800		7,400.00
01-637508	01/08/2021	Southern California Gas Co.	01-5520		3,913.96
01-637509	01/08/2021	T-Mobile	01-5900		3,120.00
01-638568	01/15/2021	American Business Machines	01-4300		8.00
01-638569	01/15/2021	Applied Technology Group, Inc.	01-5900		250.00
01-638570	01/15/2021	BENCHMARK AIR CONDITIONING	01-4300		32.35
01-638571	01/15/2021	Brown & Reich Petroleum, Inc.	01-4300	54.01	
			01-4380	180.67	234.68
01-638572	01/15/2021	Cal-Coast Machinery, Inc.	01-4300		330.35
01-638573	01/15/2021	CANON FINANCIAL SERVICES, INC.	01-5600		1,514.08
01-638574	01/15/2021	Cif Southern Section	01-5300		42.24
01-638575	01/15/2021	Cranes Waste Oil Inc.	01-4382		200.00
01-638576	01/15/2021	Cuyama Community Services Dist	01-5530		293.11
01-638577	01/15/2021	Fleetpride	01-4380		408.62
01-638578	01/15/2021	Kern Co. Supt Of Schools/Legal	01-5830		586.50
01-638579	01/15/2021	Marborg Disposal	01-5570		685.56
01-638580	01/15/2021	Old Cuyama Do It Best	01-4300		154.50
01-638581	01/15/2021	Pacific Gas & Electric	01-5520		39.83
01-638582	01/15/2021	Purchase Power	01-5600	149.73	
			01-5900	135.92	285.65
01-639091	01/22/2021	BACSCO	01-4300		621.57
01-639092	01/22/2021	CalPERS	01-5800		500.00
01-639093	01/22/2021	Frontier Communications	01-5910		289.00
01-639094	01/22/2021	IEC Power, LLC	01-5640		2,488.40
01-639095	01/22/2021	Jordano's Food Service	13-4710		640.69
01-639096	01/22/2021	LimottaIT	01-5800	125.00	
			01-5805	312.50	437.50
01-639097	01/22/2021	Midway Laboratory, Inc	01-5800		25.00
01-639098	01/22/2021	Moss, Levy & Hartheim LLP	01-5810		2,000.00
01-639099	01/22/2021	Western Exterminator Company	01-5800		259.00
01-639769	01/29/2021	Am-Tech Inspection Services	21-6200		1,980.00
01-639770	01/29/2021	Dr. Vibul Tangpraphaphorn,md	01-5800		44.00
01-639771	01/29/2021	Jordano's Food Service	13-4710		1,431.47
01-639772	01/29/2021	Self-Insured Schools of CA	01-3701		200.00
01-639773	01/29/2021	Verizon Business	01-5910		22.05

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.

ESCAPE ONLINE

Page 1 of 2

Checks Dated 01/01/2021 through 01/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
Total Number of Checks			42		37,719.25

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	37	32,482.12
13	Cafeteria Spec Rev Fund	4	3,257.13
21	Building Fund 1	1	1,980.00
Total Number of Checks		42	37,719.25
Less Unpaid Tax Liability			.00
Net (Check Amount)			37,719.25

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.

ESCAPE ONLINE

Page 2 of 2

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Feb 3
2021 11:48AM

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 01-637497, Dated 01/08/2021, Cleared (000203), PO# ,Batchld AP01082021

Direct Vendor Brown & Reich Petroleum, Inc. (002798/1)										
			215 South 6th Street							
			PO BOX 1076							
			Taft, CA 93268							
2020/21	10/27/20		FUEL	17562	01/05/21	Paid	Cleared	169.63		169.63
		2021	01-0000-0-0000-8100-4300-030-0000-0000			84.81				
		2021	01-0000-0-0000-8100-4300-070-0000-0000			84.82				

Check Amount for 01-637497

169.63

Check # 01-637498, Dated 01/08/2021, Cleared (000203), PO# ,Batchld AP01082021

Direct Vendor GDE- Cashier's Office (000842/1)										
			PO BOX 515006							
			Sacramento, CA 95851-5006							
2020/21	10/09/20		COMMODITIES	21SF-36268	01/05/21	Paid	Cleared	216.60		216.60
			ORDER #78697							
		2021	13-5310-0-0000-3700-4710-000-0000-0000							

Check Amount for 01-637498

216.60

Check # 01-637499, Dated 01/08/2021, Cleared (000203), PO# ,Batchld AP01082021

Direct Vendor COMPREHENSIVE DRUG TESTING, INC (000172/1)										
			230 COMMERCE, SUITE 100							
			IRVINE, CA 92602							
2020/21	08/31/20		EMPLOYEE 000008	48399	12/21/20	Paid	Cleared	45.00		45.00
		2021	01-0000-0-0000-3600-5800-000-0000-7230							

Check Amount for 01-637499

45.00

Check # 01-637500, Dated 01/08/2021, Cleared (000203), PO# ,Batchld AP01082021

Direct Vendor Dr. Vibul Tangpraphaphorn,md (002374/1)										
			109 Adkisson Way							
			Taft, CA 93268-0686							
2020/21	12/15/20		4 EMPLOYEE	201215	12/21/20	Paid	Cleared	178.00		178.00
			DRUG/ALCOHOL							
			TESTING							
		2021	01-0000-0-0000-3600-5800-000-0000-7230							

Check Amount for 01-637500

178.00

Check # 01-637501, Dated 01/08/2021, Cleared (000203), PO# PO21-00009,Batchld AP01082021

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2021, Ending Check/Advice Date = 1/31/2021, Page Break by Check/Advice? = N, Zero? = Y)

Generated for Gloria Morales-Lerena (43MORALESG), Feb 3 2021

043 - Cuyama Joint Unified School District

11:49AM

ESCAPE ONLINE

Page 1 of 14

Payment Register by Check

ReqPay05e

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 01-637501, Dated 01/08/2021, Cleared (000203), PO# PO21-00009, Batchld AP01082021

AP Vendor										
Frontier Communications (000033/1)										
PO BOX 740407										
Cincinnati, OH 45274-0407										
2020/21	12/13/20	R21-00013	Frontier comm.	201213-2293	01/06/21	Paid	Cleared	206.25		206.25
Fee 12/13/20-01/12/21										
1 661-7662293										
2021	01-0000-0-0000-2700-5910-070-0000-0000									
2020/21	12/13/20	R21-00012	Frontier Comm. Fee	201213-2642	01/06/21	Paid	Cleared	95.47		95.47
12/13/20-01/12/21										
661-766-8642										
2021	01-0000-0-0000-2700-5910-030-0000-0000									

Check Amount for 01-637501

301.72

Check # 01-637502, Dated 01/08/2021, Cleared (000203), PO# , Batchld AP01082021

Direct Vendor										
Jordano's Food Service (001095/1)										
550 South Patterson Ave.										
Santa Barbara, CA 93111										
2020/21	12/07/20		Lunch	6334393	01/06/21	Paid	Cleared	331.42		331.42
2021	13-5310-0-0000-3700-4710-000-0000-0000									
2020/21	12/07/20		christmas cookies	6334394	01/06/21	Paid	Cleared	40.91		40.91
2021	13-5310-0-0000-3700-4710-000-0000-0000									
2020/21	12/07/20		Breakfast	6334395	01/06/21	Paid	Cleared	596.04		596.04
2021	13-5310-0-0000-3700-4710-000-0000-0000									

Check Amount for 01-637502

968.37

Check # 01-637503, Dated 01/08/2021, Cleared (000203), PO# PO21-00015, Batchld AP01082021

AP Vendor										
King Door Company (002817/1)										
7450 District Boulevard										
Bakersfield, CA 93313										
F	2020/21	12/28/20	R21-00018	AG HIGH SCHOOL	110976	Paid	Cleared	992.00		992.00
SHOP DOOR										
REPAIR										
2021	01-0000-0-0000-8100-4300-070-0000-0000									
2020/21	12/28/20	R21-00018	BUS BARN SHOP	110977	01/06/21	Paid	Cleared	3,665.00		3,665.00
DOOR REPAIR										
2021	01-0000-0-0000-8100-4300-030-0000-0000									

Check Amount for 01-637503

4,657.00

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2021, Ending Check/Advice Date = 1/31/2021, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESGL), Feb 3 2021

11:49AM

ESCAPE

ONLINE

Page 2 of 14

Bank Account COUNTRY - County-AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-637504, Dated 01/08/2021, Cleared (000203), PO# PO21-00051, Batchld AP01082021										
AP Vendor										
Pacific Gas & Electric (000074/1)										
Box 997300										
Sacramento, CA 95899-7300										
2020/21	12/29/20	R21-00056	High School Electric Bill	201229-M1010260288	01/05/21	Paid	Cleared	60.03		60.03
			11/04/20-12/04/20							
	2021	01-0000-0-0000-8100-5520-070-0000-0000								
Check Amount for 01-637504 60.03										
Check # 01-637505, Dated 01/08/2021, Cleared (000203), PO# ,Batchld AP01082021										
Direct Vendor										
Productivity Plus Account (000070/1)										
PO BOX 78004										
Phoenix, AZ 85062-8004										
2020/21	12/15/20		Blades for high school mower	PC07282	01/06/21	Paid	Cleared	394.52		394.52
	2021	01-0000-0-0000-8100-4300-070-0000-0000								
Check Amount for 01-637505 394.52										
Check # 01-637506, Dated 01/08/2021, Cleared (000203), PO# ,Batchld AP01082021										
Direct Vendor										
Quill Corporation (000734/1)										
PO BOX 37600										
Philadelphia, PA 19101-0600										
2020/21	12/10/20		office supply	12948215	01/06/21	Paid	Cleared	22.62		22.62
	2021	01-0000-0-0000-2700-4300-000-0000-0000								
2020/21	12/10/20		office supply	12952607	01/06/21	Paid	Cleared	155.63		155.63
	2021	01-0000-0-0000-2700-4300-000-0000-0000								
2020/21	12/14/20		Office supply	12994859	01/06/21	Paid	Cleared	112.02		112.02
	2021	01-0000-0-0000-2700-4300-000-0000-0000								
Check Amount for 01-637506 290.27										
Check # 01-637507, Dated 01/08/2021, Cleared (000203), PO# PO21-00060, Batchld AP01082021										
AP Vendor										
Santa Barbara County Ed Office (002764/1)										
4400 Cathedral Oaks Road										
PO BOX 6307										
Santa Barbara, CA 93160-6307										
2020/21	12/21/20	R21-00064	TEACHER PD FOR DIST. LEARNING	93C21-00028	01/06/21	Paid	Cleared	7,400.00		7,400.00
			PYMNT 1 OF 2							

Selection

Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2021, Ending Check/Advice Date = 1/31/2021, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

ESCAPE

ONLINE

Page 3 of 14

Generated for Gloria Morales-Lerena (43MORALESG), Feb 3 2021 11:49AM

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2021, Ending Check/Advice Date = 1/31/2021, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Feb 3 2021 11:49AM

ESCAPE ONLINE

Page 3 of 14

ReqPay05e

Payment Register by Check

Bank Account COUNTY - County-AP									
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Expense Amount
Check # 01-637507, Dated 01/08/2021, Cleared (000203), PO# PO21-00060, Batchld AP01082021									
AP Vendor	Santa Barbara County Ed Office (002764/1) (continued)								
2020/21	12/21/20	R21-00064	TEACHER PD FOR DIST. LEARNING	93C21-00028 (continued)	01/06/21	Paid	Cleared	(continued)	
			PYMNT 1 OF 2						
	2021	01- 3215- 0- 0000- 2140- 5800- 000- 0000- SDEV				5,000.00			
	2021	01- 3220- 0- 0000- 2140- 5800- 000- 0000- SDEV				2,400.00			
						Check Amount for 01-637507		7,400.00	
Check # 01-637508, Dated 01/08/2021, Cleared (000203), PO# , Batchld AP01082021									
Direct Vendor	Southern California Gas Co. (000091/1)								
	PO BOX C								
	Monterey Park, CA 91756-5111								
2020/21	12/28/20		ES	201228-M12760450	01/05/21	Paid	Cleared	2,462.43	2,462.43
			11/20/2020-12/22/20						
			20						
2020/21	12/28/20		HS	201228-M12775093	01/05/21	Paid	Cleared	1,451.53	1,451.53
			11/20/2020-12/22/20						
			20						
2021	01- 0000- 0- 0000- 8100- 5520- 030- 0000- 0000								
						Check Amount for 01-637508		3,913.96	
Check # 01-637509, Dated 01/08/2021, Cleared (000203), PO# PO21-00045, Batchld AP01082021									
AP Vendor	T-Mobile (000171/1)								
	PO BOX 742596								
	Cincinnati, OH 45274-2596								
2020/21	12/21/20	R21-00050	Hotspots for students	2021221-970441282	01/05/21	Paid	Cleared	3,120.00	3,120.00
			11/21/2020-12/20/20						
			20						
2021	01- 3220- 0- 1110- 1000- 5900- 030- 0000- 0000					2,347.40			
2021	01- 3220- 0- 1110- 1000- 5900- 070- 0000- 0000					772.60			
						Check Amount for 01-637509		3,120.00	
Check # 01-638568, Dated 01/15/2021, Cleared (000204), PO# PO21-00028, Batchld AP01152021A									
AP Vendor	American Business Machines (000365/1)								
	PO BOX 2737								
	Bakersfield, CA 93303-2737								

Selection

Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2021, Ending

Check/Advice Date = 1/31/2021, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESG), Feb 3 2021 11:49AM

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Page 4 of 14

Payment Register by Check

28

Payment Register by Check

ReqPay05e

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 01-638572, Dated 01/15/2021, Cleared (000204), PO# ,Batchld AP01152021A

Direct Vendor Cal-Coast Machinery, Inc. (000989/1)

617 South Blosser Road

Santa Maria, CA 93458

2020/21	12/15/20		2 mower kits and	664310	01/12/21	Paid	Cleared	330.35		330.35
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mower blades for the

little mowers

2021 01-0000-0-0000-8100-4300-000-0000-0000

Check Amount for 01-638572 330.35

Check # 01-638573, Dated 01/15/2021, Cleared (000204), PO# PO21-00044, Batchld AP01152021A

AP Vendor

CANON FINANCIAL SERVICES, INC. (000155/1)

14904 Collections Center Drive

Chicago, IL 60693-0149

2020/21	01/10/21	R21-00048	COPIER LEASE	0111012021	01/12/21	Paid	Cleared	237.05		237.05
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12/01/20-12/31/20

2021 01-0000-0-0000-7200-5600-000-0000-0000

2021 01-0000-0-1110-1000-5600-030-0000-0000

2021 01-0000-0-1110-1000-5600-070-0000-0000

2021 01-0000-0-1110-1000-5600-070-0000-0000

2021 01-0000-0-1110-1000-5600-070-0000-0000

2021 01-0000-0-1110-1000-5600-070-0000-0000

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2021 01-0000-0-1110-1000-5600-070-0000-0000

2021 01-0000-0-1110-1000-5600-070-0000-0000

2021 01-0000-0-1110-1000-5600-070-0000-0000

2021 01-0000-0-1110-1000-5600-070-0000-0000

2021 01-0000-0-1110-1000-5600-070-0000-0000

2021 01-0000-0-1110-1000-5600-070-0000-0000

Check # 01-638574, Dated 01/15/2021, Printed (000204), PO# ,Batchld AP01152021A

Direct Vendor

Cif Southern Section (001321/1)

10932 Pine Street

Los Alamitos, CA 90720-2428

2020/21	01/11/21		CIF dues for 48	5680	01/12/21	Paid	Printed	42.24		42.24
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students

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

2021 01-0000-0-1137-4200-5300-070-0000-0000

Check # 01-638575, Dated 01/15/2021, Cleared (000204), PO# ,Batchld AP01152021A

Direct Vendor

Granes Waste Oil Inc. (001483/1)

15412 Hwy 178

Weldon, CA 93283

2020/21	12/17/20		1 drum waste oil filter	170794	01/12/21	Paid	Cleared	85.00		85.00
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Check/Advice Date = 1/31/2021, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Feb 3 2021

11:49AM

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymnt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-638575, Dated 01/15/2021, Cleared (000204), PO# ,Batchld AP01152021A										
Direct Vendor Cranes Waste Oil Inc. (001483/1) (continued)										
2020/21	12/17/20		1 drum waste oil filter	170794 (continued)	01/12/21	Paid	Cleared	(continued)		
	2021	01-0000-0-0000-3600-4382-000-0000-7230								
2020/21	12/17/20		waste oil	170859	01/12/21	Paid	Cleared	115.00		115.00
	2021	01-0000-0-0000-3600-4382-000-0000-7230								
Check # 01-638576, Dated 01/15/2021, Cleared (000204), PO# PO21-00018, Batchld AP01152021A										
AP Vendor Cuyama Community Services Dist (000206/1)										
PO BOX 368 New Cuyama, CA 93254										
2020/21	12/31/20	R21-00024	Water Service for High School	201231-100213A	01/12/21	Paid	Cleared	250.99		250.99
	2021	01-0000-0-0000-8100-5530-070-0000-0000								
2020/21	12/31/20	R21-00024	Water Service for High School	201231-100213B	01/12/21	Paid	Cleared	42.12		42.12
	2021	01-0000-0-0000-8100-5530-070-0000-0000								
Check # 01-638577, Dated 01/15/2021, Cleared (000204), PO# ,Batchld AP01152021A										
Direct Vendor Fleetpride (002588/1)										
PO BOX 847118 Dallas, TX 75284-7118										
2020/21	12/17/20		Bus battery	65187949	01/13/21	Paid	Cleared	408.62		408.62
	2021	01-0000-0-0000-3600-4380-000-0000-7230								
Check # 01-638578, Dated 01/15/2021, Cleared (000204), PO# ,Batchld AP01152021A										
Direct Vendor Kern Co. Supt Of Schools/Legal (000125/1)										
PO Box 2445 Bakersfield, CA 93303										
2020/21	11/18/20		Bargaining services for the period of 07/01/2020-09/30/20	101139	01/13/21	Paid	Cleared	586.50		586.50
	2021	01-0000-0-0000-7100-5830-000-0000-0000								

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043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Feb 3 2021

11:49AM

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Page 7 of 14

ReqPay05e

Payment Register by Check

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check Amount for 01-638578 586.50

Check # 01-638579, Dated 01/15/2021, Cleared (000204), PO# PO21-00022, Batchld AP01152021A

AP Vendor

Marborg Disposal (000715/1)

PO BOX 4127

Santa Barbara, CA 93140

2020/21	12/31/20	R21-00023	Trash Services HS Dec 2020	5101369	01/13/21	Paid	Cleared	228.52		228.52
			2021 01-0000-0-0000-8100-5570-000-0000-0000							
2020/21	12/31/20	R21-00023	Trash Services ES Dec 2020	5101370	01/13/21	Paid	Cleared	457.04		457.04
			2021 01-0000-0-0000-8100-5570-000-0000-0000							

Check Amount for 01-638579 685.56

Check # 01-638580, Dated 01/15/2021, Printed (000204), PO# ,Batchld AP01152021A

Direct Vendor

Old Cuyama Do It Best (000217/1)

3045 Hwy 166

Cuyama, CA 93254

2020/21	12/03/20		ES SHOP WATER LINE	B254042	01/11/21	Paid	Printed	30.76		30.76
			2021 01-0000-0-0000-8100-4300-030-0000-0000							
2020/21	12/03/20		ES SHOP WATER LINE	B254055	01/11/21	Paid	Printed	45.03		45.03
			2021 01-0000-0-0000-8100-4300-030-0000-0000							
2020/21	12/03/20		ES SHOP WATER LINE	B254101	01/11/21	Paid	Printed	16.16		16.16
			2021 01-0000-0-0000-8100-4300-030-0000-0000							
2020/21	12/04/20		JANITORIAL CART ES	B254162	01/11/21	Paid	Printed	25.86		25.86
			2021 01-0000-0-0000-8100-4300-030-0000-0000							
2020/21	12/15/20		ES SCHOOL	B254868	01/11/21	Paid	Printed	21.51		21.51
			2021 01-0000-0-0000-8100-4300-030-0000-0000							
2020/21	12/17/20		DISTRICT OFFICE	B254981	01/11/21	Paid	Printed	15.18		15.18
			2021 01-0000-0-0000-8100-4300-000-0000-0000							

Check Amount for 01-638580 154.50

Check # 01-638581, Dated 01/15/2021, Printed (000204), PO# ,Batchld AP01152021A

Selection

Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2021, Ending

Check/Advice Date = 1/31/2021, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Feb 3 2021

11:49AM

ESCAPE

ONLINE

Page 8 of 14

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 01-638581, Dated 01/15/2021, Printed (000204), PO# ,BatchId AP01152021A										
Direct Vendor Pacific Gas & Electric (000074/1)										
			Box 997300							
			Sacramento, CA 95899-7300							
2020/21	01/07/21		Elementary school	210107-M1005135716	01/13/21	Paid	Printed	13.54		13.54
			12/06/2020-01/06/20							
			21							
2021	01-0000-0-0000-8100-5520-030-0000-0000									
2020/21	01/07/21		Elementary School	210107-M1006733703	01/13/21	Paid	Printed	26.29		26.29
			12/01/2020-01/05/20							
			21							
2021	01-0000-0-0000-8100-5520-030-0000-0000									
Check # 01-638582, Dated 01/15/2021, Printed (000204), PO# ,BatchId AP01152021A										
Direct Vendor Purchase Power (000178/1)										
			PO Box 371874							
			Pittsburgh, PA 15250-7874							
2020/21	01/03/21		Equip mntl Dec-Mar	010321	01/13/21	Paid	Printed	285.65		285.65
			21 & postage refills							
2021	01-0000-0-0000-7200-5600-000-0000-0000					149.73				
2021	01-0000-0-0000-7200-5900-000-0000-0000					135.92				
Check Amount for 01-638581 39.83										
Check # 01-639091, Dated 01/22/2021, Printed (000205), PO# ,BatchId AP01222021										
Direct Vendor BACSCO (000100/1)										
			215 Sumner Street							
			Bakersfield, CA 93305							
2020/21	01/12/21		Thermostat for	3606068	01/20/21	Paid	Printed	621.57		621.57
			HS/ES							
2021	01-0000-0-0000-8100-4300-030-0000-0000					146.73				
2021	01-0000-0-0000-8100-4300-070-0000-0000					474.84				
Check Amount for 01-639091 621.57										
Check # 01-639092, Dated 01/22/2021, Printed (000205), PO# ,BatchId AP01222021										
Direct Vendor CALPERS (000181/1)										
			P. O. Box 942703							
			Sacramento,, CA 94229-2703							

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043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESG), Feb 3 2021

11:49AM

ESCAPE ONLINE

Page 9 of 14

ReqPay05e

Payment Register by Check

Bank Account COUNTRY - County-AP									
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Expense Amount
Check # 01-639092, Dated 01/22/2021, Printed (000205), PO# ,Batchld AP01222021									
Direct Vendor CalPERS (000181/1) (continued)									
2020/21	10/21/20		Social Security	100000016052218	01/20/21	Paid	Printed	500.00	500.00
			Section 218 Annual Fee						
	2021	01-0000-0-0000-7200-5800-000-0000-0000							
Check # 01-639093, Dated 01/22/2021, Printed (000205), PO# PO21-00009, Batchld AP01222021									
AP Vendor Frontier Communications (000033/1)									
			PO BOX 740407					500.00	
			Cincinnati, OH 45274-0407						
2020/21	01/13/21	R21-00013	Frontier comm. Fee	210113-2293	01/19/21	Paid	Printed	200.53	200.53
			01/13/2021-02/12/20						
		21							
	2021	01-0000-0-0000-2700-5910-070-0000-0000							
2020/21	01/13/21	R21-00012	Frontier Comm. Fee	210113-2642	01/19/21	Paid	Printed	88.47	88.47
			01/13/2021-02/12/20						
		21							
	2021	01-0000-0-0000-2700-5910-030-0000-0000							
Check # 01-639094, Dated 01/22/2021, Printed (000205), PO# PO21-00016, Batchld AP01222021									
AP Vendor IEC Power, LLC (002897/1)									
			P.O.Box 279200					289.00	
			Sacramento, CA 95827-9200						
2020/21	12/17/20	R21-00021	MAINTENANCE	CUYAMA-OM-INV78	01/20/21	Paid	Printed	1,244.20	1,244.20
			AGREEMENT						
			11/18/2020-12/17/20						
		20							
	2021	01-0000-0-0000-8100-5640-030-0000-SOLR				622.10			
	2021	01-0000-0-0000-8100-5640-070-0000-SOLR				622.10			
	2020/21	01/17/21	MAINTENANCE	CUYAMA-OM-INV79	01/19/21	Paid	Printed	1,244.20	1,244.20
			AGREEMENT						
			12/18/2020-01/17/20						
		21							
	2021	01-0000-0-0000-8100-5640-030-0000-SOLR				622.10			
	2021	01-0000-0-0000-8100-5640-070-0000-SOLR				622.10			
Check Amount for 01-639094 2,488.40									

Selection

Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2021, Ending

Check/Advice Date = 1/31/2021, Page Break by Check/Advice? = N, Zero? = Y)

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Page 10 of 14

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

Check # 01-639095, Dated 01/22/2021, Printed (000205), PO# ,Batchld AP01222021

Direct Vendor										
Jordano's Food Service (001095/1)										
550 South Patterson Ave.										
Santa Barbara, CA 93111										
2020/21	01/11/21		Lunch	6347655	01/20/21	Paid	Printed	209.82		209.82
	2021	13-5310-0-0000-	3700-4710-000-0000-0000							
2020/21	01/11/21		Breakfast	6347656	01/20/21	Paid	Printed	430.87		430.87
	2021	13-5310-0-0000-	3700-4710-000-0000-0000							

Check Amount for 01-639095 640.69

Check # 01-639096, Dated 01/22/2021, Printed (000205), PO# ,Batchld AP01222021

Direct Vendor										
LimottalIT (002779/1)										
320 Alisal Road										
Suite 101										
Solvang, CA 93463										
2020/21	01/19/21		Consulting Hours	44881	01/19/21	Paid	Printed	437.50		437.50
			12/15/2020-01/15/20							
			21							
	2021	01-0000-0-0000-	7100-5800-000-0000-0000			62.50				
	2021	01-0000-0-0000-	7200-5805-000-0000-0000			312.50				
	2021	01-3220-0-1110-	1000-5800-030-0000-0000			62.50				

Check Amount for 01-639096 437.50

Check # 01-639097, Dated 01/22/2021, Printed (000205), PO# PO21-00023,Batchld AP01222021

AP Vendor										
Midway Laboratory, Inc (002627/1)										
315 Main Street PO BOX 1151										
Taft, CA 93268										
2020/21	12/31/20	R21-00028	Monthly water testing	35312	01/19/21	Paid	Printed	25.00		25.00
			Fee Dec 2020							
	2021	01-0000-0-0000-	8100-5800-000-0000-0000							

Check Amount for 01-639097 25.00

Check # 01-639098, Dated 01/22/2021, Printed (000205), PO# ,Batchld AP01222021

Direct Vendor										
Moss, Levy & Hartheim LLP (000185/1)										
2400 Professional Parkway										
Suite 205										
Santa Maria, CA 93455										
2020/21	10/31/20		Auditors	24865	01/20/21	Paid	Printed	2,000.00		2,000.00
	2021	01-0000-0-0000-	7100-5810-000-0000-0000							

Selection

Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2021, Ending Check/Advice Date = 1/31/2021, Page Break by Check/Advice? = N, Zero? = Y)

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Page 11 of 14

Payment Register by Check

ReqPay05e

Bank Account COUNTY - County-AP

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

Check # 01-639099, Dated 01/22/2021, Printed (000205), PO# ,Batchld AP01222021

Direct Vendor
Western Exterminator Company (002800/1)
2360 Thompson Way, Suite L
Santa Maria, CA 93455

2020/21	10/31/20		Termite bailing service	201031-4753	01/20/21	Paid	Printed	259.00		259.00
2021	01-0035-0-0000-8100-5800-000-RENT-0000									

Check # 01-639769, Dated 01/29/2021, Printed (000206), PO# ,Batchld AP01292021

Direct Vendor
Am-Tech Inspection Services (000182/1)
3858 Allen Rd.
Bakersfield, CA 93314

2020/21	01/26/21		Inspection for electrical project at the high school	2608	01/26/21	Paid	Printed	1,980.00		1,980.00
2021	21-0000-0-0000-8500-6200-070-0000-HSEL									

Check # 01-639770, Dated 01/29/2021, Printed (000206), PO# ,Batchld AP01292021

Direct Vendor
Dr. Vibul Tangpraphaphorn,md (002374/1)
109 Adkisson Way
Taft, CA 93268-0686

2020/21	01/19/21		Employee testing	210119	01/25/21	Paid	Printed	44.00		44.00
2021	01-0000-0-0000-3600-5800-000-0000-7230									

Check # 01-639771, Dated 01/29/2021, Printed (000206), PO# ,Batchld AP01292021

Direct Vendor
Jordano's Food Service (001095/1)
550 South Patterson Ave.
Santa Barbara, CA 93111

2020/21	01/25/21		Lunches	6353331	01/26/21	Paid	Printed	784.60		784.60
2021	13-5310-0-0000-3700-4710-000-0000-0000									
2020/21	01/25/21		Breakfast	6353332	01/26/21	Paid	Printed	646.87		646.87
2021	13-5310-0-0000-3700-4710-000-0000-0000									

Check # 01-639772, Dated 01/29/2021, Printed (000206), PO# PO21-00050,Batchld AP01292021

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2021, Ending Check/Advice Date = 1/31/2021, Page Break by Check/Advice? = N, Zero? = Y)

Check Amount for 01-639771 1,431.47

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Page 12 of 14

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Bank Account COUNTY - County-AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymnt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount

Check # 01-639772, Dated 01/29/2021, Printed (000206), PO# PO21-00050, BatchId AP01292021

AP Vendor Self-Insured Schools of CA (002199/1)

PO BOX 1808

Bakersfield, CA 93303-1808

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2020/21	01/01/21	R21-00054	RETIREE INSURANCE REIMBS.	INV21-00004	01/26/21	Paid	Printed	100.00		100.00

2021 01-0000-0-1110-1000-3701-000-0000-REI M

July2020-Sept.2021

2020/21 01/02/21 R21-00054

RETIREE INSURANCE REIMBS.

INV21-00005

01/26/21

Paid

Printed

100.00

100.00

200.00

Check # 01-639773, Dated 01/29/2021, Printed (000206), PO# PO21-00017, BatchId AP01292021

AP Vendor Verizon Business (002132/1)

PO Box 15043

Albany, NY 12212-5043

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2020/21	01/10/21	R21-00022	Verizon Fax Monthly Fee	07085231	01/25/21	Paid	Printed	22.05		22.05

12/01/2020-12/31/20

20

2021 01-0000-0-0000-2700-5910-000-0000-0000

Check Amount for 01-639773

22.05

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	32,482.12	1,091,176.71	1,058,694.59
13	3,257.13	6,832.24	3,575.11
21	1,980.00	1,287,969.64	1,285,989.64
Total		37,719.25	

36

Selection

Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2021, Ending Check/Advice Date = 1/31/2021, Page Break by Check/Advice? = N, Zero? = Y)

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Page 13 of 14

Number of Payments	64
Number of Checks	42
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$37,719.25
Total Unpaid Sales Tax	\$.00
Total Expense Amount	\$37,719.25

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	9
\$100 - \$499	18
\$500 - \$999	6
\$1,000 - \$4,999	8
\$5,000 - \$9,999	1
\$10,000 - \$14,999	
\$15,000 - \$99,999	
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

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

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

Report Totals -

Payment Count

64

Check Count

42

ACH Count

0

vCard Count

0

Total Check/Advice Amount

37,719.25

Selection

Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 1/1/2021, Ending

Page 14 of 14

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**CUYAMA JOINT UNIFIED SCHOOL DISTRICT
COUNTY OF SANTA BARBARA
CUYAMA, CALIFORNIA**

**AUDIT REPORT
June 30, 2020**

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
TABLE OF CONTENTS
JUNE 30, 2020

FINANCIAL SECTION

Independent Auditors' Report	1
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position	3
Statement of Activities	4
Fund Financial Statements:	
Balance Sheet – Governmental Funds	6
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	7
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds	8
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities	9
Statement of Fiduciary Assets and Liabilities – Fiduciary Fund	10
Notes to Basic Financial Statements	11

REQUIRED SUPPLEMENTARY INFORMATION

Budgetary Comparison Schedule:	
General Fund	35
Schedule of Proportionate Share of Net Pension Liability	36
Schedule of Pension Contributions	38

SUPPLEMENTARY INFORMATION SECTION

Combining Fund Financial Statements and Individual Fund Schedules:	
Combining Statements – Nonmajor Governmental Funds:	
Combining Balance Sheet – Nonmajor Governmental Funds	41
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Funds	42
Combining Balance Sheet – Nonmajor Special Revenue Funds	43
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Special Revenue Funds	44
Individual Nonmajor Fund Budgetary Comparison Schedules:	
Cafeteria Fund	45
Deferred Maintenance Fund	46
Bond Interest and Redemption Fund	47
Special Reserve Fund	48
Organization	49
Schedule of Average Daily Attendance	50
Schedule of Instructional Time	51
Schedule of Financial Trends and Analysis	52
Schedule of Charter Schools	53
Reconciliation of Annual Financial and Budget Report with Audited Financial Statements	54
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	56
Independent Auditors' Report on State Compliance	58

FINDINGS AND RECOMMENDATIONS SECTION

Schedule of Audit Findings and Questioned Costs	61
Schedule of Prior Fiscal Year Audit Findings and Questioned Costs	70

FINANCIAL SECTION



Moss, Levy & Hartzheim LLP

Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

Board of Trustees
Cuyama Joint Unified School District
Cuyama, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Cuyama Joint Unified School District (the District) as of and for the fiscal year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the *2019-2020 Guide for Annual Audits of California K-12 Local Educational Agencies and State Compliance Reporting*, prescribed by Title 5, *California Code of Regulations*, Section 19810. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Qualified Opinion

The lack of certain internal control procedures and supporting records limits us from expressing an independent auditors' opinion on recorded transactions of the student body fiduciary fund.

Qualified Opinion

In our opinion, except for the possible effects of the matter discussed in the "Basis for Qualified Opinion" paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of fiduciary funds for the Cuyama Joint Unified School District as of June 30, 2020, in accordance with accounting principles generally accepted in the United States of America.

Opinions

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information other than the student body fiduciary funds of the Cuyama Joint Unified School District, as of June 30, 2020, and the respective changes in financial position where applicable thereof, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 16 to the basic financial statements in March 2020, the World Health Organization has declared COVID-19 to constitute a "Public Health Emergency of International Concern." Given the uncertainty of this situation, the duration of any financial impact cannot be reasonably estimated at this time. Our opinion is not modified to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require the budgetary information on page 35, the schedule of proportionate share of net pension liability on pages 36 and 37, and the schedule of pension contributions on pages 38 and 39, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the Cuyama Joint Unified School District's basic financial statements. The supplementary information listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information listed in the table of contents are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 4, 2021, on our consideration of the Cuyama Joint Unified School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Moss, King & Haugheim LLP

Santa Maria, California
February 4, 2021

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

STATEMENT OF NET POSITION

JUNE 30, 2020

Assets	Governmental Activities
Cash in county treasury	\$ 4,437,170
Cash in banks and on hand	3,318
Investments	5,001
Accounts receivable	169,708
Stores inventories	1,153
Land	108,526
Work in progress	1,139,368
Buildings and improvements	8,699,810
Equipment	2,831,878
Less accumulated depreciation	(6,161,308)
Total assets	11,234,624
Deferred Outflows of Resources	
Pensions	1,216,446
Total deferred outflows of resources	1,216,446
Liabilities	
Accounts payable	1,571,273
Unearned revenue	16,844
Interest payable	80,052
Long-term liabilities:	
Due within one year	
Bonds payable	25,000
Capital lease payable	95,084
Bond premium	16,638
Total due within one year	1,804,891
Due after one year:	
Bonds payable	3,925,000
Bond premium	436,141
Capital lease payable	1,059,878
Compensated absences payable	17,588
Net pension liability	3,300,025
Total due after one year	8,738,632
Total liabilities	10,543,523
Deferred Inflows of Resources	
Pensions	506,290
Total deferred inflows of resources	506,290
Net Position	
Net investment in capital assets	2,979,921
Restricted for:	
Debt service	322,361
Educational programs	8,096
Child nutrition	2,740
Unrestricted	(1,911,861)
Total net position	\$ 1,401,257

The accompanying notes are an integral part of this statement.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

STATEMENT OF ACTIVITIES

FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities:				
Instruction	\$ 1,774,556	\$ -	\$ 334,417	\$ -
Instruction supervision	11,535		6,839	
Instruction-related services:				
Instructional library, media, and technology	38,541			
School site administration	311,069		14,146	
Pupil services:				
Home to school transportation	203,167		10,181	
Food services	257,887	7,342	115,373	
All other pupil services	31,214		2,660	
General administration:				
Centralized data processing	26,075			
All other general administration	410,117	342	25,497	
Plant services	396,193		3,040	
Ancillary services	10,198		601	
Interest on long-term debt	194,801			
Other outgo	280,587			
Depreciation (unallocated)	260,427			
Total governmental activities	<u>\$ 4,206,367</u>	<u>\$ 7,684</u>	<u>\$ 512,754</u>	<u>\$ -</u>

General revenues:

Taxes and subventions:

Taxes levied for general services

Taxes levied for debt service

Federal and state aid not restricted to specific
purposes

Interest and investment earnings

Interagency revenues

Miscellaneous

Total general revenues

Change in net position

Net position, beginning of fiscal year

Prior period adjustment

Net position, beginning of fiscal year, restated

Net position, end of fiscal year

The accompanying notes are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position	
\$	(1,440,139)
	(4,696)
	(38,541)
	(296,923)
	(192,986)
	(135,172)
	(28,554)
	(26,075)
	(384,278)
	(393,153)
	(9,597)
	(194,801)
	(280,587)
	(260,427)
	<u>(3,685,929)</u>
	1,830,958
	106,247
	1,422,488
	103,035
	10,699
	547,607
	<u>4,021,034</u>
	<u>335,105</u>
	1,061,151
	5,001
	<u>1,066,152</u>
\$	<u><u>1,401,257</u></u>

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

BALANCE SHEET - GOVERNMENTAL FUNDS

JUNE 30, 2020

	General Fund	Building Fund	Other Governmental Funds	Total Governmental Funds
ASSETS:				
Cash in County Treasury	\$ 2,384,248	\$ 1,606,329	\$ 446,593	\$ 4,437,170
Cash on Hand and in Banks	3,318	-	-	3,318
Investments	5,001	-	-	5,001
Accounts Receivable	130,656	10,836	28,216	169,708
Due from Other Funds	15,033	-	-	15,033
Stores Inventories	-	-	1,153	1,153
Total Assets	<u>\$ 2,538,256</u>	<u>\$ 1,617,165</u>	<u>\$ 475,962</u>	<u>\$ 4,631,383</u>
LIABILITIES AND FUND BALANCES:				
Liabilities:				
Accounts Payable	\$ 1,404,064	\$ 150,556	\$ 16,653	\$ 1,571,273
Due to Other Funds	-	-	15,033	15,033
Unearned Revenue	16,844	-	-	16,844
Total Liabilities	<u>1,420,908</u>	<u>150,556</u>	<u>31,686</u>	<u>1,603,150</u>
Fund Balances:				
Nonspendable	-	-	1,153	1,153
Restricted	8,096	1,466,609	404,000	1,878,705
Assigned	-	-	39,123	39,123
Unassigned	1,109,252	-	-	1,109,252
Total Fund Balances	<u>1,117,348</u>	<u>1,466,609</u>	<u>444,276</u>	<u>3,028,233</u>
Total Liabilities and Fund Balances	<u>\$ 2,538,256</u>	<u>\$ 1,617,165</u>	<u>\$ 475,962</u>	<u>\$ 4,631,383</u>

The accompanying notes are an integral part of this statement.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET

TO THE STATEMENT OF NET POSITION

JUNE 30, 2020

Total fund balances - governmental funds	\$ 3,028,233
--	--------------

In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation.

Capital assets at historical cost	\$ 12,779,582	
Accumulated depreciation	<u>(6,161,308)</u>	
Net		6,618,274

Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

Bonds payable	\$ 3,950,000	
Unamortized bond premium	452,779	
Capital lease payable	1,154,962	
Compensated absences payable	17,588	
Net pension liability	<u>3,300,025</u>	(8,875,354)

Deferred outflows and inflows of resources relating to pensions: In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported.

Deferred inflows of resources relating to pensions	\$ (506,290)	
Deferred outflows of resources relating to pensions	<u>1,216,446</u>	710,156

In governmental funds, interest on long-term debt is recognized until the period in which it matures and is paid. In the government-wide statement of net position, it is recognized in the period that it is incurred. The additional liability for unmatured interest owing at the end of the period was:

(80,052)

Total net position - governmental activities	<u><u>\$ 1,401,257</u></u>
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The accompanying notes are an integral part of this statement.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2020

	General Fund	Building Fund	Other Governmental Funds	Total Governmental Funds
Revenues:				
LCFF Sources:				
State Apportionment or State Aid	\$ 1,671,974	\$ -	\$ -	\$ 1,671,974
Education Protection Account Funds	38,264	-	-	38,264
Local Sources	1,501,624	-	-	1,501,624
Federal Revenue	116,896	-	106,561	223,457
Other State Revenue	316,686	-	7,936	324,622
Other Local Revenue	616,593	36,653	128,285	781,531
Total Revenues	<u>4,262,037</u>	<u>36,653</u>	<u>242,782</u>	<u>4,541,472</u>
Expenditures:				
Current:				
Instruction	1,615,491	-	-	1,615,491
Instruction - Related Services	326,759	-	-	326,759
Pupil Services	215,217	-	221,357	436,574
Ancillary Services	9,518	-	-	9,518
General Administration	394,669	-	11,333	406,002
Plant Services	384,991	60,937	-	445,928
Other Outgo	280,587	-	-	280,587
Capital Outlay	-	1,084,817	71,852	1,156,669
Debt Service:				
Principal	93,671	-	-	93,671
Interest	18,225	-	190,554	208,779
Total Expenditures	<u>3,339,128</u>	<u>1,145,754</u>	<u>495,096</u>	<u>4,979,978</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>922,909</u>	<u>(1,109,101)</u>	<u>(252,314)</u>	<u>(438,506)</u>
Other Financing Sources (Uses):				
Transfers In	81,919	-	126,300	208,219
Transfers Out	(116,300)	-	(91,919)	(208,219)
Total Other Financing Sources (Uses)	<u>(34,381)</u>	<u>-</u>	<u>34,381</u>	<u>-</u>
Net Change in Fund Balances	<u>888,528</u>	<u>(1,109,101)</u>	<u>(217,933)</u>	<u>(438,506)</u>
Fund Balances, July 1	223,819	2,575,710	662,209	3,466,739
Prior Period Adjustment	5,001	-	-	5,001
Fund Balances, July 1-Restated	<u>228,820</u>	<u>2,575,710</u>	<u>662,209</u>	<u>3,471,740</u>
Fund Balances, June 30	<u>\$ 1,117,348</u>	<u>\$ 1,466,609</u>	<u>\$ 444,276</u>	<u>\$ 3,028,233</u>

The accompanying notes are an integral part of this statement.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Total net change in fund balances - governmental funds	\$ (438,506)
Capital assets are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which additions to capital assets of \$1,211,388 is more than depreciation expense \$(260,427) in the period.	950,961
In the statement of activities, compensated absences are measured by the amounts earned during the fiscal year. In governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially the amounts paid). This fiscal year, vacation earned was more than the amounts used by \$12,634.	(12,634)
In governmental funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and actual employer contributions was:	(272,366)
In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Payment of capital lease principal was \$93,671.	93,671
In governmental funds, if debt is issued at a premium, the premium is recognized as an Other Financing Source in the period it is incurred. In the government-wide statements, the premium is amortized over the life of the debt. Amortization of debt issue premium for the period is:	16,638
In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period that it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from the prior period was:	<u>(2,659)</u>
Change in net position - governmental activities	<u>\$ 335,105</u>

The accompanying notes are an integral part of this statement.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES
FIDUCIARY FUNDS
JUNE 30, 2020

	Agency Fund	Student Body Fund
ASSETS:		
Cash on Hand and in Banks	\$ 41,319	
Total Assets	<u>\$ 41,319</u>	
LIABILITIES:		
Due to Student Groups	\$ 41,319	
Total Liabilities	<u>\$ 41,319</u>	

The accompanying notes are an integral part of this statement.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Accounting Policies

The District accounts for its financial transactions in accordance with policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants.

B. Reporting Entity

The reporting entity is the Cuyama Joint Unified School District. There are no component units included in this report which meet the reporting entity definition criteria of GASB Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statement No. 39 and GASB Statement No. 61, and GASB Statement No. 80.

C. Basis of Presentation

Government-wide Financial Statements:

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the District.

The government-wide financial statements are prepared using the economic resources measurement focus. Government-wide financial statements differs from the manner in which governmental fund financial statements are prepared. Governmental fund financial statements, therefore, include a reconciliation, with brief explanations to better identify the relationship between the government-wide financial statements and the statements for the governmental funds.

The government-wide financial statement of activities presents a comparison between direct expenses and program revenues for each function or program of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The District does not allocate indirect expenses to functions in the statement of activities. Program revenues include charges paid by the recipients of goods or services offered by a program, as well as grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues of the District, with certain exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

Fund Financial Statements:

Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major governmental fund is presented in a separate column, and all non-major funds are aggregated into one column. Fiduciary funds are reported by fund type.

The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Fiduciary funds are reported using the economic resources measurement focus.

D. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Fiduciary funds also use the accrual basis of accounting.

Revenues – exchange and non-exchange transactions:

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On the modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, "available" means collectible within the current period or within one year after fiscal year end.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Basis of Accounting (Continued)

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the fiscal year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned revenue:

Unearned revenue arises when assets are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are recorded as unearned revenue.

Pensions:

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the defined benefit pension plans (the Plans) of the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the Plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Expenses/expenditures:

On the accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditure related to compensated absences and claims and judgments are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

E. Fund Accounting

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity or retained earnings, revenues, and expenditures or expenses, as appropriate. The District's resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The District's accounts are organized into major and fiduciary funds, as follows:

Major Governmental Funds:

The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

One fund currently defined as a special revenue fund in the California State Accounting Manual (CSAM) did not meet the GASB Statement No. 54 special revenue definition. The Special Reserve Fund is not substantially composed of restricted or committed revenue sources. While this fund is authorized by statute and will remain open for internal reporting purposes, this fund functions effectively as an extension of the General Fund, and accordingly has been combined with the General Fund for presentation in these audited financial statements.

The Building fund is used to account for acquisition of major capital facilities and buildings.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Fund Accounting (Continued)

Nonmajor Governmental Funds:

Special Revenue Funds are established to account for the proceeds from specific revenue sources (other than trusts, major capital projects, or debt service) that are restricted or committed to the financing of particular activities and that compose a substantial portion of the inflows of the fund. Additional resources that are restricted, committed, or assigned to the purpose of the fund may also be reported in the fund. The District maintains two nonmajor special revenue funds:

1. The Cafeteria Fund is used to account for revenue received and expenditures made to operate the District's cafeteria.
2. The Deferred Maintenance Fund is used for the purpose of major or replacement of the District's Property.

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, long-term debt principal, interest, and related costs. The District maintains one nonmajor debt service fund:

The Bond Interest and Redemption Fund is used to account for general obligation bond interest and redemption of bond principal.

Capital Projects Funds are set up by the District to account for special revenues that are to be used to build new facilities. The District maintains one nonmajor capital project fund.

The Special Reserve Fund is used to account for the construction and other special capital projects financed with funds transferred from the General Fund.

Fiduciary Funds:

Agency Funds are used to account for assets of others for which the District acts as an agent. The District maintains one agency fund for the student body accounts. The fund is used to account for the raising and expending of money to promote the general welfare, morale, and educational experience of the student body.

F. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. By State law, the District's governing board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements.

These budgets are revised by the District's governing board and District Superintendent during the fiscal year to give consideration to unanticipated income and expenditures.

Formal budgetary integration was employed as a management control device during the fiscal year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

G. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated at June 30.

H. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, as prescribed by the GASB and the American Institute of Certified Public Accountants, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**I. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Equity****1. Deposits and Investments**

Cash balances held in banks and in revolving funds are insured up to \$250,000 by the Federal Depository Insurance Corporation. All cash held by the financial institutions is fully insured or collateralized.

In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Santa Barbara County Treasury. The County pools these funds with those of other districts in the County and invests the cash. These pooled funds are carried at fair value. Interest earned is deposited quarterly into participating funds.

Any investment losses are proportionately shared by all funds in the pool.

The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq.. The funds maintained by the County are either secured by federal depository insurance or are collateralized.

Information regarding the amount of dollars invested in derivatives with the Santa Barbara County Treasury was not available.

2. Interfund Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as interfund receivables/payables.

3. Inventory and Prepaid Items

Inventory is recorded using the purchase method in that the cost is recorded as expenditure at the time individual inventory items are purchased. Inventory is valued at the lower cost (first-in, first out) or market and consists of expendable supplies held for consumption.

The District has the option of reporting expenditures in governmental funds for prepaid items either when purchased or during the benefiting period. The District has chosen to report the expenditure during the period purchased.

4. Capital Assets

Capital assets are those purchased or acquired with an original costs of \$5,000 or more and are reported at historical cost or estimated historical cost. Contributed capital assets are reported at fair value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of a capital asset are capitalized. The costs of normal maintenance and repairs that do not add to the value of the capital assets or materially extend the capital assets' lives are not capitalized, but are expensed as incurred. Depreciation on all capital assets is computed using the straight-line basis over the following estimated useful lives.

Asset Class	Examples	Estimated Useful Life in Years
Land		N/A
Site improvements	Paving, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting	20
School buildings		50
Portable classrooms		25
HVAC systems	Heating, ventilation, and air conditioning systems	20
Roofing		20
Electrical/plumbing		30
Sprinkler/fire system	Fire suppression system	25
Outdoor equipment	Playground, radio towers, fuel tanks, pumps	20
Machinery and tools	Shop and maintenance equipment, tools	15
Kitchen equipment	Appliances	15
Custodial equipment	Floor scrubbers, vacuums, other	15

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**I. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Equity (Continued)****4. Capital Assets (Continued)**

Science and engineering	Lab equipment, scientific apparatus	10
Furniture and accessories	Classroom and other furniture	20
Business machines	Fax, duplicating and printing equipment	10
Copiers		5
Communication equipment	Mobile, portable radios, non-computerized	10
Computer hardware	PCs, printers, network hardware	5
Computer software	Instructional, other short-term	5 to 10
Computer software	Administrative long-term	10 to 20
Audio visual equipment	Projectors, cameras (still and digital)	10
Athletic equipment	Gymnastics, football, weight machines, wrestling mats	10
Musical instruments	Pianos, strings, brass, percussion	10
Library books	Collections	5 to 7
Licensed vehicles	Buses, other on-road vehicles	8
Contractors equipment	Major off-road vehicles, front-end loaders, large tractors, mobile air compressor	10
Grounds equipment	Mowers, tractors, attachments	15

5. Unearned Revenue

Cash received for federal and state special projects and programs is recognized as revenue to the extent that qualified expenditures have been incurred. Unearned revenue is recorded to the extent cash received on specific projects and programs exceeds qualified expenditures.

6. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement No. 63, "Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position," and GASB Statement No. 65, "Items Previously Reported as Assets and Liabilities," the District recognizes deferred outflows and inflows of resources.

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. A deferred outflow of resources is defined as a consumption of net position by the government that is applicable to a future reporting period. The District has one item which qualifies for reporting in this category; refer to Note 7 for a detailed listing of the deferred outflows of resources the District has recognized.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by the District that is applicable to a future reporting period. The District has one item which qualifies for reporting in this category; refer to Note 7 for a detailed listing of the deferred inflows of revenues the District has recognized.

7. Compensated Absences

All vacation pay plus related payroll taxes is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Accumulated employee sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken since such benefits do not vest nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

I. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Equity (Continued)

8. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the Statement of Net Position.

9. Fund Balances

Fund balances of the governmental funds are classified as follows:

Nonspendable Fund Balance – represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid insurance) or legally required to remain intact (such as notes receivable or principal of a permanent fund).

Restricted Fund Balance – represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

Committed Fund Balance – represents amounts that can only be used for a specific purpose because of a formal action by the District's governing board. Committed amounts cannot be used for any other purpose unless the governing board removes those constraints by taking the same type of formal action. Committed fund balance amounts may be used for other purposes with appropriate due process by the governing board. Commitments are typically done through adoption and amendment of the budget. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation.

Assigned Fund Balance – represents amounts which the District intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. Intent may be stipulated by the governing board or by an official or body to which the governing board delegates the authority. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service, or permanent fund are assigned for purposes in accordance with the nature of their fund type or the fund's primary purpose. Assignments within the general fund convey that the intended use of those amounts is for a specific purpose that is narrower than the general purpose of the District.

Unassigned Fund Balance – represents amounts which are unconstrained in that they may be spent for any purpose. Only the general fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification because of overspending for specific purposes for which amounts had been restricted, committed or assigned.

When an expenditure is incurred for a purpose for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

10. Property Taxes

The County is responsible for assessing, collecting, and apportioning property taxes. Taxes are levied for each fiscal year on taxable real and personal property in the county. The levy is based on the assessed values of the preceding January 1, which is also the lien date. Property taxes on the secured roll are due on November 1 and February 1, and taxes become delinquent after December 10 and April 10, respectively. Property taxes on the unsecured roll are due on the lien date (January 1), and become delinquent if unpaid by August 31.

Secured property taxes are recorded as revenue when apportioned, in the fiscal year of the levy. The County apportions secured property tax revenue in accordance with the alternate method of distribution prescribed by Section 4705 of the California *Revenue and Taxation Code*. This alternate method provides for crediting each applicable fund with its total secured taxes upon completion of the secured tax roll – approximately on October 1 of each year.

The County Auditor reports the amount of the District's allocated property tax revenue to the California Department of Education. Property taxes are recorded as local LCFF sources by the District.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

I. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Equity (Continued)

11. Bond Premiums

In the government-wide financial statements, long-term obligations are reported as liabilities in the governmental activities statement of net position. Bond premiums are amortized over the life of the bonds using the straight-line method.

J. Future Accounting Pronouncements

GASB Statements listed below will be implemented in future financial statements:

Statement No. 84	"Fiduciary Activities"	The provisions of this statement are effective for fiscal years beginning after December 15, 2019.
Statement No. 87	"Leases"	The provisions of this statement are effective for fiscal years beginning after June 15, 2021.
Statement No. 89	"Accounting for Interest Cost Incurred before the End of a Construction Period"	The provisions of this statement are effective for fiscal years beginning after December 15, 2020.
Statement No. 90	"Majority Equity Interests-an Amendment of GASB Statements No. 14 and No. 61"	The provisions of this statement are effective for fiscal years beginning after December 15, 2019.
Statement No. 91	"Conduit Debt Obligations"	The provisions of this statement are effective for fiscal years beginning after December 15, 2021.
Statement No. 92	"Omnibus 2020"	The provisions of this statement are effective for fiscal years beginning after June 15, 2021.
Statement No. 93	"Replacement of Interbank Offered Rates"	The provision of this statement except for paragraphs 11b, 13, and 14 are effective for fiscal years beginning after June 15, 2020. Paragraph 11b is effective for fiscal years beginning after December 31, 2021. Paragraphs 13 and 14 are effective for fiscal years beginning after June 15, 2021.
Statement No. 94	"Public-Private and Public-Public Partnerships and Availability Payment Arrangements"	The provisions of this statement are effective for fiscal years beginning after June 15, 2022.
Statement No. 96	"Subscription-Based Information Technology Arrangements"	The provisions of this statement are effective for fiscal years beginning after June 15, 2022.
Statement No. 97	"Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans - an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32"	The provisions of this statement are effective for fiscal years beginning December 15, 2019.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2020

NOTE 2 - CASH AND INVESTMENTS

The District's cash and investments at June 30, 2020 consisted of the following:

Cash on hand and in banks	\$ 44,637
Cash and investments with the County Treasurer	4,437,170
Investments	5,001
Total cash and investments	<u>\$ 4,486,808</u>

Cash and investments are presented on the accompanying basic financial statements, as follows:

Cash in county treasury, statement of net position	\$ 4,437,170
Cash on hand and in banks, statement of net position	3,318
Cash on hand and in banks, statement of fiduciary assets and liabilities	41,319
Investments, statement of net position	5,001
Total cash and investments	<u>\$ 4,486,808</u>

The District categorizes its fair value measurements within the fair value hierarchy established by United States Generally Accepted Accounting Principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. These principles recognize a three-tiered fair value hierarchy. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District had investments in the Santa Barbara County Investment Pool and this external pool is measured under Level 2. Certificates of deposit are not required to be categorized.

Cash in County Treasury

In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Santa Barbara County Treasury as part of the common investment pool (\$4,437,170 as of June 30, 2020). The fair value of this pool as of that date, as provided by the plan sponsor, was \$4,437,170. The District is considered to be an involuntary participant in the external pool. Interest is deposited in the participating funds. The County is restricted by Government Code Section 53635, pursuant to Section 53601, to invest in time deposits, U.S. government securities, State registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements.

Cash on Hand and in Banks

Cash balance on hand and in banks (\$44,637), as of June 30, 2020, is insured up to \$250,000 by the Federal Depository Insurance Corporation. All cash held by the financial institution is fully insured or collateralized.

Investments Authorized by the District's Investment Policy

The District's investment policy only authorizes investment in the local government investment pool administered by the County of Santa Barbara. The District's investment policy does not contain any specific provisions intended to limit the District's exposure to interest rate risk, credit risk, and concentration of credit risk.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

Investment Type	Carrying Amount	Remaining Maturity (in Months)			
		12 Months Or Less	13-24 Months	25-60 Months	More than 60 Months
Santa Barbara County Investment Pool	\$ 4,437,170	\$ 4,437,170	\$ -	\$ -	\$ -
Certificate of Deposit	5,001	5,001			
Total	<u>\$ 4,442,171</u>	<u>\$ 4,442,171</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2020

NOTE 2 - CASH AND INVESTMENTS (Continued)Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally-recognized statistical rating organization. Presented on the following page is the minimum rating required by the California Government Code and the District's investment policy, and the actual rating as of fiscal year end for each investment type.

Investment Type	Minimum Carrying Amount	Exempt Legal Rating	From Disclosure	Rating as of Fiscal Year End		
				AAA	Aa	Not Rated
Santa Barbara County Investment Pool	\$4,437,170	N/A	\$ -	\$ -	\$ -	\$4,437,170
Certificate of deposit	5,001					5,001
Total	<u>\$4,442,171</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$4,442,171</u>

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represent 5% or more of total District investments.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

None of the District's deposits with financial institutions in excess of federal depository insurance limits were held in uncollateralized accounts.

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as the Santa Barbara County Investment Pool).

NOTE 3 - EXCESS OF EXPENDITURES OVER APPROPRIATIONS

Excess of expenditures over appropriations in individual funds are as follows:

	<u>Excess Expenditures</u>
Major Fund:	
Building Fund	
Capital outlay	\$ 194,686

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2020

NOTE 4 - RECEIVABLES

Receivables at June 30, 2020, consist of the following:

	General Fund	Building Fund	Other Governmental Funds
Federal Government:			
Federal programs	\$ 20,792	\$ -	\$ 25,463
State Government:			
Categorical aid programs	52,251		1,039
Lottery	9,767		
Local Sources:			
E-rate	27,866		
Rent	6,990		
Interest	7,973	5,533	1,349
Miscellaneous	5,017	5,303	365
	<u>\$ 130,656</u>	<u>\$ 10,836</u>	<u>\$ 28,216</u>

NOTE 5 - CAPITAL ASSETS AND DEPRECIATION

Capital assets activity for the fiscal year ended June 30, 2020, is shown below:

	Balance July 1, 2019	Additions	Deductions	Balance June 30, 2020
Capital assets, not being depreciated:				
Land	\$ 108,526	\$ -	\$ -	\$ 108,526
Work in progress	525,329	1,139,536	525,497	1,139,368
Total capital assets, not being depreciated	<u>\$ 633,855</u>	<u>\$1,139,536</u>	<u>\$ 525,497</u>	<u>\$ 1,247,894</u>
Capital assets, being depreciated:				
Buildings and improvements	\$ 8,124,047	\$ 575,763	\$ -	\$ 8,699,810
Equipment	2,831,292	21,586	21,000	2,831,878
Total capital assets, being depreciated	<u>10,955,339</u>	<u>597,349</u>	<u>21,000</u>	<u>11,531,688</u>
Less accumulated depreciation for:				
Buildings and improvements	(4,482,662)	(186,145)		(4,668,807)
Equipment	(1,439,219)	(74,282)	21,000	(1,492,501)
Total accumulated depreciation	<u>\$ (5,921,881)</u>	<u>\$ (260,427)</u>	<u>\$ 21,000</u>	<u>\$ (6,161,308)</u>
Total capital assets, being depreciated, net	<u>\$ 5,033,458</u>	<u>\$ 336,922</u>	<u>\$ -</u>	<u>\$ 5,370,380</u>
Governmental activities, capital assets, net	<u>\$ 5,667,313</u>	<u>\$ 1,476,458</u>	<u>\$ 525,497</u>	<u>\$ 6,618,274</u>

Depreciation expense was charged to governmental activities, as follows:

Governmental Activities:

Unallocated	<u>\$ 260,427</u>
Total depreciation expense	<u>\$ 260,427</u>

CUYAMA JOINT UNIFIED SCHOOL DISTRICT**NOTES TO BASIC FINANCIAL STATEMENTS**

JUNE 30, 2020

NOTE 6 - CAPITAL LEASE

On October 10, 2013, the District entered into a capital lease for a solar facility valued at \$1,589,060 with Public Property Financing Corporation of California. The lease qualifies under the 2013 QZAB program and the lease provides for title to pass under expiration of the lease period. Future minimum payments are as follows:

Fiscal Year Ended June 30,	Total
2021	\$ 111,896
2022	111,896
2023	111,896
2024	111,896
2025	111,896
2026-2030	559,478
2031-2032	139,867
Total minimum lease payments	\$ 1,258,825
Less amount representing interest	(103,863)
Present value of net minimum lease payments	\$ 1,154,962

NOTE 7 - PENSION PLANS**State Teachers' Retirement System (CalSTRS)****A. General Information about the Pension Plan**

Plan Descriptions - All qualified California full-time and part-time public school teachers from pre-kindergarten through community college and certain other employees of the public school system are eligible to participate in the CalSTRS Pension Plans, multiple-employer, cost-sharing defined benefit plans administered by the California State Teacher's Retirement System (CalSTRS). Benefit provisions under the Plans are established by the Teachers' Retirement Law (California Education Code Section 22000 et seq), as enacted and amended by the California Legislature. The benefit terms of the plans may be amended through legislation CalSTRS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalSTRS website.

Benefits Provided - The CALSTRS Defined Benefit Program has two benefit formulas:

CalSTRS 2% at 60: Members first hired on or before December 31, 2012, to perform services that could be creditable to CalSTRS

CalSTRS 2% at 62: Members first hired on or after January 1, 2013, to perform services that could be creditable to CalSTRS

The Defined Benefit Program provides retirement benefits based on members' final compensation, age and years of service credit. In addition, the retirement program provides benefits to members upon disability and to survivors/beneficiaries upon death of eligible members.

After earning five years of credited service, members become 100 percent vested in retirement benefits.

After five years of credited service, a member (prior to age 60 if under Coverage A, no age limit if under Coverage B, as defined in Education Code Sections 24001 and 24101, respectively) is eligible for disability benefits of up to 50.0 percent of final compensation plus 10.0 percent of final compensation for each eligible child, up to a maximum addition of 40.0 percent. The member must have a disability that will exceed a period of 12 or more months to qualify for benefit.

Any compensation for service in excess of one year in a school year due to overtime or working additional assignments is credited to the Defined Benefit Supplement Program so long as it is under the creditable compensation limit. Other compensation, such as allowances, bonuses, cash in-lieu of fringe benefits, limited-period compensation or compensation determined to have been paid to enhance a benefit, are not creditable to any CalSTRS benefit program.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2020

NOTE 7 - PENSION PLANS (Continued)**State Teachers' Retirement System (CalSTRS) (Continued)****A. General Information about the Pension Plan (Continued)**

The Plans' provisions and benefits in effect at June 30, 2020, are summarized as follows:

Hire Date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2.0% @ 60	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-63	55-65
Monthly benefits, as a % of eligible compensation	2.0% to 2.4%	2.00%
Required employee contribution rates	10.25%	10.205%
Required employer contribution rates	17.10%	17.10%
Required state contribution rates	10.328%	10.328%

Specific details for the retirement, disability or death benefit calculations for each of the pension plans are available in the CalSTRS Comprehensive Annual Financial Report (CAFR). The CalSTRS' CAFR is available online at <http://www.calstrs.com/comprehensive-annual-financial-report>.

Contributions - Required member, employer and state contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. Contribution rates are expressed as a level percentage of payroll using the entry age normal actuarial cost method.

On-Behalf Payments - The District was the recipient of on-behalf payments made by the State of California to CalSTRS for K-12 education. These payments consist of state general fund contributions to CalSTRS.

For the fiscal year ended June 30, 2020, the contributions recognized as part of pension expense were as follows:

Contribution – employer	\$ 219,257
Contribution – state	\$ 160,299

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions

At June 30, 2020, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of net pension liability, the related State support and the total portion of the net pension liability that was associated with the District were as follows:

District's proportionate share of the net pension liability	\$ 2,106,433
State's proportionate share of the net pension liability associated with the District	1,673,742
	<u>\$ 3,780,175</u>

The District's net pension liability is measured as the proportionate share of the net pension liability. The net pension liability is measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2019, the District's proportion was .0023%, which increased by .0004% from its proportion measured as of June 30, 2018.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 7 - PENSION PLANS (Continued)**State Teachers' Retirement System (CalSTRS) (Continued)****B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)**

For the fiscal year ended June 30, 2020, the District recognized pension expense of \$372,563. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 5,318	\$ 59,317
Changes of assumptions	266,383	
Net difference between projected and actual earnings on pension plan investments		81,121
Changes in proportion and differences between District contributions and proportionate share of contributions	473,536	254,700
District contributions subsequent to the measurement date	197,454	
Total	<u>\$ 942,691</u>	<u>\$ 395,138</u>

\$197,454 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Fiscal Year Ended June 30	Amount
2021	\$ 107,007
2022	\$ 50,757
2023	\$ 56,415
2024	\$ 77,333
2025	\$ 18,148
2026	\$ 40,439

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2020

NOTE 7 - PENSION PLANS (Continued)**State Teachers' Retirement System (CalSTRS) (Continued)****B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)**

Actuarial Assumptions - The total pension liabilities in the June 30, 2019 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Actuarial Cost Method	Entry age normal
Discount Rate	7.1%
Consumer Price Inflation	2.75%
Wage Growth	3.50%
Post-retirement Benefit Increases	2.00% simple for DB
	Not applicable for DBS/CBB

CalSTRS uses custom mortality tables to best fit the patterns of mortality among its members. In February 2017, the CalSTRS' retirement board changed the mortality assumptions based on the July 1, 2010 through June 30, 2015 Experience Analysis. The projection scale was set to 110% of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table, issued by the Society of Actuaries. For further details, see CalSTRS July 1, 2010 through June 30, 2015 Experience Analysis on the CalSTRS website.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best-estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant (Pension Consulting Alliance - PCA) as an input to the process. Based on the model from CalSTRS consulting actuary's (Milliman) investment practice, a best estimate range was determined by assuming the portfolio is re-balanced annually and that annual returns are normally distributed and independent from year to year to develop expected percentiles for the long-term distribution of annualized returns. The assumed asset allocation by PCA is based on board policy for target asset allocation in effect on February 2, 2012, the date the current experience study was approved by the board. Best estimates of 10-year geometric real rates of return and the assumed asset allocation for each major asset class used as input to develop the actuarial investment rate of return are summarized in the following table:

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term* Expected Real Rate of Return</u>
Global Equity	47 %	4.80 %
Private Equity	13 %	6.30 %
Real Estate	13 %	3.60 %
Inflation Sensitive	4 %	3.30 %
Fixed Income	12 %	1.30 %
Cash/Liquidity	2 %	-0.40 %
Absolute Return	9 %	1.80 %
	<u>100 %</u>	

*10-year geometric average

NOTE 7 - PENSION PLANS (Continued)

State Teachers' Retirement System (CalSTRS) (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

Discount Rate - The discount rate used to measure the total pension liability was 7.10 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates in accordance with the rate increases per AB 1469. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10 percent) and assuming that contributions, benefit payments, and administrative expense occur midyear. Based on those assumptions, the CalSTRS fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the District's proportionate share of the net pension liability, calculated using the discount rate, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

1% Decrease		6.10%
Net Pension Liability	\$	3,136,651
Current Discount Rate		7.10%
Net Pension Liability	\$	2,106,433
1% Increase		8.10%
Net Pension Liability	\$	1,252,184

Pension Plan Fiduciary Net Position - Detailed information about pension plan's fiduciary net position is available in the separately issued CalSTRS financial reports.

C. Payable to the Pension Plan

At June 30, 2020, the District had no amount outstanding for contributions to the pension plan required for the fiscal year ended June 30, 2020.

California Public Employees' Retirement System (CalPERS)

A. General Information About the Pension Plan

Plan Description - The Cuyama Joint Unified School District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. Plan membership consists of non-teaching and non-certificated employees of public schools (K-12), community college districts, offices of education, charter and private schools (elective) in the State of California. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS' annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, California 95814.

Benefits Provided - The CalPERS Defined Benefit Program has two benefit formulas:

CalPERS 2% at 55: Members first hired on or before December 31, 2012, to perform services that could be creditable to CalPERS

CalPERS 2% at 62: Members first hired on or after January 1, 2013, to perform services that could be creditable to CalPERS

The Defined Benefit Program provides retirement benefits based on members' final compensation, age, and years of service credit. In addition, the retirement program provides benefits to members upon disability and to survivors/beneficiaries upon the death of eligible members.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 7 - PENSION PLANS (Continued)

California Public Employees' Retirement System (CalPERS) (Continued)

A. General Information About the Pension Plan (Continued)

After earning five years of credited service, members become 100 percent vested in retirement benefits.

A family benefit is available if an active member dies and has at least one year of credited service.

Members' accumulated contributions are refundable with interest upon separation from CalPERS. The board determines the credited interest rate each fiscal year. For the fiscal year ended June 30, 2020, the rate of interest credited to members' accounts was 6 percent.

The member's benefit is reduced dollar for dollar, regardless of age, for the first 180 days after retirement if the member performs activities in the public schools that could be creditable to CalPERS, unless the governing body of the school district takes specified actions with respect to a member who is above normal retirement age.

The Plans' provisions and benefits in effect at June 30, 2020, are summarized as follows:

Hire Date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2.0% @ 50	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-63	52-67
Monthly benefits, as a % of eligible compensation	1.17% to 2.5%	1.00% to 2.5%
Required employee contributions rates	7%	7%
Required employer contribution rates	19.721%	19.721%

Specific details for retirement, disability or death benefit calculations for each of the pension plans are available in the CalPERS' Comprehensive Annual Financial Report (CAFR). The CalPERS' CAFR is available online at <https://www.calpers.ca.gov/page/forms-publications>.

Contributions - Section 20814 (c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employees be determined on an annual basis by the actuary and shall be effective on July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Local Government is required to contribute the difference between the actuarially determined rate of employees.

For the fiscal year ended June 30, 2020, the contributions recognized as part of pension expense were as follows:

Contribution - employer	\$ 143,404
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B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2020, the District's reported net pension liability for its proportionate shares of the net pension liability was \$1,193,592.

The District's net pension liability is measured as the proportionate share of the net pension liability. The net pension liability is measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2018 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2019, the District's proportion was .0041%, which decreased by .0005% from its proportion measured as of June 30, 2018.

NOTE 7 - PENSION PLANS (Continued)

California Public Employees' Retirement System (CalPERS) (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

For the fiscal year ended June 30, 2020, the District recognized pension expense of \$227,524. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 86,703	\$ -
Changes of assumptions	56,818	
Net difference between projected and actual earnings on pension plan investments		11,071
Changes in proportion and differences between District contributions and proportionate share of contributions	31,405	100,081
District contributions subsequent to the measurement date	<u>98,829</u>	
	<u>\$ 273,755</u>	<u>\$ 111,152</u>

\$98,829 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Fiscal Year Ended June 30</u>	<u>Amount</u>
2021	\$ 75,766
2022	\$ (5,804)
2023	\$ (9,327)
2023	\$ 3,139

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2020

NOTE 7 - PENSION PLANS (Continued)

California Public Employees' Retirement System (CalPERS) (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

Actuarial Assumptions – The total pension liabilities in the June 30, 2019 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Actuarial Cost Method	Entry age normal
Discount Rate	7.15%
Consumer Price Inflation	2.50%
Wage Growth	Varies
Post-retirement Benefit Increases	Up to 2.00% until purchasing power protection Allowance flows purchasing power applies, 2.50% thereafter

Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. To determine whether the municipal bond rate should be used in the calculation of the discount rate for public agency plans (including PERF B), CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing the plans, the tests revealed the assets would not run out. Therefore, the current 7.15 percent discount rate is appropriate and the use of municipal bond rate calculation is not deemed necessary. The long-term expected discount rate of 7.15 percent is applied to all plans in the Public Employees Retirement Fund, including PERF B. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS' website under the GASB No. 68 section.

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle that is scheduled to be completed February 2022. Any changes to the discount rate will require Board action and proper stockholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB No. 67 and No. 68 calculations through at least the 2021-22 fiscal years. CalPERS will continue to check the materiality of the difference in calculation until such time as we have changed our methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimated ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectation's as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

NOTE 7 - PENSION PLANS (Continued)

California Public Employees' Retirement System (CalPERS) (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates are net of administrative expenses.

Asset Class	New Strategic Allocation	Expected Real Rate of Return Years 1 - 10 (a)	Expected Real Rate of Return Years 11+(b)
Global Equity	50.0%	4.80%	5.98%
Global Fixed Income	28.0%	1.00%	2.62%
Inflation Sensitive	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Estate	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%
Total	100.0%		

(a) An expected inflation of 2.00% was used for this period

(b) An expected inflation of 2.92% was used for this period

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the District's proportionate share of the net pension liability, calculated using the discount rate, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

1% Decrease		6.15%
Net Pension Liability	\$	1,770,483
Current Discount Rate		7.15%
Net Pension Liability	\$	1,193,592
1% Increase		8.15%
Net Pension Liability	\$	756,498

Pension Plan Fiduciary Net Position - Detailed information about pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

C. Payable to the Pension Plan

At June 30, 2020, the District had \$21,162 outstanding for contributions to the pension plan required for the fiscal year ended June 30, 2020.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2020

NOTE 8 - BONDED DEBT

The outstanding general obligation bonded debt of the Cuyama Joint Unified School District at June 30, 2020, is:

Date Of Issue	Interest Rate	Maturity Date	Amount Of Original Issue	Outstanding July 1, 2019	Issued Current Year	Redeemed Current Year	Outstanding June 30, 2020
2016	2.0% - 5.0%	2046	\$ 2,000,000	\$ 1,950,000	\$ -	\$ -	\$ 1,950,000
2019	3.0% - 5.25%	2048	2,000,000	2,000,000			2,000,000
			<u>\$ 4,000,000</u>	<u>\$ 3,950,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,950,000</u>

The annual requirements to amortize the general obligation bonds payable outstanding as of June 30, 2019, are as follows:

Fiscal Year Ending June 30	Principal	Interest	Total
2020	\$ -	\$ 189,014	\$ 189,014
2021	25,000	191,750	216,750
2022	20,000	190,975	210,975
2023	30,000	189,975	219,975
2024		189,375	189,375
2025-2029		946,875	946,875
2030-2034	215,000	927,975	1,142,975
2035-2039	485,000	861,501	1,346,501
2040-2044	1,140,000	686,101	1,826,101
2045-2049	2,035,000	285,689	2,320,689
	<u>\$ 3,950,000</u>	<u>\$ 4,659,230</u>	<u>\$ 8,609,230</u>

NOTE 9 - LONG-TERM LIABILITIES -SCHEDULE OF CHANGES

A schedule of changes in long-term liabilities for the fiscal year ended June 30, 2020, is shown below:

	Balance July 1, 2019	Additions	Deletions	Balance June 30, 2020	Due Within One Year
Bond payable	\$ 3,950,000	\$ -	\$ -	\$ 3,950,000	\$ 25,000
Bond premium	469,417		16,638	452,779	16,638
Capital lease payable	1,248,633		93,671	1,154,962	95,084
Net pension liability	3,013,298	1,063,278	776,551	3,300,025	
Compensated absences payable	4,954	39,016	26,382	17,588	
	<u>\$ 8,686,302</u>	<u>\$ 1,102,294</u>	<u>\$ 913,242</u>	<u>\$ 8,875,354</u>	<u>\$ 136,722</u>

CUYAMA JOINT UNIFIED SCHOOL DISTRICT**NOTES TO BASIC FINANCIAL STATEMENTS**

JUNE 30, 2020

NOTE 10 - NET POSITION

The government-wide and fiduciary fund financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted, and unrestricted.

Net Investment in Capital Assets – This category groups all capital assets, including infrastructure, into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of these assets reduce the balance in this category.

Restricted Net Positions – This category presents external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents net position of the District, not restricted for any project or other purpose.

NOTE 11 - FUND BALANCES

Fund balances are composed of the following elements:

	General Fund	Building Fund	Other Governmental Funds	Total Governmental Funds
Nonspendable				
Stores inventory	\$ -	\$ -	\$ 1,153	\$ 1,153
Restricted				
Other federal	2,325			2,325
Lottery: instructional materials	317			317
Professional development block grant	694			694
SB 117 COVID-19 LEA response funds	1,077			1,077
Other state	3,683			3,683
Child nutrition			1,587	1,587
Capital projects		1,466,609		1,466,609
Debt service			402,413	402,413
Assigned				
Deferred maintenance projects			30,490	30,490
Capital projects			8,586	8,586
Child nutrition			47	47
Unassigned	1,109,252			1,109,252
Total	<u>\$ 1,117,348</u>	<u>\$ 1,466,609</u>	<u>\$ 444,276</u>	<u>\$ 3,028,233</u>

NOTE 12 - INTERFUND TRANSACTIONS

Interfund transactions are reported as either loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables, as appropriate, and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers among governmental funds are netted as part of the reconciliation to the government-wide financial statements.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 12 - INTERFUND TRANSACTIONS (Continued)

Due From/Due to Other Funds

Individual fund interfund receivable and payable balances at June 30, 2020, are as follows:

<u>Funds</u>	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
Major Fund:	\$ 15,033	\$ -
General Fund		
Nonmajor Fund:		15,033
Cafeteria Fund		
	<u>\$ 15,033</u>	<u>\$ 15,033</u>

Interfund Transfers

Interfund transfers consist of operating transfers from funds receiving revenue to funds through which the resources are to be expended.

Interfund transfers for the 2019-2020 fiscal year are as follows:

<u>Funds</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Major Fund:		
General Fund	\$ 81,919	\$ 116,300
Nonmajor Funds:		
Cafeteria Fund	126,300	
Special Reserve Fund		91,919
	<u>\$ 208,219</u>	<u>\$ 208,219</u>

NOTE 13 - JOINT VENTURES (Joint Powers Agreements)

The Cuyama Joint Unified School District participates in three joint ventures under joint powers agreements (JPA's): the Self-Insurance Program for Employees, the Self-Insured Schools of California II, and the Self-Insured Schools of California III. The relationship between the Cuyama Joint Unified School District and the JPA's are such that none of the JPAs are a component unit of the Cuyama Joint Unified School District for financial reporting purposes.

The JPAs are independently accountable for their fiscal matters. The insurance groups maintain their own accounting records. Budgets are not subject to any approval other than of the respective governing boards. Member districts share surpluses and deficits proportionately to their participation in the JPA.

Self-Insurance Program for Employees (S.I.P.E.)

S.I.P.E. was established to provide the services and other items necessary and appropriate for the development, operation and maintenance of a self-insurance system for workers' compensation claims against the public educational agencies who are members thereof. The participants consist of the Office of the County Superintendent of Schools, school districts, and a community college. Each participant may appoint one representative to the governing board. The governing board is responsible for establishing premium rates and making budgeting decisions.

NOTE 13 - JOINT VENTURES (Joint Powers Agreements) (Continued)

The Self-Insured School of California II (S.I.S.C. II)

S.I.S.C. II arranges for and provides property and liability insurance for its member school districts. The Cuyama Joint Unified School District pays a premium commensurate with the level of coverage requested.

The Self-Insured School of California III (S.I.S.C. III)

S.I.S.C. III arranges for and provides health and welfare insurance for its member school districts. The Cuyama Joint Unified School District pays a premium commensurate with the level of health and welfare insurance provided.

NOTE 14 - COMMITMENTS AND CONTINGENCIES

State and Federal Allowances, Awards, and Grants

The District has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursements will not be material.

NOTE 15 - PRIOR PERIOD ADJUSTMENT

An investment of \$5,001 was not recorded at June 30, 2019. The adjustment increases net position in the governmental activities and the general fund in the governmental funds financial statements.

	<u>Governmental Activities</u>	<u>General Fund</u>
Ending Net Position/Fund Balance per prior fiscal year audit	\$ 1,061,151	\$ 223,819
Restatement due to adjustment of investments	<u>5,001</u>	<u>5,001</u>
Net Position/Fund Balance restated July 1, 2018	<u>\$ 1,066,152</u>	<u>\$ 228,820</u>

NOTE 16 – SUBSEQUENT EVENTS

Subsequent to fiscal year-end, the District may be negatively impacted by the effects of the worldwide COVID-19 pandemic. The District is closely monitoring its operations, liquidity, and reserves and is actively working to minimize the current and future impact of this situation. As of the date of the issuance of these financial statements, the full impact to the District's financial position is not known.

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REQUIRED SUPPLEMENTARY INFORMATION SECTION

GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
LCFF Sources:				
State Apportionment or State Aid	\$ 1,989,161	\$ 1,940,620	\$ 1,671,974	\$ (268,646)
Education Protection Account Funds	419,956	38,650	38,264	(386)
Local Sources	294,478	1,522,405	1,501,624	(20,781)
Federal Revenue	89,453	125,905	116,896	(9,009)
Other State Revenue	202,638	283,099	316,686	33,587
Other Local Revenue	97,099	220,977	616,593	395,616
Total Revenues	<u>3,092,785</u>	<u>4,131,656</u>	<u>4,262,037</u>	<u>130,381</u>
Expenditures:				
Current:				
Certificated Salaries	1,220,917	1,195,324	1,185,208	10,116
Classified Salaries	559,030	472,201	456,255	15,946
Employee Benefits	769,202	780,890	773,554	7,336
Books And Supplies	176,114	144,415	120,635	23,780
Services And Other Operating Expenditures	441,004	464,387	422,326	42,061
Other Outgo	205,930	280,587	280,587	-
Direct Support/Indirect Costs	-	(11,333)	(11,333)	-
Capital Outlay	-	(2,827)	-	(2,827)
Debt Service:				
Principal	93,671	93,671	93,671	-
Interest	18,225	18,225	18,225	-
Total Expenditures	<u>3,484,093</u>	<u>3,435,540</u>	<u>3,339,128</u>	<u>96,412</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(391,308)</u>	<u>696,116</u>	<u>922,909</u>	<u>226,793</u>
Other Financing Sources (Uses):				
Transfers In	330,000	81,919	81,919	-
Transfers Out	(42,000)	(116,300)	(116,300)	-
Total Other Financing Sources (Uses)	<u>288,000</u>	<u>(34,381)</u>	<u>(34,381)</u>	<u>-</u>
Net Change in Fund Balance	<u>(103,308)</u>	<u>661,735</u>	<u>888,528</u>	<u>226,793</u>
Fund Balance, July 1	223,819	223,819	223,819	-
Prior Period Adjustment	-	-	5,001	5,001
Fund Balance, July 1-Restated	<u>223,819</u>	<u>223,819</u>	<u>228,820</u>	<u>5,001</u>
Fund Balance, June 30	<u>\$ 120,511</u>	<u>\$ 885,554</u>	<u>\$ 1,117,348</u>	<u>\$ 231,794</u>

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
 SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
 Last 10 Years*
 As of June 30, 2020

The following table provides required supplementary information regarding the District's CALPERS Pension Plan.

	2020	2019	2018
Proportion of the net pension liability	.0041 %	.0046 %	.0047 %
Proportionate share of the net pension liability	\$ 1,193,592	\$ 1,236,717	\$ 1,117,112
Covered payroll	\$ 773,954	\$ 615,176	\$ 637,018
Proportionate share of the net pension liability as percentage of covered payroll	154.22 %	201.03 %	175.37 %
Plan's total pension liability	\$ 97,300,991,939	\$ 91,459,283,785	\$ 84,871,025,628
Plan's fiduciary net position	\$ 68,156,740,617	\$ 64,796,135,561	\$ 60,998,386,333
Plan fiduciary net position as a percentage of the total pension liability	70.05 %	70.85 %	71.87 %
	2017	2016	2015
Proportion of the net pension liability	.0048 %	.0051 %	.0054 %
Proportionate share of the net pension liability	\$ 950,562	\$ 746,257	\$ 613,988
Covered payroll	\$ 577,412	\$ 568,142	\$ 559,421
Proportionate share of the net pension liability as percentage of covered payroll	164.62 %	131.35 %	109.75 %
Plan's total pension liability	\$ 75,663,026,434	\$ 71,651,164,353	\$ 68,292,799,349
Plan's fiduciary net position	\$ 55,912,964,588	\$ 56,911,065,643	\$ 56,940,364,500
Plan fiduciary net position as a percentage of the total pension liability	73.90 %	79.43 %	83.38 %

*- Fiscal year 2015 was the 1st year of implementation, therefore only six years are shown.

Note to Schedule:

Changes in Assumptions:

In 2018, the discount rate was lowered to 7.15%.

In 2019, inflation was changed from 2.75% to 2.50% and individual salary increases and overall payroll growth was reduced from 3.00% to 2.75%.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
Last 10 Years*
As of June 30, 2020

The following table provides required supplementary information regarding the District's CALSTRS Pension Plan.

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Proportion of the net pension liability	.0023 %	.0019 %	.0021 %
Proportionate share of the net pension liability	\$ 2,106,433	\$ 1,776,581	\$ 1,971,191
State's proportionate share of net position liability associated with the District	<u>1,673,742</u>	<u>1,134,691</u>	<u>1,368,592</u>
Total	<u>\$ 3,780,175</u>	<u>\$ 2,911,272</u>	<u>\$ 3,339,783</u>
Covered payroll	\$ 1,346,787	\$ 1,048,455	\$ 1,153,895
Proportionate share of the net pension liability as percentage of covered payroll	156.40 %	169.45 %	170.83 %
Plan's total pension liability	\$ 329,179,470,000	\$ 316,777,450,000	\$ 302,770,146,000
Plan's fiduciary net position	\$ 238,851,887,995	\$ 224,868,634,995	\$ 210,289,899,995
Plan fiduciary net position as a percentage of the total pension liability	72.56 %	70.99 %	69.46 %
	<u>2017</u>	<u>2016</u>	<u>2015</u>
Proportion of the net pension liability	.0024 %	.0025 %	.0020 %
Proportionate share of the net pension liability	\$ 1,932,577	\$ 1,668,371	\$ 1,127,052
State's proportionate share of net position liability associated with the District	<u>1,138,244</u>	<u>1,091,198</u>	<u>920,708</u>
Total	<u>\$ 3,070,821</u>	<u>\$ 2,759,569</u>	<u>\$ 2,047,760</u>
Covered payroll	\$ 1,183,793	\$ 1,136,869	\$ 1,056,097
Proportionate share of the net pension liability as percentage of covered payroll	163.25 %	146.75 %	106.72 %
Plan's total pension liability	\$ 269,994,690,000	\$ 259,146,240,000	\$ 248,910,844,000
Plan's fiduciary net position	\$ 189,113,486,995	\$ 191,822,335,995	\$ 190,474,016,000
Plan fiduciary net position as a percentage of the total pension liability	70.04 %	74.02 %	76.52 %

*- Fiscal year 2015 was the 1st year of implementation, therefore only six years are shown.

Note to Schedule:

Changes in Assumptions:

In 2018, the discount rate was lowered to 7.10%, the wage growth was increased to 3.50% and the inflation was lowered to 2.75%

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

SCHEDULE OF PENSION CONTRIBUTIONS

Last 10 Years*

As of June 30, 2020

The following table provides required supplementary information regarding the District's CALPERS Pension Plan.

	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 98,829	\$ 143,404	\$ 95,543	\$ 88,469	\$ 68,406	\$ 66,876
Contribution in relation to the actuarially determined contributions	98,829	143,404	95,543	88,469	68,406	66,876
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 501,136	\$ 773,954	\$ 615,176	\$ 637,018	\$ 577,412	\$ 568,142
Contributions as a percentage of covered payroll	19.721 %	18.529 %	15.531 %	13.888 %	11.847 %	11.771 %

Notes to Schedule

Valuation Date:

6/30/2014

Methods and assumptions used to determine contribution rates:

Actuarial cost method

Entry Age

Asset valuation method

5-year smoothed market

Amortization method

The unfunded actuarial accrued liability is amortized over an open 17 year period as a level percentage of payroll

Discount rate

7.75%

Price Inflation

3.25%

Amortization growth rate

3.75%

Salary increases

3.75% plus merit component based on employee classification and years of service

Mortality

Sex distinct RP-2000 Combined Mortality projected to 2010 using Scale AA with a 2 year setback for males and a 4 year setback for females

Valuation Date:

6/30/2015

Discount rate

7.65%

Valuation Date:

6/30/2017

Discount rate

7.375%

Price Inflation

2.75%

Amortization growth rate

2.88%

Valuation Date:

6/30/2018

Discount rate

7.15%

*- Fiscal year 2015 was the 1st year of implementation, therefore only six years are shown.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF PENSION CONTRIBUTIONS
Last 10 Years*
As of June 30, 2020

The following table provides required supplementary information regarding the District's CALSTRS Pension Plan

	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 197,454	\$ 219,257	\$ 151,292	\$ 145,160	\$ 127,021	\$ 100,954
Contribution in relation to the actuarially determined contributions	197,454	219,257	151,292	145,160	127,021	100,954
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 1,154,701	\$ 1,346,787	\$ 1,048,455	\$ 1,153,895	\$ 1,183,793	\$ 1,136,869
Contributions as a percentage of covered payroll	17.10 %	16.28 %	14.43 %	12.58 %	10.73 %	8.88 %

Notes to Schedule

Valuation Date:

6/30/2014

Methods and assumptions used to determine contribution rates:

Actuarial cost method

Entry Age

Asset valuation method

Excepted value with 33% adjustment to market value

Amortization method

The unfunded actuarial accrued liability is amortized over an open 30 year period as a level percentage of payroll

Discount rate

7.60%

Amortization growth rate

3.75%

Price Inflation

3.00%

Salary Increases

3.75%

Mortality

Sex distinct RP-2000 Combined Mortality projected to 2010 using Scale AA with a 2 year setback for males and a 4 year setback for females

Valuation Date:

6/30/2017

Discount rate

7.35%

Amortization growth rate

3.50%

Price Inflation

2.75%

Valuation Date:

6/30/2018

Discount rate

7.10%

*- Fiscal year 2015 was the 1st year of implementation, therefore only six years are shown.

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SUPPLEMENTARY INFORMATION SECTION

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

COMBINING BALANCE SHEET

NONMAJOR GOVERNMENTAL FUNDS

JUNE 30, 2020

	Special Revenue Funds	Debt Service Fund Bond Interest & Redemption Fund	Capital Projects Fund Special Reserve Fund	Total Nonmajor Governmental Funds
ASSETS:				
Cash in County Treasury	\$ 36,803	\$ 401,233	\$ 8,557	\$ 446,593
Accounts Receivable	27,007	1,180	29	28,216
Stores Inventories	1,153	-	-	1,153
Total Assets	\$ 64,963	\$ 402,413	\$ 8,586	\$ 475,962
LIABILITIES AND FUND BALANCES:				
Liabilities:				
Accounts Payable	\$ 16,653	\$ -	\$ -	\$ 16,653
Due to Other Funds	15,033	-	-	15,033
Total Liabilities	31,686	-	-	31,686
Fund Balances:				
Nonspendable	1,153	-	-	1,153
Restricted	1,587	402,413	-	404,000
Assigned	30,537	-	8,586	39,123
Total Fund Balances	33,277	402,413	8,586	444,276
Total Liabilities and Fund Balances	\$ 64,963	\$ 402,413	\$ 8,586	\$ 475,962

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Special Revenue Funds	Debt Service Fund Bond Interest & Redemption Fund	Capital Projects Fund Special Reserve Fund	Total Nonmajor Governmental Funds
Revenues:				
Federal Revenue	\$ 106,561	\$ -	\$ -	\$ 106,561
Other State Revenue	7,622	314	-	7,936
Other Local Revenue	15,648	111,055	1,582	128,285
Total Revenues	<u>129,831</u>	<u>111,369</u>	<u>1,582</u>	<u>242,782</u>
Expenditures:				
Current:				
Pupil Services	221,357	-	-	221,357
General Administration	11,333	-	-	11,333
Capital Outlay	71,852	-	-	71,852
Debt Service:				
Interest	-	190,554	-	190,554
Total Expenditures	<u>304,542</u>	<u>190,554</u>	<u>-</u>	<u>495,096</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(174,711)</u>	<u>(79,185)</u>	<u>1,582</u>	<u>(252,314)</u>
Other Financing Sources (Uses):				
Transfers In	126,300	-	-	126,300
Transfers Out	-	-	(91,919)	(91,919)
Total Other Financing Sources (Uses)	<u>126,300</u>	<u>-</u>	<u>(91,919)</u>	<u>34,381</u>
Net Change in Fund Balances	(48,411)	(79,185)	(90,337)	(217,933)
Fund Balances, July 1	81,688	481,598	98,923	662,209
Fund Balances, June 30	<u>\$ 33,277</u>	<u>\$ 402,413</u>	<u>\$ 8,586</u>	<u>\$ 444,276</u>

CUYAMA JOINT UNIFIED SCHOOL DISTRICT**COMBINING BALANCE SHEET****NONMAJOR SPECIAL REVENUE FUNDS**

JUNE 30, 2020

	Cafeteria Fund	Deferred Maintenance Fund	Total Nonmajor Special Revenue Funds
ASSETS:			
Cash in County Treasury	\$ 6,406	\$ 30,397	\$ 36,803
Accounts Receivable	26,914	93	27,007
Stores Inventories	1,153	-	1,153
Total Assets	<u>\$ 34,473</u>	<u>\$ 30,490</u>	<u>\$ 64,963</u>
LIABILITIES AND FUND BALANCES:			
Liabilities:			
Accounts Payable	\$ 16,653	\$ -	\$ 16,653
Due to Other Funds	15,033	-	15,033
Total Liabilities	<u>31,686</u>	<u>-</u>	<u>31,686</u>
Fund Balances:			
Nonspendable	1,153	-	1,153
Restricted	1,587	-	1,587
Assigned	47	30,490	30,537
Total Fund Balances	<u>2,787</u>	<u>30,490</u>	<u>33,277</u>
Total Liabilities and Fund Balances	<u>\$ 34,473</u>	<u>\$ 30,490</u>	<u>\$ 64,963</u>

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Cafeteria Fund	Deferred Maintenance Fund	Total Nonmajor Special Revenue Funds
Revenues:			
Federal Revenue	\$ 106,561	\$ -	\$ 106,561
Other State Revenue	7,622	-	7,622
Other Local Revenue	14,304	1,344	15,648
Total Revenues	<u>128,487</u>	<u>1,344</u>	<u>129,831</u>
Expenditures:			
Current:			
Pupil Services	221,357	-	221,357
General Administration	11,333	-	11,333
Capital Outlay	21,586	50,266	71,852
Total Expenditures	<u>254,276</u>	<u>50,266</u>	<u>304,542</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(125,789)</u>	<u>(48,922)</u>	<u>(174,711)</u>
Other Financing Sources (Uses):			
Transfers In	126,300	-	126,300
Total Other Financing Sources (Uses)	<u>126,300</u>	<u>-</u>	<u>126,300</u>
Net Change in Fund Balances	511	(48,922)	(48,411)
Fund Balances, July 1	2,276	79,412	81,688
Fund Balances, June 30	<u>\$ 2,787</u>	<u>\$ 30,490</u>	<u>\$ 33,277</u>

COTAMA JOINT UNIFIED SCHOOL DISTRICT
 CAFETERIA FUND
 SPECIAL REVENUE FUND
 BUDGETARY COMPARISON SCHEDULE
 FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Final Budget	Actual	Variance Positive (Negative)
Revenues:			
Federal Revenue	\$ 109,078	\$ 106,561	\$ (2,517)
Other State Revenue	7,695	7,622	(73)
Other Local Revenue	30,400	14,304	(16,096)
Total Revenues	<u>147,173</u>	<u>128,487</u>	<u>(18,686)</u>
Expenditures:			
Current:			
Classified Salaries	84,197	84,181	16
Employee Benefits	24,629	24,616	13
Books And Supplies	107,888	99,584	8,304
Services And Other Operating Expenditures	12,979	12,976	3
Direct Support/Indirect Costs	11,333	11,333	-
Capital Outlay	21,600	21,586	14
Total Expenditures	<u>262,626</u>	<u>254,276</u>	<u>8,350</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(115,453)</u>	<u>(125,789)</u>	<u>(10,336)</u>
Other Financing Sources (Uses):			
Transfers In	126,300	126,300	-
Total Other Financing Sources (Uses)	<u>126,300</u>	<u>126,300</u>	<u>-</u>
Net Change in Fund Balance	10,847	511	(10,336)
Fund Balance, July 1	2,276	2,276	-
Fund Balance, June 30	<u>\$ 13,123</u>	<u>\$ 2,787</u>	<u>\$ (10,336)</u>

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
DEFERRED MAINTENANCE FUND
SPECIAL REVENUE FUND
BUDGETARY COMPARISON SCHEDULE
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
Revenues:			
Other Local Revenue	\$ 2,000	\$ 1,344	\$ (656)
Total Revenues	<u>2,000</u>	<u>1,344</u>	<u>(656)</u>
Expenditures:			
Current:			
Services And Other Operating Expenditures	2,000	-	2,000
Capital Outlay	50,300	50,266	34
Total Expenditures	<u>52,300</u>	<u>50,266</u>	<u>2,034</u>
Net Change in Fund Balance	(50,300)	(48,922)	1,378
Fund Balance, July 1	79,412	79,412	-
Fund Balance, June 30	<u>\$ 29,112</u>	<u>\$ 30,490</u>	<u>\$ 1,378</u>

CUTAWAY JOINT UNIFIED SCHOOL DISTRICT

BOND INTEREST AND REDEMPTION FUND

DEBT SERVICE FUND

BUDGETARY COMPARISON SCHEDULE

FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Final Budget	Actual	Variance Positive (Negative)
Revenues:			
Other State Revenue	\$ 297	\$ 314	\$ 17
Other Local Revenue	132,905	111,055	(21,850)
Total Revenues	<u>133,202</u>	<u>111,369</u>	<u>(21,833)</u>
Expenditures:			
Debt Service:			
Interest	190,554	190,554	-
Total Expenditures	<u>190,554</u>	<u>190,554</u>	<u>-</u>
Net Change in Fund Balance	(57,352)	(79,185)	(21,833)
Fund Balance, July 1	481,598	481,598	-
Fund Balance, June 30	<u>\$ 424,246</u>	<u>\$ 402,413</u>	<u>\$ (21,833)</u>

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS
CAPITAL PROJECTS FUND
BUDGETARY COMPARISON SCHEDULE
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Final Budget	Actual	Variance Positive (Negative)
Revenues:			
Other Local Revenue	\$ 1,493	\$ 1,582	\$ 89
Total Revenues	<u>1,493</u>	<u>1,582</u>	<u>89</u>
Expenditures:			
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,493</u>	<u>1,582</u>	<u>89</u>
Other Financing Sources (Uses):			
Transfers Out	(91,919)	(91,919)	-
Total Other Financing Sources (Uses)	<u>(91,919)</u>	<u>(91,919)</u>	<u>-</u>
Net Change in Fund Balance	(90,426)	(90,337)	89
Fund Balance, July 1	98,923	98,923	-
Fund Balance, June 30	<u>\$ 8,497</u>	<u>\$ 8,586</u>	<u>\$ 89</u>

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
ORGANIZATION
JUNE 30, 2020

The Cuyama Joint Unified School District was established in the late 1800s. During the fiscal year under review, the District operated an elementary school, an alternative high school, and a comprehensive high school. The District's boundaries did not change during the fiscal year.

GOVERNING BOARD

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>
Heather Lomax	President	2022
Whitney Goller	Clerk	2022
Jose Valenzuela	Member	2020
Michael Mann	Member	2020
Trudi Callaway	Member	2020

ADMINISTRATION

Alfonso Gamino
Superintendent

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF AVERAGE DAILY ATTENDANCE
FOR THE FISCAL YEAR ENED JUNE 30, 2020

	<u>Second Period Report</u>	<u>Annual Report</u>
Elementary		
Kindergarten through three	52.74	52.74
Grades four through six	53.90	53.90
Grades seven and eight	<u>32.37</u>	<u>32.37</u>
Elementary totals	<u>139.01</u>	<u>139.01</u>
Secondary:		
Regular classes	<u>51.25</u>	<u>51.25</u>
Secondary totals	<u>51.25</u>	<u>51.25</u>
ADA totals	<u><u>190.26</u></u>	<u><u>190.26</u></u>

Average daily attendance is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

There were no findings which resulted in necessary revisions to attendance.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF INSTRUCTIONAL TIME
JUNE 30, 2020

<u>Grade Level</u>	<u>Ed. Code 46207 Minutes Requirements</u>	<u>2019-2020 Actual Minutes</u>	<u>Number of days Traditional Calendar</u>	<u>Status</u>
Kindergarten	36,000	54,930	180	In compliance
Grade 1	50,400	52,230	180	In compliance
Grade 2	50,400	52,230	180	In compliance
Grade 3	50,400	52,230	180	In compliance
Grade 4	54,000	55,710	180	In compliance
Grade 5	54,000	55,710	180	In compliance
Grade 6	54,000	55,770	180	In compliance
Grade 7	54,000	55,770	180	In compliance
Grade 8	54,000	55,770	180	In compliance
Grade 9	64,800	67,005	180	In compliance
Grade 10	64,800	67,005	180	In compliance
Grade 11	64,800	67,005	180	In compliance
Grade 12	64,800	67,005	180	In compliance

Districts must maintain their instructional minutes as defined in Education Code Section 46207.

The District has received incentive funding for increasing instructional time as provided by the Incentive for Longer Instructional Day. This schedule presents information on the amount of instruction time offered by the District and whether the District complied with the provisions of Education Code Sections 46200 through 46206. The District met or exceeded its targeted funding.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

General Fund (note 1)	(Budget) (note 3)			
	2021	2020	2019	2018
Revenues and other financial sources	\$ 3,416,565	\$ 4,343,887	\$ 4,085,606	\$ 3,307,097
Expenditures	3,419,735	3,339,128	4,352,542	3,402,357
Other uses and transfers out	80,483	477,590	40,385	
Total outgo	3,500,218	3,816,718	4,392,927	3,402,357
Prior period adjustment		5,001	(30,000)	
Change in fund balance	(83,653)	532,170	(337,321)	(95,260)
Ending fund balance	\$ 670,900	\$ 754,553	\$ 222,383	\$ 559,704
Available reserves (note 2)	\$ 662,794	\$ 1,109,252	\$ 190,482	\$ 450,450
Reserved for economic uncertainties	\$ 175,011	\$ 190,836	\$ 190,482	\$ -
Unassigned fund balance	\$ 487,783	\$ 918,416	\$ -	\$ 450,450
Unassigned fund balance				
Available reserves as a percentage of total outgo	18.94%	29.06% *	4.34%	13.24%
Total long-term liabilities	\$ 8,738,632	\$ 8,875,354	\$ 8,686,302	\$ 6,695,394
Average daily attendance at P-2	191	190	187	191

This schedule discloses the District's financial trends by displaying past fiscal years' data along with current fiscal year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

The General Fund balance has increased by \$194,849 over the past two fiscal years. The fiscal year 2020-21 budget projects a decrease of \$83,653 in fund balance. For a District this size, the State recommends available reserves of at least 4% of total general fund expenditures, transfers out, and other uses (total outgo).

The District has incurred an operating surplus in one of the past three fiscal years. The District anticipates an operating deficit in the 2020-21 fiscal year. Total long-term liabilities has increased by \$2,179,960 over the past two fiscal years.

Average daily attendance has decreased by 21 over the past two fiscal years. An increase of 1 ADA is anticipated during fiscal year 2020-21.

Notes:

- (1) General Fund amounts do not include activity related to the consolidation of the Special Reserve Fund as required by GASB Statement No. 54.
- (2) Available reserves consist of all unassigned fund balances and reserved for economic uncertainties contained within the General Fund.
- (3) Budget 2021 is included for analytical purposes only and has not been subjected to audit.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

SCHEDULE OF CHARTER SCHOOLS

JUNE 30, 2020

Charter School	Charter School Number	Inclusion in Financial Statements
California STEAM Santa Barbara	1837	Not Included
Uplift California Santa Barbara	1862	Not Included
California Connections Academy Central Coast	2031	Not Included

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET
REPORT WITH AUDITED FINANCIAL STATEMENTS
JUNE 30, 2020

	General Fund	Deferred Maintenance Fund	(Special Revenue) Special Reserve Fund
June 30, 2020, annual financial and budget report fund balances	\$ 704,102	\$ 30,490	\$ 362,795
Understatement of investments	5,001		
Understatement of accounts receivable	45,450		
June 30, 2020, audited financial statements fund balances	<u>\$ 754,553</u>	<u>\$ 30,490</u>	<u>\$ 362,795</u>

	Long-Term Liabilities
June 30, 2020, annual financial and budget report long-term liabilities	\$ 8,779,623
Understatement of compensated absences	12,634
Understatement of net pension liability	286,727
Overstatement of bond premium	(16,638)
Overstatement of capital lease payable	<u>(186,992)</u>
June 30, 2020, audited financial statements long-term liabilities	<u>\$ 8,875,354</u>

This schedule provides the information necessary to reconcile the fund balances of all funds and the total liabilities balance of the long-term liabilities as reported on the annual financial and budget report to the audited financial statements.

(Capital Projects) Special Reserve Fund	Cafeteria Fund	Building Fund	Bond Interest and Redemption Fund
\$ 8,586	\$ 2,787	\$ 1,466,609	\$ 402,413
<u>\$ 8,586</u>	<u>\$ 2,787</u>	<u>\$ 1,466,609</u>	<u>\$ 402,413</u>

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees
Cuyama Joint Unified School District
Cuyama, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Cuyama Joint Unified School District (the District), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 4, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2020-001 to 2020-010 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Cuyama Joint Unified School District's Response to Findings

Cuyama Joint Unified School District's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Cuyama Joint Unified School District's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Moss, Remy & Halgren LLP

Santa Maria, California
February 4, 2021

INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

Board of Trustees
 Cuyama Joint Unified School District
 Cuyama, California

Report on State Compliance

We have audited the Cuyama Joint Unified School District's compliance with the types of compliance requirements described in the *2019-2020 Guide for Annual Audits of California K-12 Local Educational Agencies and State Compliance Reporting*, prescribed by Title 5, *California Code of Regulations*, Section 19810 that could have a direct and material effect on each of Cuyama Joint Unified School District's state programs identified below for the fiscal year ended June 30, 2020.

Management's Responsibility for State Compliance

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Cuyama Joint Unified School District's state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the *2019-2020 Guide for Annual Audits of California K-12 Local Educational Agencies and State Compliance Reporting*, prescribed by Title 5, *California Code of Regulations*, Section 19810. Those standards and audit guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on the state programs noted below occurred. An audit includes examining, on a test basis, evidence about Cuyama Joint Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Cuyama Joint Unified School District's compliance with those requirements.

In connection with the audit referred to above, we selected and tested transactions and records to determine Cuyama Joint Unified School District's compliance with the state laws and regulations applicable to the following items:

<u>Compliance Requirements</u>	<u>Procedures in Audit Guide Performed</u>
LOCAL EDUCATION AGENCIES OTHER THAN CHARTER SCHOOLS:	
Attendance accounting:	
Attendance reporting	Yes
Teacher certification and misassignments	Yes
Kindergarten continuance	Yes
Independent study	Not applicable
Continuation education	Not applicable
Instructional Time	Yes
Instructional Materials	Yes
Ratios of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes
Early Retirement Incentive	Not applicable

Compliance Requirements

Procedures in Audit Guide Performed

GANN Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	Not applicable
Middle or Early College High Schools	Not applicable
K-3 Grade Span Adjustment	Yes
Transportation Maintenance of Effort	Yes
Apprenticeship, Related and Supplemental Instruction	Not applicable
Comprehensive School Safety Plan	Yes
District of Choice	Not applicable
SCHOOL DISTRICTS, COUNTY OFFICES OF EDUCATION, AND CHARTER SCHOOLS:	
California Clean Energy Jobs Act	Yes
After School Education and Safety Program:	
After School	Yes
Before School	Not applicable
General Requirements	Yes
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study - Course Based	Not applicable
CHARTER SCHOOLS:	
Attendance	Not applicable
Mode of Instruction	Not applicable
Nonclassroom-Based Instruction/Independent Study	Not applicable
Determination of Funding for Nonclassroom-Based Instruction	Not applicable
Annual Instruction Minutes – Classroom Based	Not applicable
Charter School Facility Grant Program	Not applicable

Opinion on State Compliance

In our opinion, the Cuyama Joint Unified School District complied, in all material respects, with the compliance requirements referred to above that are applicable to the statutory requirements listed in the schedule above for the fiscal year ended June 30, 2020.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance with the statutory requirements for programs noted above, which are required to be reported in accordance with 2018-2019 Guide for Annual Audits of California K-12 Local Education Agencies and State Compliance Reporting, prescribed by Title 5, California Code of Regulations, Section 19810 which is described in the accompanying Schedule of Findings and Questioned Costs as items 2020-011 through 2020-013. Our opinion is not modified with respect to this matter.

Cuyama Joint Unified School District's Response to Findings

Cuyama Joint Unified School District's response to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The College School District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion of all the effectiveness of the entity's internal control or on compliance outside of the items tested as noted above. This report is an integral part of an audit performed in accordance with 2019-2020 Guide for Annual Audits of California K-12 Local Education Agencies and State Compliance Reporting, prescribed by Title 5, California Code of Regulations, Section 19810 in considering the entity's compliance. Accordingly, this communication is not suitable for any other purpose.

Moss, Ken & Hargheim LLP

Santa Maria, California
February 4, 2021

The term "not applicable" is used above to mean either Cuyama Joint Unified School District did not offer the program during the current fiscal year or the program applies to a different type of local education agency.

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FINDINGS AND RECOMMENDATIONS

CUYAMA UNIFIED UNION SCHOOL DISTRICT
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

Section I – Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:

Modified

Internal control over financial reporting:

✓ Material weaknesses identified?

_____ Yes X No

Significant deficiencies identified not considered
to be material weaknesses?

X Yes _____ None reported

Noncompliance material to financial statements noted?

X Yes _____ No

State Awards

Any audit findings disclosed that are required to be
reported in accordance with Standards and Procedures
for Audits of California K-12 Local Education Agencies?

X Yes _____ No

Type of auditors' report issued on compliance
for state programs:

Modified

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

Section II – Financial Statements Findings

FINDING 2020-001
EMPLOYEE REIMBURSEMENTS
30000

Criteria:

All employee reimbursements should follow the District's Board approved policy including that all receipts/invoices should be retained on file to document the items purchased.

Condition:

During our examination of employee reimbursements, one reimbursement was missing a receipt.

Cause:

District oversight.

Repeat Finding:

No.

Effect:

Potential misappropriation of District funds.

Recommendation:

The District should ensure that all employee reimbursements have backup submitted prior to issuing the reimbursement to the employee. That backup documentation should then be filed with the reimbursement request.

District's Corrective Action Plan:

Before an employee is eligible for reimbursement the appropriate request form and receipt must be submitted. Appropriate and timely filing of back up will also be maintained.

FINDING 2020-002
CREDIT CARD
30000

Criteria:

All credit card statements should be paid on time to avoid unnecessary interest and late fee charges.

Condition:

During our testing of the credit card transactions, we noted several balances went unpaid for awhile where the balance was not paid on time which resulted in interest and late fee charges including some Cal-Card account purchases made in 2017-18 that were not paid until July 2019 after the credit card provider canceled the card for lack of payment.

Cause:

District oversight.

Repeat Finding:

No.

Effect:

Unnecessary use of District funds resulting from late fee charges and finance charges over the fiscal year.

Recommendation:

The District should either tighten up their system for paying credit cards so they can be paid on time or disband the use of credit cards.

District's Corrective Action Plan:

Finance charges including interest and late fees are not acceptable. This situation was compounded by personnel vacancies and lack of a proactive AP system as well as invoicing being sent electronically to individuals who were no longer employed with the district. It has been a process to resolve these issues, however, we feel the problem has since been corrected. CJUSD sometimes has a need to use a limited number of credit accounts for purchasing, especially to support maintenance when a PO is not accepted by a vendor. Any future credit use will be closely monitored and paid on time to avoid late charges. The Cal-Card account was actually cancelled by our organization during staff transition and not because of the remaining balance, it wasn't until we inquired about reinstating the account that current staff became aware of the balance from the previous year and resolved the issue. If a card account is reissued only the superintendent and business manager would be authorized so any purchase on the account would have to be approved by the business office in advance.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

FINDING 2020-003
CREDIT CARD
30000

Criteria:

Monthly credit card statements should be approved prior to payment and when an employee of the District uses the District credit card, a copy of the receipt, or related backup, should be kept in order to substantiate the validity of the purchase.

Condition:

All ten of the credit card statements selected in our test were missing approval signatures. Multiple transactions from the Credit Card statement paid on July 5, 2019 were missing receipts.

Cause:

District oversight and lack of appropriate internal controls over approvals for the use of the credit accounts.

Repeat Finding:

Yes, see Finding 2019-005.

Effect:

Potential for mistakes, fraudulent behavior, or misuse of District funds.

Recommendation:

The District should ensure that all statements should be reviewed and approved by staff prior to payment. The District should also ensure that someone other than the employee making the purchase is the person approving the statements. The District should retrain employees so that receipts are turned in each time a District credit card is used for a purchase.

District's Corrective Action Plan:

An administrator will review the credit card statements and approve the purchases/payment. Purchase requisitions are also being utilized for pre-approval. Review of accounting procedures will be incorporated into back to school training communications each year in the future.

FINDING 2020-004
ASSOCIATED STUDENT BODY
30000

Criteria:

For associated study body expenses, back-up should have proper approval signatures from both the ASB advisor and Principal, a check request form is required to be filled out and submitted, should have proper backup supporting the transactions, must be recalculated correctly, and should be able to be traced to the bank statement.

Condition:

In fourteen out of the twenty transactions selected, back-up did not have either the ASB advisor, Principal or both signatures present. Ten transactions had no check request attached (nine of which had no back-up at all). One check was improperly calculated. The District could not produce the October bank statement. Due to this, five out of the twenty selected checks could not be traced to the bank statements in order to verify that they matched with the cash disbursed.

Cause:

District oversight & clerical error in recalculating the amount

Repeat Finding:

Yes, see Finding 2019-003.

Effect:

Potential for mistakes, fraudulent behavior, or misuse of District funds.

Recommendation:

The District should review controls related to ASB disbursements, provide training to the District staff in charge of the ASB, and closely monitor progress in implementing these controls.

District's Corrective Action Plan:

ASB procedures will be reviewed with members and staff. Proper procedures will be followed in the future. ASB should also be alert to reconciling their transactions and report any errors to be corrected in a timely manner. The October bank statements may have been misfiled at the time of review, but the filing has since been corrected. Any ASB transactions will have the appropriate signatures of ASB advisor and/or certificated teacher, and the superintendent/principal.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

FINDING 2020-005
ASSOCIATED STUDENT BODY
30000

Criteria:

Internal control procedures must be followed when receiving money for Student Body Accounts. All deposits must have supporting documentation and must follow proper receipting procedures. Cash receipts for ASB events should be totaled and recalculated prior to deposit. Receipts for concessions sales should show a reconciliation for the quantities and prices of items sold.

Condition:

Two of the twenty receipts tested did not have any supporting documentation. During our audit, one of the deposits for concessions were miscalculated because the total number of coins collected were not included. Four of the twenty receipts were for concession sales. Of the four concessions receipts, three were missing reconciliations for the quantities and prices of items sold.

Cause:

Lack of training or knowledge of the ASB Accounting Manual or the California Education Code that governs ASB funds by the staff assigned to the ASB function & District oversight.

Repeat Finding:

Yes, see Finding 2019-004.

Effect:

Without any backup, student body funds are at an increased risk for misappropriation of assets.

Recommendation:

Prepare and retain documentation of cash received for all student body related activities and events. The District should enforce internal control procedures to ensure that the collection of ASB funds contain sufficient and appropriate supporting documentation to be able to substantiate the amount of monies collected. Monies received should be recalculated and reviewed to ensure the proper amount was collected. The District should prepare reconciliations for all concession events to ensure that the proper amount of money is collected for the items that are sold.

District's Corrective Action Plan:

ASB will receive training according to the guidelines of the ASB Accounting Manual and/or California Education Code. Concession, inventory, and receipt procedures will be followed in the future.

2020-006
CLEARING ACCOUNT
30000

Criteria:

When the District deposits funds into the clearing account, checks should be written soon after to clear the account and ensure the revenue gets recorded in the District's general ledger.

Condition:

During our examination of the clearing account, the District had a large balance still sitting in the clearing account since it had not been cleared to the County in a timely manner.

Cause:

District oversight.

Repeat Finding:

No.

Effect:

Understatement of revenues for the fiscal year and potential for misappropriation of assets.

Recommendation:

When funds are deposited into the clearing account, checks to the District's County back account should be written in a timely matter, so the revenue gets recorded in the District's financial system.

District's Corrective Action Plan:

The balance has since been cleared to the County in July 2020. A deposit routine has been put into place to regularly send receipts to the county office two times per month and to utilize the county truck mail service to facilitate the deposits. Future use of the clearing account will be limited and cleared on a timely basis.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

2020-007
CASH & INVESTMENTS
30000

Criteria:

All cash and investment accounts should be recorded and reconciled by the District.

Condition:

During the confirmation process, the public fund CD was found to have not been recorded or reconciled in the Districts accounting system.

Cause:

District oversight.

Repeat Finding:

No.

Effect:

A prior period adjustment was recorded in order to reconcile and report the account's balance.

Recommendation:

The District should ensure that all cash and investment accounts are recorded in the accounting system and are reconciled throughout the year.

District's Corrective Action Plan:

The accounts are currently reconciled monthly upon receipt of the statements.

2020-008
ACCOUNTS RECEIVABLE
30000

Criteria:

Revenue from the current fiscal year that had not been received by the end of the fiscal year should be accrued at the end of the fiscal year.

Condition:

During our test of receipts subsequent to year-end, one receipt from the 2019-20 fiscal year was not properly accrued as accounts receivable and thus the revenue was not recorded until the 2020-21 fiscal year.

Cause:

District oversight.

Repeat Finding:

No.

Effect:

Understatement of revenues in the fiscal year ended June 30, 2020.

Recommendation:

The District should examine receipts after year-end and check the period the service, grant or reimbursement was for in order to ensure the receipts are all recorded as revenue in the proper fiscal year.

District's Corrective Action Plan:

Revenue from the current fiscal year will be accrued at the end of the fiscal year as accounts receivable.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

FINDING 2020-009

PAYROLL
30000

Criteria:

All employees should be compensated based on their position, step and range, and board approved salary schedule. Compensation should include all compensation as agreed upon on the Memorandum of Understanding between the representative groups and the School District. All employees should have some kind of personnel action forms or contracts that should be signed and approved by the District Superintendent to acknowledge proper approval and authorization of positions and their specific pay rates.

Condition:

The District did not create personnel action forms or any kind of signed agreements with its classified employees for the 2019-20 fiscal year.

Cause:

Lack of controls over documentation on classified employee salaries and wages.

Repeat Finding:

No.

Effect:

Unable to verify that classified employees received the correct payment for their time worked for their position.

Recommendation:

The District should ensure that all employees are compensated based on the employee's position, approved step and range, and board approved salary schedule or any other approved agreement including stipends. The personnel action form or agreement should be signed by a District designated representative such as the Superintendent and by the employee, and then it should be filed with the employee's personnel record.

District's Corrective Action Plan:

It is estimated that this oversight was due to staffing shortage/vacancy. Personnel action forms or contracts will be issued and signed by employee and superintendent each year in the future.

FINDING 2020-010

PAYROLL
30000

Criteria:

Hourly employees should be paid according to the hours submitted on their timecard.

Condition:

Out of twenty-five employee payments tested, five had no timecards on file to substantiate their hours worked, one employee was underpaid because they were improperly deducting a fifteen-minute break from their time, two where prep-period buy back hours paid were more than the hours reported on the time card, and two instances where employee leave hours used per the time card did not match with the hours reported in the payroll register and in their leave accrual schedule.

Effect:

Several employees appeared to be either under or over-paid by up to a few hours and others had the potential for incorrect payment and thus incorrect salary and wage expense reported in the general ledger.

Cause:

Lack of necessary controls over the payroll system and training on proper procedures.

Repeat Finding:

No.

FINDING 2020-010 (Continued)

Recommendation:

All employees who receive hourly compensation or compensation for additional hours worked must submit accurate timecards. Employees should be trained on proper procedures for reporting their hours worked. An internal control system must be established and implemented by management to ensure all timecards are submitted and reviewed and approved by designated personnel. Approved timecards must be matched to the payroll register for each payroll run before the run is authorized to ensure hours paid and leave used matches exactly with the approved timecards. Then the timecards must be properly filed and retained.

District's Corrective Action Plan:

The current procedure in place is "even" pay. The employees' annual pay is divided evenly according to their assignment and calendar. Any additional hours that might be outside of the assignment would be added or docked if working less than assigned hours. The timecard procedures need to be corrected to prevent future errors. All the leaves were in process of being updated so that the district accounting system matches the Excel workbook used to log and keep track of employees' leave balances. The leave balances in the district accounting system have been resolved.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

Section III – State Award Findings and Questioned Costs

FINDING 2020-011
INSTRUCTIONAL MATERIALS
70000

Criteria:

In accordance with Education Code Section 60119, the governing board must; hold a public hearing or hearings at which the governing board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and shall make a determination, through a resolution, as to whether each pupil in each school in the district has sufficient textbooks or instructional materials before the end of the eighth week from the first day pupils attend school for that year.

Condition:

In testing the compliance with the Education Code, we noted that no resolution was passed by the Board.

Effect:

The District is not in compliance with instructional materials.

Cause:

District oversight.

Repeat Finding:

No.

Questioned Costs:

\$0

Recommendation:

In the future, the District should adhere to Education Code 60119 and comply with all applicable procedures

District's Corrective Action Plan:

This was an oversight in 2019-2020. This resolution was taken to the board on 9/10/2020 for the 2020-2021 school year and approved. In the future, the district intends to take the resolution to the board each year in accordance with Education Code Section 60119.

FINDING 2020-012
ASES
40000

Criteria:

Attendance documentation supporting the reported numbers of students served for the ASES Program should be maintained by the school district in accordance with California Education Code § 8482-8484.6.

Condition:

In testing the supporting schedules for the ASES attendance for one month of the 1st half of the school year, we noted 290 instances where the student was marked present yet the sign-in/out log was missing either a signed in or sign out or both and 1 instance where a student was marked absent yet they were properly signed in and out.

Effect:

1st Half attendance is overstated by 289 students.

Cause:

District oversight.

Repeat Finding:

No.

Questioned Costs:

\$0

Recommendation:

The District should implement controls to properly record attendance and ensure that all students are properly signed in and out daily and ensure ASES staff are properly trained on this requirement.

District's Corrective Action Plan:

ASES staff will receive regular/annual training on attendance monitoring and recording procedures to prevent misreporting data in the future.

FINDING 2020-013

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

RATIO OF ADMINISTRATIVE EMPLOYEES TO TEACHERS
40000

Criteria:

In accordance with Education Code Section 41402, a unified school district should have a maximum ratio of 8 administrative employees to 100 teachers.

Condition:

In testing the compliance with the Education Code, it was noted the District was 1 administrative employee over the maximum allowed ratio.

Effect:

The District is not in compliance with Education Code.

Cause:

District oversight.

Repeat Finding:

No.

Questioned Costs:

\$61,275.

Recommendation:

The District should adhere to Education Code and comply with the requirements.

District's Corrective Action Plan:

The district has adjusted the administrative employees by combining the principal and superintendent positions and reduced to one administrative employee effective 7-1-2020. A waiver is expected to be filed for the 2019-2020 school year.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

Section II – Financial Statements Findings

FINDING 2019-001
CASH RECEIPTS
30000

Criteria:

When the District receives funds from outside sources for services rendered, backup documentation should be kept so that the amount received can be recalculated.

Condition:

The District failed to have supporting documentation for two of the ten cash receipts we chose in our sample.

Cause:

District oversight.

Effect:

Potential under or over billing of outside sources for services rendered.

Recommendation:

The CBO should keep documentation for all checks received to ensure that the correct amounts are paid to the District.

District's Corrective Action Plan:

Backup documentation will be kept on file so that the amount received can be recalculated. The District is working with the Santa Barbara County Office of Education to put structures, procedures, and protocols in place.

Current Status:

Implemented.

FINDING 2019-002
CASH DEPOSITS
30000

Criteria:

When the District receives checks or cash as payments, deposits should be made in a timely manner.

Condition:

The District did not deposit funds within two weeks of being received on numerous occasions which is recommended best practice.

Cause:

District oversight.

Effect:

Potential loss of District funds if funds are misplaced, and potential for the recording of revenue in the wrong period.

Recommendation:

District staff should make deposits more often and deposit funds received in a more timely manner.

District's Corrective Action Plan:

Deposits are now made in a timely manner. Due to the remoteness of School District, the School District has worked out plans to make deposits no less than every two weeks, to both the state treasury and the Taft accounts.

Current Status:

Implemented

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

FINDING 2019-003
ASSOCIATED STUDENT BODY
30000

Criteria:

For associated study body expenses, the principal of the school site should be signing off on each invoice as approved. Each check written from the ASB should also be signed by multiple authorized signers.

Condition:

In four out of ten instances tested, the principal did not sign off on the invoice. In five out of ten instances tested, there was only one signature on a check.

Cause:

District oversight.

Effect:

Potential misappropriation of ASB funds.

Recommendation:

The District should review controls related to ASB, provide training to the District staff in charge of the ASB, and closely monitor progress in implementing these controls.

District's Corrective Action Plan:

The Principal of the school site now approves each invoice as presented. Every check written from the ASB account are signed by two signatures – the principal and superintendent.

Current Status:

Not implemented, See Finding 2020-004.

FINDING 2019-004
ASSOCIATED STUDENT BODY
30000

Criteria:

For associated study body money, money received should be deposited in a timely manner. Also, backup should be kept substantiating the amount of money received for events or fundraisers.

Condition:

In four out of ten instances tested, the District did not have backup to substantiate the amount of money received. In one instance out of ten, the deposit was not made in a timely manner.

Cause:

District oversight.

Effect:

Potential misappropriation of ASB funds.

Recommendation:

The District should review controls related to ASB, provide training to the District staff in charge of the ASB, and closely monitor progress in implementing these controls.

District's Corrective Action Plan:

The District has implemented steps for receiving and depositing ASB funds. Back-up is being attached to deposit receipts. Money is being deposited in a timely manner and documentation is being kept as to who received funds, prepared deposits, and took the deposit to the bank.

Current Status:

Not implemented, See Finding 2020-005.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

FINDING 2019-005
CASH DISBURSEMENTS
30000

Criteria:

When an employee of the District uses the District credit card, a copy of the receipt, or related backup, should be kept in order to substantiate the validity of the purchase.

Condition:

In five out of ten instances tested, the District did not have a receipt or backup to substantiate a purchase.

Cause:

District oversight.

Effect:

Potential misappropriation of District funds.

Recommendation:

The District should retrain employees so that receipts are turned in each time a District credit card is used for a purchase.

District's Corrective Action Plan:

Most District credit cards have been cancelled and are no longer in use. For the 2019-2020, no District credit cards are used except for the Home Depot store credit card which is only used by the MOT lead for purchases that could not be made in any other way. Receipts are kept evidencing the validity of the purchase.

Current Status:

Not implemented, see Finding 2020-003.

FINDING 2019-006
PAYROLL
30000

Criteria:

At the beginning of each fiscal year, District staff should review each employee's vacation accrual to ensure the correct amount is awarded to each employee.

Condition:

The District awarded the wrong number of vacation hours to two employees.

Cause:

District oversight.

Effect:

Underpayment of vacation hours to two employees.

Recommendation:

The District should notify each employee of the error and show them that the error has been corrected.

District's Corrective Action Plan:

The District clerk will review each employee's vacation accrual to ensure the correct amount is awarded to each employee in July of the new school year.

Current Status:

Implemented.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

FINDING 2019-007

PAYROLL

30000

Criteria:

At the beginning of each fiscal year, District staff should review stipends being paid to employees to ensure the employee is still performing the duties which they were paid the stipend for in the previous fiscal year.

Condition:

The District paid an employee a stipend for which they were no longer eligible.

Cause:

District oversight.

Effect:

Overpayment of an employee.

Recommendation:

The District should notify the employee of the error and discuss options available in order to reimburse the District.

District's Corrective Action Plan:

Stipends will be audited by the superintendent at the start of each school year to ensure only eligible employees receive stipends.

Current Status:

Implemented.

FINDING 2019-008

CASH DISBURSEMENTS

30000

Criteria:

When the district pays an outside vendor for services, the payment should be paid before the due date to avoid late charges.

Condition:

A lease payment was made late which incurred late charges of \$56.61.

Cause:

District oversight.

Effect:

Additional expenses to the District.

Recommendation:

District staff should more carefully review payments and payment due dates to ensure that payments are made in a timely manner.

District's Corrective Action Plan:

Vendors will be paid in a timely manner. The District is working with the Santa Barbara County Office of Education to put structures, procedures, and protocols in place.

Current Status:

Implemented.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020

FINDING 2019-009
ASSOCIATED STUDENT BODY
30000

Criteria:

For associated study body money, bank statements should be reconciled monthly to ensure that all of the ASB funds are accounted for.

Condition:

During our audit, we found that the ASB bank statements had not been reconciled during the fiscal year.

Cause:

District oversight.

Effect:

Potential misappropriation of ASB funds.

Recommendation:

The District should review controls related to ASB, provide training to the District staff in charge of the ASB, and closely monitor progress in implementing these controls.

District's Corrective Action Plan:

ASB bank statements will be reconciled monthly. The District is working with the Santa Barbara County Office of Education to put structures, procedures, and protocols in place.

Current Status:

Implemented.

FINDING 2019-010
FISCAL CONDITION
60000

Criteria:

The available reserves as a percentage of the next year's totals outgo should be over 4% per State guidelines.

Condition:

During our audit, we found that the District projects to have reserves of 3.31% for the 2020 fiscal year.

Cause:

District oversight.

Effect:

The District is budgeted to not be in compliance with State guidelines during the 2020 fiscal year.

Recommendation:

The District should review future budgets, and the corresponding available reserves, to ensure that the 4% threshold is met.

District's Corrective Action Plan:

The District will work with the Santa Barbara County Office of Education in effort to keep reserves over the 4% State guidelines.

Current Status:

Implemented.



Emergency Response and Procedures

Created: May, 2018
Edited: by Michael Wilson

Updated: January 14, 2021

COMPREHENSIVE SAFE SCHOOL PLAN – EMERGENCY PROCEDURES

PREFACE

California public schools are required to comply with California Education Code (CEC), Section 35294, dealing with the preparation of “safe school plans.”

This plan is based in part, on plans from the Marin County Office of Education, Santa Paula Office of Education, and Los Angeles Office of Environmental Health and Safety (OEHS), who offered their Safe School Model as a template to assist other school districts in preparing their School Safety Plans.

This plan covers emergency preparedness and response and is based on the California Standardized Emergency Management System (SEMS), which is designed to centralize, organize and coordinate emergency response among various District organizations and public agencies. SEMS provides an effective framework for managing emergencies ranging from minor incidents to major earthquakes.

The OEHS *Model Safe School Plan* is based on guidance from the California Department of Education and the Office of Attorney General (*Safe Schools – A Planning Guide for Action, 2002 Edition*). Use of the OEHS *Model Safe School Plan* by this plan was prepared to comply with CEC, Section 35294.

The *Model Safe School Plan Template* was prepared in consultation with School Police, Office of Emergency Services, Student Health & Human Services, public members of the District School Safety Committee, California Department of Health Services, City of Los Angeles Fire Department, and other members of the school community. The Cuyama Valley School District Comprehensive Safe School Plan was prepared with input from the Santa Barbara Sheriffs and Fire Departments. The original Model Safe School Plan, Emergency Procedures, has been modified to meet specific local needs of this community.

Safe School Plan

Emergency Procedures

Cuyama Unified School District: *2300 Highway 166 New
Cuyama, California 93254*

Cuyama Valley Elementary School: *2300 Highway 166 New
Cuyama, California 93254*

Cuyama Valley High School: *4500 Highway 166
New Cuyama, California 93254*

**Homeland Security Advisory
Recommendations**
Adapted for Cuyama Unified School District
(Based on American Red Cross Homeland Security Advisory)

SEVERE <i>(Red)</i>	<ul style="list-style-type: none"> • Complete all recommended actions at lower levels. • Listen to radio, TV, for current information and instructions. • Be alert and immediately report suspicious activity to Santa Barbara sheriff's deputies. • Close school if recommended to do so by appropriate authorities. • 100% identification check (i.e. driver's license retained at front office) and escort anyone entering school other than students, staff and faculty. • Ensure School Site Crisis Team members are available for students, staff and faculty.
HIGH <i>(Orange)</i>	<ul style="list-style-type: none"> • Complete all recommended actions at lower levels. • Be alert and immediately report suspicious activity to the Santa Barbara Sheriff's department. • Review emergency procedures and supplies. • Prepare to handle inquiries from anxious parents and media.
ELEVATED <i>(Yellow)</i>	<ul style="list-style-type: none"> • Complete all recommended actions at lower levels. • Be alert and immediately report suspicious activity to the Santa Barbara sheriff's department. • Ensure all emergency supplies are stocked and ready.
GUARDED <i>(Blue)</i>	<ul style="list-style-type: none"> • Complete all recommended actions at lower level. • Be alert and immediately report suspicious activity to the Santa Barbara Sheriff's Department. • Provide safety training to staff and practice emergency drills pursuant to school emergency procedures. • Review communications plan and update emergency contact information. • Review emergency supplies and supplement as necessary.
LOW <i>(Green)</i>	<ul style="list-style-type: none"> • Develop school emergency plans • Conduct emergency response drills • Offer FEMA courses • Conduct district wide crisis response training • Ensure selected staff members are trained on first aid, CPR and AED.

References:
March 31, 2003

American National Red Cross – www.redcross.org; American Red Cross

TABLE OF CONTENTS

1.	INTRODUCTION	1
	OVERVIEW	1
	PLAN ORGANIZATION	1
2.	STANDARDIZED EMERGENCY MANAGEMENT	2-3
	EMERGENCY PLANNING WITH SEMS	2
	MANAGEMENT	2
	PLANNING / INTELLIGENCE	2
	OPERATIONS.....	3
	LOGISTICS	3
	FINANCE / ADMINISTRATION	3
	EMERGENCY MANAGEMENT ORGANIZATION CHART	4
3.	SCHOOL STAFF	5
4.	Incident Command Team	6-10
5.	RESPONSE TEAMS	
	FIRST AID/MEDICAL TEAM.....	11-13
	CRISIS COUNSELING TEAM	14-15
	SEARCH AND RESCUE TEAM.....	16-21
	DAMAGE /UTILITIES TEAM	22-23
	SUPPLY/EQUIPMENT POSITION / TEAM.....	24
	CLERICAL / STUDENT RELEASE TEAM.....	25-27
	FOOD & WATER TEAM	28-29
	SANITATION SHELTER TEAM.....	30-31
	SITE SECURITY TEAM	32-33
6.	PREPAREDNESS PROCEDURES.....	34-35

TABLE OF CONTENTS

7.	INITIAL RESPONSE TO EMERGENCIES	36-37
8.	IMMEDIATE RESPONSE ACTIONS	38-62
	DUCK AND COVER	38
	SHELTER-IN-PLACE	39-44
	LOCK DOWN	45-51
	EVACUATE BUILDING	52- 56
	OFF-SITE EVACUATION.....	57-62
9.	EMERGENCY PROCEDURES	63-107
	ANIMAL DISTURBANCE	64
	ARMED ASSAULT ON CAMPUS.....	65
	BIOLOGICAL OR CHEMICAL RELEASE	66-69
	BOMB THREAT	70-76
	BUS DISASTER	77-78
	DISORDERLY CONDUCT	79
	EARTHQUAKE.....	80-82
	EXPLOSION/RISK OF EXPLOSION	83-87
	FIRE IN SURROUNDING AREA	88-89
	FIRE ON SCHOOL GROUNDS.....	90-91
	FLOODING	92-93
	LOSS OR FAILURE OF UTILITIES / COMMUNICATION	94--100
	MOTOR VEHICLE CRASH	101-102
	PSYCHOLOGICAL TRAUMA	103
	SUSPECTED CONTAMINATION OF FOOD OR WATER.....	104
	THREAT OF VIOLENCE	105-106
	UNLAWFUL DEMONSTRATION/WALKOUT.....	107

TABLE OF CONTENTS

10. RELATED POLICIES / PROCEDURES / INFORMATION.....	108-161
CAMPUS ACCESS POLICY.....	108-110
DISTRICT RADIO PROCEDURES.....	111-113
DISTRICT OFFICE EMERGENCY PROCEDURES.....	114-125
EVACUATION PLAN FOR SPECIAL NEEDS INDIVIDUALS	126
EMPLOYEE EMERGENCY PROCEDURES	127-130
EMERGENCY TELEPHONE NUMBERS	131-132
BOMB THREAT PACKET	133-136
MAPS	137
SITE VICINITY MAP	
SITE MAP	
EMERGENCY SUPPLY MAP	
UTILITY SHUTOFF MAP	
EMERGENCY ASSEMBLY AREA MAP	
OFF SITE EVACUATION MAP	
HAZARD MAP	
EMERGENCY ALERT SYSTEMS.....	138
EMERGENCY SUPPLIES AND EQUIPMENT	139-140
EMERGENCY SUPPLIES AND EQUIPMENT.....	139-140
FOOD & WATER SUPPLIES	141
CLERICAL / STUDENT RELEASE.....	142
CLASSROOM EMERGENCY SUPPLIES	142
 11. EMERGENCY DRILLS	 143

FIGURES

APPENDICES

APPENDIX A FORMS

EMERGENCY HAZARD ASSESSMENT SUMMARY (FORM A)

BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST (FORM B)

BOMB THREAT PACKET (FORM C)

INJURY AND MISSING PERSONS REPORT (FORM D)

STUDENT RELEASE LOG (FORM E)

DAMAGE ASSESSMENT REPORT (FORM F)

EMERGENCY DRILL RECORD (FORM G)

COMPASSIONATE & SPECIAL NEEDS EXCLUSION FORM (FORM H)

COMPASSIONATE & SPECIAL NEEDS EXCLUSION NOTIFICATION (FORM I)

APPENDIX B LISTS

CJUSD Employee Phone Numbers.....

EMERGENCY PHONE NUMBERS.....

1. INTRODUCTION

OVERVIEW

State law requires that schools be adequately prepared to respond to earthquakes, fires, and other emergencies (California Education Code § 35295 through § 35297, California Government Code § 8607, and California Code of Regulations § 2400 through § 2450). To assist schools in complying with these requirements, the Cuyama Unified School District has adopted the *Model Safe School Plan, Emergency Procedures (02-01-05)* for use as a template in the preparation of emergency procedures for each of the District schools. The emergency management teams and procedures outlined in this plan are consistent with the Standardized Emergency Management System (SEMS) developed by the State of California. This plan presents specific procedures to be used in preparing for, and responding to, school emergencies

PLAN ORGANIZATION

The effective management of emergencies requires both adequate *emergency preparedness* and *emergency response* capabilities. This plan is organized into (11) eleven sections. Sections (5) five and (6) six, deal with emergency preparedness, identifies the school's emergency response teams and defines the roles and responsibilities of team members. Sections (7) seven, (8) eight, present guidance for determining the nature and extent of an emergency, and a series of initial response actions to be taken in an emergency. Section (9) nine, provides detailed emergency response procedures for 18 types of emergencies that may be encountered in a school setting. Section (10) ten provides supplemental emergency information including contact information, supply lists and evacuation routes. Standard forms, site maps and other supporting information are contained in the Appendices.

The Principal/Superintendent will ensure that this *Safe School Plan, - Emergency Procedures* is consistent with SEMS, and that the plan addresses the following eighteen emergencies: aircraft crash; aircraft landing, animal disturbance; armed assault on campus; biological or chemical release; bomb threat; bus disaster; disorderly conduct; earthquake; explosion/risk of explosion; fire in surrounding area; fire on school grounds; flooding; loss or failure of utilities; motor vehicle crash; psychological trauma, suspected contamination of food or water; threat of violence; and unlawful demonstration/walkout.

2. STANDARDIZED EMERGENCY MANAGEMENT

EMERGENCY PLANNING WITH SEMS

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the multiple agencies often participating in response to an emergency. SEMS consists of the following five functions: Management; Planning / Intelligence; Operations; Logistics; and Finance/Administration.

Management

During an emergency, the Incident Commander is responsible for directing response actions from a designated Command Post. To effectively direct response actions, the Incident Commander must constantly assess the situation and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. In emergencies involving more than one school site, each site will have their own Incident Commander. This function is typically directed by the Principal, as the Incident Commander. The Principal/Superintendent may be assisted in carrying out this function by the District Safety Coordinator, or his designated representative.

Planning / Intelligence

Under the CJUSD Plan, two staff members will be assigned to assist the Incident Commander during an emergency. These employees will assist in the gathering of information, documentation and communication. One will be involved with "Documentation" and the other with "Communications". During an emergency, both of these positions will report directly to the Incident Commander unless otherwise directed.

Operations

Under SEMS, all emergency response actions, are implemented under the Operations function, under the direct control of the Incident Commander. In the CJUSD Plan, numerous teams will be designated, trained and supplied to perform the necessary emergency response. Teams may consist of one or more individuals. Due to limited staffing at some sites, some employees may be on more than one team. The Incident Commander has the prerogative, based on circumstances, to utilize the teams needed to provide an appropriate response to the emergency. Under the CJUSD Plan, the following emergency response teams have been established: First Aid / Medical Team; Damage Assessment / Utilities Team; Clerical / Student Release Team; Crisis Management / Counseling Team; Sanitation Team; Search / Rescue Team; Food and Water Team; Shelter Team.

Logistics

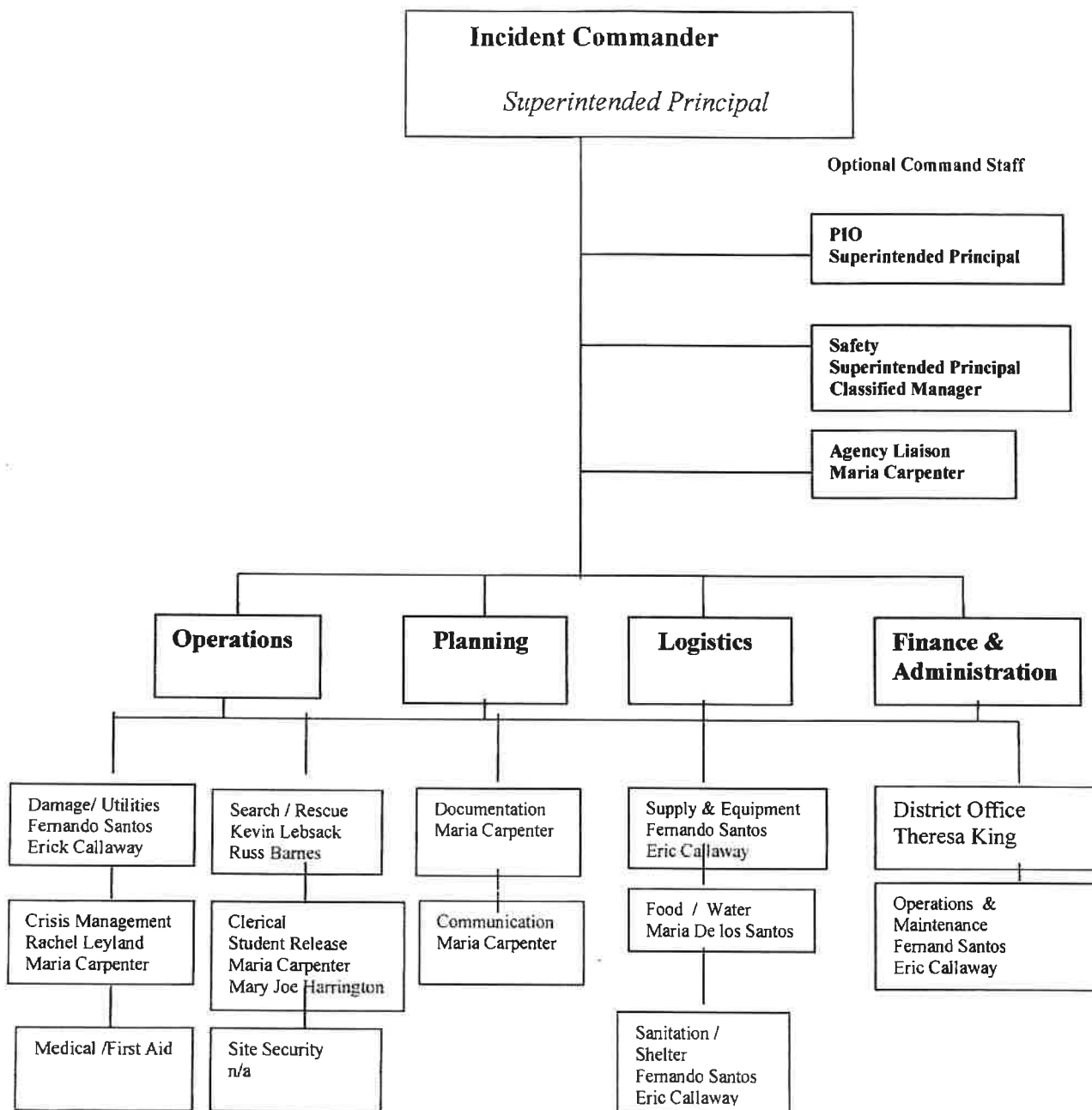
The Logistics function of SEMS supports emergency operations by coordinating personnel; assembling and deploying volunteer teams; providing supplies, equipment, and services; and facilitating communications among emergency responders. Within the Cuyama Unified School District Plan, site logistical needs are met through the pre-positioning of supplies and equipment in the site Emergency Bins. Release of materials from each bin is carried out by the Emergency Bin Person, under the direction and control of the Incident Commander. Following the emergency, the Emergency Bin Person will also return all emergency equipment and prepare an inventory of replacement items. Long Term Emergencies may require logistical support from the Santa Barbara county office of education.

Finance/Administration

The Finance/Administration function of SEMS involves the purchasing of all necessary materials, tracking financial records, and recovering school records following an emergency. Within CJUSD, these functions will be carried out at the District Office (DO), by personnel normally assigned to those tasks.

(Refer to the DO Emergency Response Section of this Document)

Emergency Management Organization Chart #1



NOTE: THIS ORGANIZATION CHART IS BASED ON SEMS, AND ADAPTED FOR CJUSD USE. THE PRINCIPAL AND SCHOOL SAFETY PLANNING COMMITTEE SHOULD USE DISCRETION IN MAKING FURTHER MODIFICATIONS TO ADDRESS SPECIFIC NEEDS OF THE SCHOOL.

3. SCHOOL STAFF

California Government Code, Chapter 8, Section 3100 states: "...all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities.

School staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures. If a teacher has been assigned to a position in the following list, the teacher will first accompany the students to the Assembly Area, where they will be reassigned to another teacher. The teacher will then carry out assigned responsibilities.

4. INCIDENT COMMAND TEAM

The Incident Command Team is responsible for directing school emergency response activities.

Assignments

The Incident Command Team is led by the Incident Commander and also includes the school's Public Information Officer, the Safety Coordinator and the Agency Liaison. In the CJUSD Plan, the Incident Commander will normally assume all three Incident Command Team assignments. The Incident commander may also delegate any of the assignments based on availability of personnel.

Incident Commander:	Alfonso Gamino, Superintendent
Public Information Officer:	Alfonso Gamino, Superintendent
District Safety Coordinator:	Alfonso Gamino, Superintendent Theresa King, Business Manager
Agency Liaison:	Maria Carpenter, Executive Secretary

Roles and Responsibilities

Incident Commander

The Incident Commander is responsible for directing emergency operations and shall remain at the Command Post to observe and direct all operations. Specific duties of the Incident Commander may include:

- Periodically assessing the situation.
- Directing the Incident Command Team and all other emergency teams.

- Determining the need for, and requesting, outside assistance.
- Periodically communicating with the District Superintendent.

Public Information Officer

The CJUSD Superintendent will act as Public Information Officer (PIO). They are the official spokesperson for the District and are responsible for communicating with the media and delivering public announcements. The Superintendent may elect to delegate this responsibility to the Incident Commander, or any other employee. However, no CJUSD Employee may speak to the media, or make public statements on behalf of the District, without authorization from the Superintendent, or their designee.

Specific duties of the Public Information Officer may include:

- Periodically receiving updates and official statements from the Incident Commander.
- Maintaining a log of PIO actions and all communications.
- Periodically interacting with the media and District Communications.
- Preparing statements for dissemination to the public.
- Ensuring announcements and other public information are translated into other languages as needed.
- Monitoring news broadcasts about the incident and correcting any misinformation.

Safety Coordinator

In the CJUSD plan, the safety coordinator responsibilities are carried out by the District Safety and Disaster Coordinator. They are responsible for ensuring that all emergency activities are conducted in as safe a manner, and that CJUSD emergency procedures are being followed. Specific duties of the Safety Coordinator may include:

- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.

- Monitoring drills, exercises, and emergency response activities for safety.
- Identifying safety hazards.
- Ensuring that responders use appropriate safety equipment.

Agency Liaison

The District Liaison is responsible for coordinating the efforts of outside agencies such as police and fire by ensuring the proper flow of information between Incident Command and the agencies. Specific duties of the Agency Liaison may include:

- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Briefing agency representatives on current situation, priorities and planned actions.

Incident Command Team / Supplies and Equipment

The Principal is responsible for ensuring the following supplies are located inside the school's Emergency Supply Bin:

- Copy of the school's Emergency Procedures
- Campus map
- Bullhorn
- Battery-operated AM/FM radio.
- Clipboard, Paper, Pens
- Hard Hat
- Vest or position identifier

Supplies Brought from Office:

- Master Key Set
- Staff and Student Roster
- Emergency and Site Radios
- Cell Phone

Team Assembly Location

Inside: Elementary or High School Office

Outside: Flag poles

Documentation Position

The Document position is responsible for maintaining a log of all emergency developments and response actions, including financial expenditures, timekeeping, and other necessary documentation. The Documentation Position works under the direct supervision of the Incident Commander.

Assignments

Documentation Staff Member: Theresa King, Business Office Manager

Alternate Documentation Staff Member: *Maria Carpenter Secretary to the Superintendent.*

Roles and Responsibilities

The Documentation Staff Member will maintain a log of the incident, noting all actions and reports, and filing them for reference. Specific duties may include:

- Periodically communicating with the Incident Commander for status updates.
- Documenting all communications with District Office (EOC) and outside agencies.
- Record all data related to missing persons, site damage, utility problems and medical needs.
- Ensuring that accurate records are kept of all staff members, indicating hours worked.
- Supporting the Incident Commander as necessary.
- Filing, maintaining and securing all emergency documentation.

Supplies and Equipment

Clerical Supplies

Assembly Location

The Documentation Staff Member will report to the Command Post.

COMMUNICATIONS POSITION

The Communications position is responsible for coordinating all communication within the site, and between the Command Post and the District Office, Outside Agencies, etc.

Assignments

Communications Staff Member: HS Maria Carpenter, ES Mary Joe Harrington

Alternate Communications Staff Member:

Roles and Responsibilities

Specific duties may include:

- Coordinating telephone communications.
- Coordinating Emergency Radio Communications.
- Coordinating Site Radio Communications.
- Relaying requests or information to the Incident Commander, (Principal).
- Recording all pertinent communication and passing the information to the Documentation Position.
- Coordinate use of messengers, or other forms of communication as needed.

Supplies and Equipment

- Emergency Radios and Portable Radios
- Site Radio, Extra Battery, Battery Charger
- Backup power supplies.
- Clerical Supplies
- Emergency Telephone Numbers

Assembly Location

The Communications Staff Member will report to the Command Post.

5. RESPONSE TEAMS

FIRST AID / MEDICAL TEAM

The First Aid / Medical Team is responsible for ensuring that first aid supplies are available and properly administered during an emergency.

If the event does not require the evacuation of the Health Office, the First Aid / Medical Team will assemble and initiate operations from there. The Health Aid normally assigned to each school, will ensure that the Health Office is stocked with necessary supplies. Additional supplies, and a mobile response bag, are available in the Emergency Supply Bin.

If the emergency dictates evacuation of the Health Office, the First Aid / Medical Team will assemble at the designated outdoor location. The First Aid / Medical Team Leader will designate members to draw supplies and equipment from the Emergency Supply Bin.

The First Aid / Medical Team is a high priority team, and along with the search teams, have priority access to their supplies.

Assignments

First Aid / Medical Team Leader:

Alternate Team Leader:

First Aid / Medical Team Member:

First Aid / Medical Team Member:

First Aid / Medical Team Member:

School Nurse:

FIRST AID / MEDICAL TEAM CONTINUED

Roles and Responsibilities

First Aid/Medical Team Leader

The First Aid/Medical Team Leader is responsible for directing team activities by periodically interacting with the incident Commander and District Nurse, to determine medical needs and planned actions. Specific duties of the First Aid/Medical Team Leader may include:

- Assigning First Aid personnel and assessing available inventory of supplies & equipment.
- Designating and setting up First Aid/Medical treatment areas, with access to emergency vehicles.
- Determining the need for skilled medical assistance, and overseeing care, treatment, and assessment of patients.
- Periodically keeping the Incident Commander informed of overall status.
- Completing the Injury and Missing Persons Report.

First Aid/Medical Team Members

The members of the First Aid/Medical Team are responsible for assessing injuries and administering necessary first aid and medical treatment as indicated during an emergency. Specific duties of the members of the First Aid / Medical Team may include:

- Setting up first aid area, triage and / or temporary morgue.
- Keeping accurate records of care given and tagging each of the injured with name, address, injury and any treatment rendered.
- Reporting deaths immediately to First Aid/Medical Team Leader.

If a morgue is needed, it should be established in a location which is out of sight of students and the general public. All bodies placed into the morgue, should be covered if possible.

Do not move any deceased individuals to a morgue, until it is cleared by the Incident Commander. If the death is the result of a criminal act, it will be necessary to preserve the crime scene.

No deceased individuals will be released without authorization from the Incident Commander.

Team Assembly Location

Inside: High School and Elementary office

Outside: Outside each office access door

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

First Aid/Medical Team Supplies and Equipment

There are 2 primary sources of First Aid / Medical supplies available to the First Aid / Medical Team. The first cache of supplies is located in the school's Health Office, and is maintained by the Health Clerk, and the District Nurse. A second collection of supplies is located in the school's Emergency Response Bin.

The Medical section of the Emergency Bin contains a large first aid kit, and equipment which can be used to set up an emergency first aid / medical treatment area. Additional re supply items are also stored there.

In the event the Health office is evacuated, the Health Aid, or designated individual, will take a collection of medication and supplies with them. The items in the supply will be based on the predetermined medical needs of students and staff. These items should include all prescription medication, insulin, inhalers etc. Since many of these medications are controlled substances, control of these items must be maintained at all times.

CRISIS COUNSELING TEAM

The Crisis Counseling Team is responsible for the caring and safety of all students on campus during an emergency. It also provides psychological first aid as needed during and immediately after an emergency.

Assignments

Crisis Counseling Team Leader: Rachel Leyland

Alternate Team Leader:

Crisis Counseling Team Member:

Crisis Counseling Team Member:

Crisis Counseling Team Member:

Roles and Responsibilities

Crisis Counseling Team Leader

The Crisis Counseling Team Leader is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Crisis Counseling Team Leader is also responsible for assigning personnel as needed.

Crisis Counseling Team Members

The members of Crisis Counseling Team are responsible for monitoring the safety and well-being of the students and staff in the Assembly Area. The Crisis Counseling Team will direct all external requests for information to the Public Information Officer.

CRISIS COUNSELING TEAM CONTINUED

Specific duties of the members of the Crisis Counseling Team may include:

- Administering minor first aid and psychological first aid as needed
- Supporting the Release Gate Team as needed.
- Coordinating with the Incident Commander to provide water and food to student and staff when necessary.
- Providing reassurance to students.
- Updating records of the number of students and staff.

Team Assembly Location

Inside: Library

Outside: Outside libraries entrances

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Supplies and Equipment

- Vest or position identifier, or District ID Tag
- Emergency Radio, and or Site Radio
- Other supplies or equipment identified by the Team Leader

SEARCH AND RESCUE TEAM

The Search and Rescue Team (SAR) is responsible for preparing and performing search and rescue operations during an emergency. There may be two or more Search and Rescue teams. The Principal at each site may assign more or less teams, based on staffing and the number of available personnel.

Whenever possible, the Incident Commander, should assign a separate Search Team, or Teams. After a victim or victims are located, the Incident Commander will assign a Rescue Team to assist the victim or victims. Once all the buildings have been searched, the teams initially assigned to searching, may be assigned to rescue or other functions at the discretion of the Incident Commander.

Assignments

SAR Team 1 Leader: Kevin Lebsack

SAR Team 1 Members:

SAR Team 2 Leader: *Russ Barnes*

SAR Team 2 Members: *[Insert Name], [Insert Name], [Insert Name]*

SAR Team 3 Leader: *[Insert Name]*

SAR Team 3 Members: *[Insert Name], [Insert Name], [Insert Name]*

SAR Team 4 Leader: *[Insert Name]*

SAR Team 4 Members: *[Insert Name], [Insert Name], [Insert Name]*

Search and Rescue Team Roles and Responsibilities

Search and Rescue Team Leader

The Search and Rescue Team Leader is responsible for directing team activities and keeping the Incident Commander informed of overall status. Specific duties of the Search and Rescue Team Leader may include:

- Obtain assignments for the team from the Incident Commander.
- Coordinate Team response, including distribution of equipment and supplies.
- Remain outside building where team is working. Provide record keeping, and communication for the team.
- Communicate with First Aid / Medical Team as necessary.

Search and Rescue Team Members

The members of the Search and Rescue Team are responsible for performing search and rescue operations during an emergency. Specific duties of the members of the Search and Rescue Team may include:

- Searching assigned area, reporting gas leaks, fires, or structural damage to Team Leader upon discovery.
- Conducting pre-established search and rescue patterns, checking each classroom, office, storage room, auditorium and other rooms.
- Periodically reporting to the Team Leader on location, number, and condition of injured.
- Marking location of trapped, victims
- If necessary, perform rescue and removal of trapped or severely injured victims.
- Sealing off and posting areas where hazardous conditions exist.
- Provide Initial First Aid as necessary.
- Any other tasks directed by the Incident Commander.

Team Assembly Location

Inside: ES & HS office

Outside: HS: Tennis courts and ES: outside Library

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Search and Rescue Team Supplies and Equipment

TBA

Search and Rescue Team Procedures

The following procedures are a basic guideline, to assist Search and or Rescue Teams during an emergency response. CJUSD personnel will not be involved as Search and Rescue responders, except in those rare emergency situations, when we cannot expect outside assistance for an extended period of time. Examples would be major earthquakes, massive fires, or other incidents affecting a wide area.

If possible, the Search function should be kept separate from the Rescue function. If not, the Search Team will begin to rescue the first victims they locate, and other victims may not be located in a timely manner. After victims are located and evaluated by the Search Team, a Rescue Team will be dispatched to provide assistance to the victim. The Search Team will continue to search until all areas have been checked for victims.

Search and Rescue Team Procedures continued

The guiding precepts of Search / Rescue procedures are:

1. **SEARCH:** Locate and evaluate victims. Notify Rescue Team
2. **RESCUE:** Remove and Triage victims.
3. **TREAT:** Provide first aid for victims removed or left in place.

Each Search or Rescue Team is comprised of 3 Team Members and 1 Team Leader. The Team Leader provides material support and a communication lifeline to the Team Members who are actively searching or rescuing.

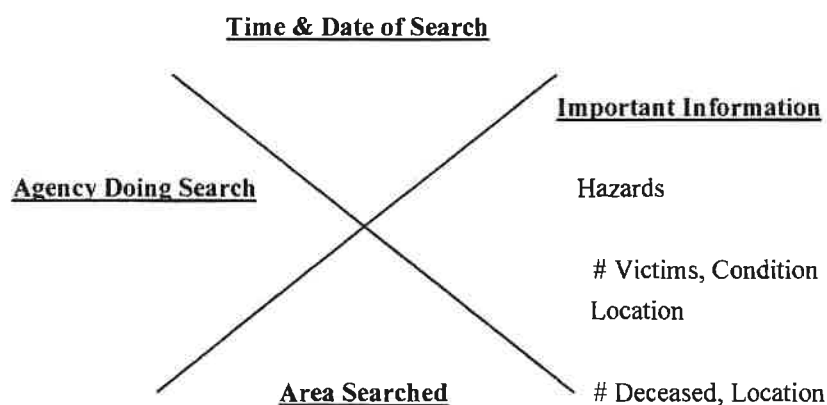
Search Team Leader

- The Team Leader will remain outside the structure being searched.

- The Team Leader will provide additional equipment to the Team Members from the Team Backpack.
- The Team Leader will be in charge of communication between the Team and the Command Post. They will make requests for a Rescue Team, or for medical assistance.
- The Team Leader will be responsible for documenting locations of victims, as well as buildings searched. This will include marking buildings in the following manner:
 - A. When the Team enters a building, mark the wall on the doorknob side with a large single slash.
 - B. When everyone on the Team exits the building, cross the first slash with a second slash, forming a large X.

Search and Rescue Team Procedures continued

- C. Use the X to record the following information.



NOTE: *Each Team making entry creates their own mark. Do not change the status on the previous marks.*

Search Team Member

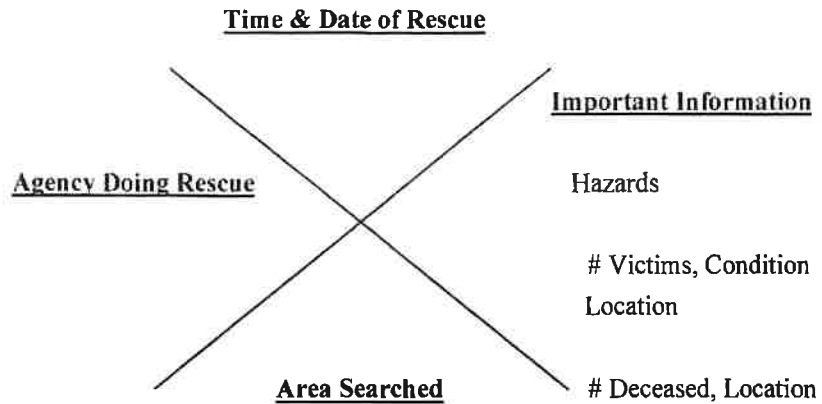
- Search for victims under the direction of the Search Team Leader.
- Act as Rescue Team Member as Directed.
- Assist as directed by the Incident Commander.

Search and Rescue Team Procedures continued

Rescue Team Leader

- The Team Leader will remain outside the structure being searched.
- The Team Leader will provide additional equipment to the Team Members from the Team Backpack, or mobile supply bin.
- The Team Leader will be in charge of communication between the Team and the Command Post. They will make requests for a Rescue Team, or for medical assistance.
- The Team Leader will be responsible for documenting locations of victims, as well as buildings searched. This will include marking buildings in the following manner:
 - A. When the Team enters a building, mark the wall on the doorknob side with a large single slash.
 - B. When everyone on the Team exits the building, cross the first slash with a second slash, forming a large X.

C. Use the X to record the following information.



NOTE: *Each Team making entry creates their own mark. Do not change the status on the previous marks.*

Search and Rescue Team Procedures continued

Rescue Team Member

- Rescue trapped and immobile for victims under the direction of the Search Team Leader.
- Triage injured victims as necessary
- Provide first aid during the rescue process.
- Act as Search Team Member as Directed.
- Assist as directed by the Incident Commander.

DAMAGE / UTILITIES TEAM

The Damage / Utilities Team will coordinate activities with the Incident Commander as required. They are responsible for the identifying damage to the school site, the identification of nonfunctioning or broken utilities, and minimizing their impact. The effective response of the Damage / Utilities Team includes shutting down facility air handling systems, and gas, power or water supplies when necessary. They will coordinate with the Incident Commander, and Maintenance Director, to ensure the proper authorities are notified in the event utility service is lost, or interrupted by damage. The Damage / Utility Team may be assigned to security or other tasks as designated by the Incident Commander.

Assignments

Damage / Utilities Team Leader: Fernando De Los Santos (Elementary School) and Eric Callaway (High School)

Damage / Utilities Team Member:

Roles and Responsibilities

Damage / Utilities Team Leader

The Damage / Utilities Team Leader is responsible for directing team activities and interacting with the Incident Command to identify problems and report status. Predetermine the location of utility shutoff's, identify the procedure to turn them off in a safe manner, and obtain the tools needed to perform the task.

Damage / Utilities Team Members

The members of the Damage / Utilities Team are responsible for conducting a survey of damage, as well as surveying all utilities and taking appropriate actions to shut-off gas, water and electricity. Specific duties of the members of the Security/Utilities Team may include:

- Assessing damage to school facilities. Creating a list of any damage, and passing the information to the Incident Commander.
- If necessary, turn off water lines, electrical power and gas service. Coordinate with maintenance Director if possible before turning off service. Create a list of services turned off, include date and time turned off, and name of person who actually turned off the service.
- Turn off air conditioning systems during "Shelter in Place".
- Perform other tasks as directed by the Incident Commander.

DAMAGE / UTILITIES TEAM ASSEMBLY LOCATION

Inside: Boardroom of District Office

Outside: Outside by Flagpole

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location. The team will advise the Incident Commander of any damage they located during their response to the assembly location.

Supplies and Equipment

TBA

SUPPLY / EQUIPMENT POSITION

The Supply/Equipment Person is responsible for ensuring the orderly distribution and control of supplies and equipment from the school site's Emergency Supply Bin.

Assignments

Supply / Equipment Person: Fernando De Los Santos/Eric Callaway

Alternate Supply / Equipment Person: Christine Mandiburu/Liz Alarcon

Roles and Responsibilities

Specific duties of the Supply / Equipment Person may include:

- Opening the Emergency Supply Bin.
- Ensuring an orderly distribution of supplies, and maintaining record of recording who drew what supplies from the Bin.
- Reporting equipment and supply needs to the Incident Commander.
- Assisting other teams as directed by the Incident Commander.

Team Assembly Location

Inside: HS and ES office

Outside: Outside by Flagpole

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Supplies and Equipment

TBA

CLERICAL / STUDENT RELEASE TEAM

The Clerical / Student Release Team is responsible for continuing the normal school functions of accounting for and releasing students, during an emergency situation, or natural disaster. The team is also responsible for accounting for staff and visitors on campus during an emergency or disaster.

School Officials are legally responsible for the safe release of students to authorized individuals. That responsibility continues even during an emergency or disaster. Failure to adequately fulfill this function results in a loss of confidence in the community, as well as opening the District to civil litigation.

Without proper training of personnel involved who will be expected to perform duties during a crisis, the Emergency Release / Family Reunification process, will fail to work properly. The Principal at each site should make certain that organized training sessions are conducted on a regular basis, to ensure Emergency Release / Family Reunification process works well during an actual emergency.

The Clerical / Student Release Team is made up of the school's Office Manager and Clerical Staff. Additional members may be added by the Incident Commander.

Assignments

Clerical / Student Release Team Leader:	<i>Maria Carpenter (HS.)</i>
	<i>Mary Jo Harrington (Elem.)</i>
Clerical / Student Release Team Member:	<i>Gloria Morales</i>
Clerical / Student Release Team Member:	<i>[Insert Name]</i>
Clerical / Student Release Team Member:	<i>[Insert Name]</i>
Clerical / Student Release Team Member:	<i>[Insert Name]</i>

Clerical / Student Release Team continued

Roles and Responsibilities

Clerical / Student Release Team Leader

The Assembly Area Team Leader is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Assembly Area Team Leader is responsible for the process of accounting for and releasing students, during an emergency situation or natural disaster. The Assembly Area Team Leader is also responsible for accounting for staff and visitors on campus during an emergency or disaster.

Clerical / Student Release Team Members

The members of the Clerical / Student Release Team are responsible for accounting for students, staff and visitors, during an emergency situation. They are also responsible for releasing students in an orderly, organized manner after an emergency release has been authorized by the Incident Commander. Specific duties of Team members may include:

- Obtaining reports of missing students from teachers or other personnel.
- Gathering Injury and Missing Persons Reports from each teacher and submitting them to the Clerical / Student Release Team Leader.
- Greeting and directing parents, guardians, or designees to the counselors as appropriate.
- Providing reassurance to parents, guardians, or designees and maintaining order.
- Ensuring students are released to authorized persons.
- Ensuring that appropriate records are maintained, and that each child is recorded as missing, present, released, transported, or deceased.
- Assist other teams as directed by the Incident Commander.

Clerical / Student Release Team continued

Supplies and Equipment

The Principal will ensure that prior to an emergency, clerical staff and other designed members of the Clerical / Student Release Team prepare the evacuation cart described below.

Evacuation Cart

A box will be pre-positioned in the office of each school site. That Box will be used to transport items necessary to release students, and fulfill other operational responsibilities from a remote location. The following items are to be loaded into the box in the event an office evacuation is ordered:

- File Boxes Containing Student and Staff Emergency Cards
- Updated Roll Sheet
- Emergency Radio, Extra Battery
- School Site Radio, and Extra Battery
- Box of Designated (Site) Radios and Batteries
- Visitor Sign In Book
- Student Check Out Book
- Attendance Records
- Digital Camera, Extra Battery, Extra Memory Chip (Recommended)

Additional Supplies are stored in the Emergency Bin, located at each school site. Those Supplies include tables, barricades, bulletin boards, and other items necessary to establish a command post and emergency student release area.

Team Assembly Location

Inside: *School Office*

Outside: *School Main entrance*

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Food and Water Team

The Food and Water Team is responsible for emergency food and water supplies and distribution. Emergency food and water are stored in each school's Emergency Supply Bin. Additional emergency water is stored in some classrooms at each school.

Assignments

Food & Water Team Leader:

Food & Water Team Member:

Roles and Responsibilities

Food & Water Team Leader: Maria De Los Santos

Specific duties of the Food & Water Team Leader may include:

- Ensuring an orderly distribution of supplies, and maintaining record of what supplies have been used, and what supplies remain.
- Reporting shortages to the Incident Commander.

Specific duties of the Food & Water Team Member may include:

- Utilizing emergency supplies, set up stations where food and water rations will be distributed.
- Distribute emergency rations of food and water in an organized orderly manner.
- Assisting other teams as directed by the Incident Commander.

Team Assembly Location

Inside: Boardroom

Outside: Outside by Flagpole

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Food and Water Team continued

Supplies and Equipment

The Incident Commander may adjust the size of the Team to meet the circumstances.

Sanitation / Shelter Team Leader:

Water: TBA

Food:

For extended emergencies, our primary source of food will be storage in our cafeteria storage areas, located at each site. In the event one or more food storage areas are inaccessible, we can bring supplies to that site from our other locations.

Note: In the event of prolonged power loss, a plan will be in place to utilize perishable food items first.

In preparation for the unlikely event all food storage areas are inaccessible, we will store sufficient “high energy” food bars to provide 10 servings to each student and staff member. This ration will be stored in each site’s emergency bin, inside, sealed, rodent proof storage tubs. To prevent spoiling, a rotation program will be implemented. At the end of each school year, the bars can be used in the lunch program, and replaced with fresh product.

Water coolers and disposable drinking cups are also stored inside each Emergency Supply Bin.

SANITATION / SHELTER TEAM

The Sanitation / Shelter Team is responsible for setting up sanitation areas, which consist of portable privacy shelters, portable toilets, and hand washing facilities. They will also be responsible for distributing emergency blankets, and other items to provide shelter from the elements. If portable shelters are available, they will coordinate the distribution and set up of the shelters.

Supplies for the Sanitation Shelter Teams are located in each school's emergency Supply Bin.

Assignments

The Incident Commander may adjust the size of the Team to meet the circumstances.

Sanitation / Shelter Team Leader (Elem.): Fernando De Los Santos

Sanitation / Shelter Team Leader (HS) : Erick Callaway

Sanitation / Shelter Team Member:

Roles and Responsibilities

Food & Water Team Leader

Specific duties of the Sanitation / Shelter Team Leader may include:

- Organizing distribution of sanitation and shelter supplies from the Emergency Supply Bin, to members of the Team.
- Supervising the set-up of Male and Female Sanitation areas.
- Supervising the set-up of a hand washing station adjacent to the sanitation area.
- Designate an area where used waste bags will be stored.
- As necessary, supervise the distribution of emergency blankets, and other items to provide shelter from the elements.
- Coordinate with the Incident Commander to ensure sanitation requirements are being met.

Sanitation / Shelter Team continued

Specific duties of the Sanitation / Shelter Team Member may include:

- Assist with the distribution of sanitation and shelter supplies from the Emergency Supply Bin.
- Set up Male and Female Sanitation areas, under the direction of the Sanitation / Shelter Team Leader.
- Set up of a hand washing station adjacent to the sanitation area.
- As needed, move used waste bags to the designated storage area.
- As instructed, distribute emergency blankets, and other items to provide shelter from the elements.

Team Assembly Location

Inside:

Outside:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Supplies and Equipment

Supplies and equipment are stored in the Emergency Response Bins. Additional sanitation supplies are stored in each classroom.

Supplies Include:

- Portable Privacy Shelters
- Portable Toilets
- Disposable Waste Bags
- Sanitary Hand Wash
- Toilet Paper

SITE SECURITY TEAM

The Site Security Team is responsible for ensuring security of the District Office as directed by the Incident Commander. Traffic Control and other security concerns which develop off CJUSD property, should be referred to the Santa Barbara Sheriff's Department.

In the event the Site Emergency Team cannot provide the necessary level of security, assistance should be requested from the Santa Barbara Police Department.

During an emergency response, additional personnel are available from the District Office.

Assignments

Site Security Team Leader:

Site Security Team Member: *[Insert Name]*

Site Security Team Member: *[Insert Name]*

Site Security Team Member: *[Insert Name]*

Site Security Team Member: *[Insert Name]*

Site Security Team Member: *[Insert Name]*

Roles and Responsibilities

Specific duties of the Site Security Team Leader may include:

- Coordinating with the Incident Commander to develop a security response.
- Coordinating communication between the team and the command post.
- Coordinating distribution of supplies and equipment.
- Coordinating Team activities with Law Enforcement.
- Assigning duties to Site Security Team Members.

Site Security Team (continued)

Specific duties of the Site Security Team Leader may include:

- Responding to security requirements as directed by the Incident Commander, Team Leader, or Law Enforcement Official.
- Greet and direct parents.
- Remove campus intruders.
- Assist other Teams as directed by the Incident Commander.
- Report all criminal activity to Law Enforcement, “Be a good witness”.

Team Assembly Location

Inside: *[Specify Location]*

Outside: *[Specify Location]*

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Supplies and Equipment

- Site Radios
- Colored Vests
- Photo I.D. Badge
- Whistle
- Pen and writing pad

Recommended Items:

- Cell Phone
- Flashlight
- Traffic Cones
- Traffic Barricades
- Bull Horn
- Barrier Tape

6. PREPAREDNESS PROCEDURES

Management

1. The Administration will annually conduct an Emergency Hazard Assessment to evaluate unique site characteristics and conditions in the adjoining community that could cause an emergency incident. The Emergency Hazard Assessment Summary should be used for this purpose.
2. The Administration will designate primary and secondary Command Post locations and ensure that these locations are identified in the document.
3. The Administration will ensure effective communication between the Command Post and Team Leaders during an emergency.
4. The Administration will ensure that members of the Incident Command Team (Public Information Officer, Safety Coordinator, and Agency Liaison), and all other team leaders and members are aware of their responsibilities and assignments as defined in this section.
5. The Administration will ensure that emergency response actions are properly documented as they occur, and that appropriate procedures are included in this plan.

Planning / Intelligence

1. The Administration will ensure that all team members receive proper training in the use of communication equipment.
2. The Administration will ensure all teams are provided with instructions for the use and maintenance of maps and “status boards” at the Command Post.

Operations

1. The Administration will ensure that this plan includes procedures for the following:
 - Administering first aid;
 - Activating and performing search and rescue operations;
 - Ensuring site security;
 - Conducting damage assessments;
 - Evacuation; and
 - Student release operations.

Preparedness Procedures

2. The Administration will ensure appropriate training is provided for the following teams:
 - First Aid/Medical Team
 - Crisis Management and Counseling Team
 - Search and Rescue Teams
 - Clerical and Student Release Team
- Administration will ensure that routine emergency response drills are conducted at the school to rehearse emergency response operations.
- Drills will be conducted at elementary and high school at least once per month.

Logistics

1. The Principal will ensure this plan includes appropriate procedures for coordinating and assembling personnel and volunteers in the event of an emergency.
2. The Principal will work in conjunction with the District Safety and Disaster Coordinator to ensure that adequate emergency supplies are maintained and readily available for emergency use. *Please refer to the emergency supply list which will accompany this document (Pending)*

Finance / Administration

The Principal will assure the following:

1. Purchase of all required emergency preparedness and response equipment and supplies.
2. Tracking of emergency expenditures, and recovery of records damaged or lost in an emergency.

The principal may utilize resources at the District Office to assist with finance, or logistical needs. (*Refer to the District Office Emergency Response section of this document*)

7. INITIAL RESPONSE TO EMERGENCIES

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process: 1) identify the type of emergency; 2) identify the level of emergency; and 3) determine immediate action(s) that may be required. Each of these steps is discussed in the following sections.

IDENTIFY TYPE OF EMERGENCY

The first step in responding to an emergency is to determine the *type* of emergency that has occurred. Emergency procedures for the 18 different types of emergencies listed below are provided in Section 5.0.

Aircraft Crash
Animal Disturbance
Armed Assault on Campus
Biological or Chemical Release
Bomb Threat
Bus Disaster
Disorderly Conduct
Earthquake
Explosion/Risk of Explosion
Fire in Surrounding Area
Fire on School Grounds
Flooding
Loss or Failure of Utilities
Motor Vehicle Crash
Psychological Trauma
Suspected Contamination of Food or Water
Threat of Violence
Unlawful Demonstration/Walkout

IDENTIFY LEVEL OF EMERGENCY

The second step in responding to an emergency is to determine the *level* of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a three-tiered rating system is described below.

Level 1 Emergency: A *minor* emergency that is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.

Level 2 Emergency: A *moderate* emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., “unknown white powder”.

Level 3 Emergency: A *major* emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

DETERMINE IMMEDIATE RESPONSE ACTIONS

Once the type and extent of an emergency have been identified, school personnel can determine if an *immediate response action* is required. The most common immediate response actions initiated during school emergencies are:

- Duck Cover and Hold
- Shelter-In-Place
- Lock Down
- Evacuate Building
- Off-Site Evacuation
- All Clear

8. IMMEDIATE RESPONSE ACTIONS

DUCK COVER AND HOLD

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

Description of Action

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. FOR EVERYONE’S PROTECTION, ALL STUDENTS SHOULD FOLLOW DUCK COVER AND HOLD PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL GIVEN FURTHER INSTRUCTIONS.”

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.

SHELTER-IN-PLACE

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from 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 includes the shutdown of classroom and /or building Air Conditioning systems. During Shelter-in-Place, no one should be exposed to the outside air.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the Air Conditioning 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.

Description of Action

1. P.A. Announcement:

“ SHELTER IN PLACE, SHELTER IN PLACE, SHELTER IN PLACE”

Followed by: (3) Long Bells

Turn off regular bell schedule for the duration of the EMERGENCY !!

Repeat Sequence of Announcements and Bells (3) Times !

2. The Principal or their designee, will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication. Messengers will not be used while the emergency is in effect. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

SHELTER IN PLACE continued

- “YOUR ATTENTION PLEASE. 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 AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. 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.”

Incident Commander (Principal): As soon as possible, the incident commander should notify the District office by phone or radio. They should be prepared to provide an updated summary of the situation. The incident commander should also request the SwiftK12 phone system be initiated to provide timely information and instructions to the parents.

1. If inside, teachers should check the hallway and area adjacent areas, before locking their exterior doors. Any students moving from one location to another should be pulled into the closest room.
2. 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 a known hazard and, if necessary, proceed to an alternative indoor location.
3. Adults supervising students outside, should direct all students into the nearest classroom or building. Insure that all students who were outside when the Secure In Place was initiated, find shelter. After all students have been secured, seek shelter yourself.

SHELTER IN PLACE continued

4. Custodians will shut down all external or centralized Air Conditioning systems.
5. Teachers are responsible to secure individual classrooms as needed:
 - Shut down their classrooms individual Air Conditioning system.
 - 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.
6. Students who are away from their regular classroom, but inside a building with adult supervision, should remain there. The adult in charge will secure that location.
7. Students inside restrooms, or other locations without adult supervision, should immediately report to the closest classroom or building. If the door is locked and they are not allowed inside they should proceed to the Office.
8. As soon as possible, each teacher or adult who has students under their supervision, should ensure that the command post receive the following information:
 - Name and location
 - Number and nature of injuries
 - Total number of students
 - Names of any missing students
 - Names of any students not normally under your supervision, along with their regular room number
 - Total number of adults
 - Names and titles of adults (maintenance worker, teacher, visitor, etc.)

SHELTER IN PLACE continued:

9. Office personnel will utilize this information to ensure the following:

1. Appropriate medical assistance has been requested
2. Account for all students, staff and visitors

10. If it is determined that someone is unaccounted for, the campus will be searched in an effort to locate that individual. If there is imminent danger, emergency response personnel will be notified by the Incident Commander. They will search for the missing person. No district personnel will leave a secured area to search. If there is no imminent danger, the principal and other designated staff, not involved in active student supervision, will sweep the campus in an effort to locate the missing person.

11. If someone arrives during the emergency, use your best judgment, based on the facts available to you.

12. Students and staff will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement. Remember that our chief concern is the physical and emotional wellbeing of the students. Remain calm, and keep the students calm.

Be prepared for an extended lockdown. Plan on providing toilet facilities with what you have at hand. If a portable toilet is not available, use a trash can and plastic liner. Provide privacy as best you can, using closet doors, butcher paper etc.

SHELTER IN PLACE continued:

All Clear

13. Each incident is unique and can have a multitude of ending scenarios. Please be flexible and follow the directions from the command post. When the incident is resolved, an “All Clear” announcement will be made, followed by appropriate instructions.

P.A. Announcement: **“ALL CLEAR, ALL CLEAR, ALL CLEAR”**

The P.A. announcement will be followed by an appropriate set of instructions. Following the “All Clear”, do not release students, or take any actions until instructions are received.

- Examples:
1. “RESUME NORMAL OPERATIONS”
 2. “DISMISS STUDENTS”
 3. “IMPLIMENT EMERGENCY RELEASE PROCEDURES. CONTINUE TO KEEP ALL YOUR STUDENTS IN YOUR ROOM, UNLESS A RUNNER COMES TO EXCUSE THEM.”

14. In the event crowd control is required, the Incident Commander , (Principal), will call for the Search and Rescue Teams. The teachers on those teams, will take their classes to a pre appointed teacher for safe keeping, and report to the Office. They will pick up walkie-talkies and perform the following functions as directed by the Incident Commander:

- Sweep the campus and remove all unauthorized personnel, including parents. Request assistance from law enforcement as necessary.
- Prevent unauthorized personnel from entering the campus
- Direct parents and other members of the public to the location of the PIO (Public Information Officer)
- If appropriate, direct parents to the Emergency Release Area

SHELTER IN PLACE continued:

15. If necessary councilors will be requested and set up, at a location on campus.
16. The Public Information Officer (PIO) will provide appropriate information to the public, and members of the media. Requests for information from media, will be directed to the PIO, at whatever location designated by the PIO.
17. No staff will be allowed to leave until directed to do so. Depending on the nature of the event, there may be a debriefing explaining exactly what occurred, and how it was handled. All questions should be answered as thoroughly as possible

- **Remember that under no circumstances are staff permitted to speak to the media. Refer all requests for information to the PIO. Do not allow students to be interviewed on campus**

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LOCK DOWN

This action is taken when the threat of violence or gunfire is identified, or directed by law enforcement. The procedure is utilized to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations until the “All Clear” is given.

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

Description of Action

3. P.A. Announcement:

“ LOCKDOWN, LOCKDOWN, LOCKDOWN”

Followed by: (3) Long Bells

Repeat Sequence of Announcements and Bells (3) Times !

Turn off regular bell schedule for the duration of the Lockdown !!

LOCK DOWN continued:

4. The Principal or their designee, will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication. Messengers will not be used while the emergency is in effect. 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. SUPPORT PERSONNEL MOVE INSIDE THE NEAREST BUILDING, LOCK ALL DOORS AND WINDOWS.”

The Lock Down does not automatically institute Safety Position actions. Although classroom lights are turned off, and window coverings are drawn, teaching can continue, unless a Safety Position is called for.

If there is an immediate threat, or if an intruder is believed to be on campus, the Principal or their designee will make the following announcement on the P.A. System.

SEEK A POSITION OF SAFETY. ALL STUDENTS AND STAFF ARE TO LIE ON THE FLOOR. REMAIN QUIET, AND OUT OF SIGHT OF WINDOWS.

Any adult in charge of students may institute the Safety Position action, based on their own observations. Those observations may include, audible gunshots, yelling, visual sighting of an intruder, or someone trying to enter the room without identifying themselves.

LOCK DOWN continued:

Incident Commander (Principal): As soon as possible, the incident commander should notify the District office by phone or radio. They should be prepared to provide an updated summary of the situation. The CJUSD phone system will be initiated, in order to provide timely information and instructions to the parents. A CJUSD message will be sent out by the District Office, anytime a lockdown is initiated.

5. If inside, teachers should check the hallway and area adjacent areas, before locking their exterior doors. Any students moving from one location to another should be pulled into the closest room.

Remember that our goal is to secure all students and staff inside a locked location. If a student or staff member requests access to your locked location, evaluate whether or not you can safely let that person in. If you can do so without jeopardizing those already inside your location, bring that person inside and relock your door. If you can't identify the person, or cannot safely open your door, send the person to the Office.

6. Students who are away from their regular classroom, but inside a building with adult supervision, should remain there. The adult in charge will secure that location.
7. Students inside restrooms, or other locations without adult supervision, should immediately report to the closest classroom or building. If the door is locked and they are not allowed inside they should proceed to the Office.
8. Adults supervising students outside, should direct all students into the nearest classroom or building. Ensure that all students who were outside when the Lock Down was initiated find shelter. After all students have been secured, seek shelter yourself.

LOCK DOWN continued:

9. Exterior Gates should not be locked. Locked gates obstruct emergency responders and create barriers in the event students must be evacuated. Exterior building doors do not need to be secured.
10. Custodians should seek shelter as soon as the Lock Down is announced. Not only is custodian's individual safety being important, the custodian carries a set of keys. If the keys were to be obtained by a suspect, they could allow access to every locked door on campus.
11. If your room has curtains or shades, close them. Turn off any interior lights.
12. If gunshots are heard, or if deemed necessary by the adult in charge, institute seek shelter procedures. Move students into positions where there is limited visibility from outside windows.

Special needs students should be assisted as necessary. Students in wheelchairs should not be taken out of their chairs unless there is a threat of imminent danger.

13. As soon as possible, each teacher or adult who has students under their supervision, should ensure that the command post receive the following information:

- Name and location
- Number and nature of injuries
- Total number of students
- Names of any missing students
- Names of any students not normally under you supervision, along with their regular room number
- Names and titles of adults (maintenance worker, teacher, visitor, etc.)

LOCK DOWN continued:

14. Office personnel will utilize this information to ensure the following:

3. Appropriate medical assistance has been requested
4. Account for all students, staff and visitors

15. If it is determined that someone is unaccounted for, the campus will be searched in an effort to locate that individual. If there is imminent danger, i.e. an intruder is on campus, law enforcement will be advised of the missing person, and will conduct the search. In that case, no district personnel will leave a secured area to search. If there is no imminent danger, the principal and other designated staff, not involved in active student supervision, will sweep the campus in an effort to locate the missing person.

16. If someone arrives during the emergency, use your best judgment, based on the facts available to you, whether or not you allow them inside. If the new arrival is an unaccompanied student, bring them inside if at all possible. If the new arrival is an adult, or an adult accompanied by a child, attempt to communicate the nature of the emergency to them, and send them away.

17. Students and staff will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement. Remember that our chief concern is the physical and emotional wellbeing of the students. Remain calm, and keep the students calm.

Be prepared for an extended lockdown. Plan on providing toilet facilities with what you have at hand. If a portable toilet is not available, use a trash can and plastic liner. Provide privacy as best you can, using closet doors, butcher paper etc.

LOCK DOWN continued:

16. A green and red card are located in each emergency backpack. If there is no emergency inside your room, tape the green card to a window on the door. If someone needs immediate assistance, tape the red card to the window located on the door. The card can also be slipped under the door, if no windows are located nearby. Skip this procedure, if it cannot be safely accomplished. This step will allow emergency responders to move past your location if there is no emergency inside.

All Clear

17. Once the threat has been resolved, the Incident Commander will advise the District Office of the situation. They will advise the District office of any information, or special instructions they want sent to parents through the CJUSD system. The District Office will send a CJUSD message advising parents that the situation has been resolved and informing them of any special instructions.
18. Each incident is unique and can have a multitude of ending scenarios. Please be flexible and follow the directions from the command post. When the incident is resolved, an "All Clear" announcement will be made, followed by appropriate instructions.

P.A. Announcement: **"ALL CLEAR, ALL CLEAR, ALL CLEAR"**

The P.A. announcement will be followed by an appropriate set of instructions. Teachers: Following the "All Clear", do not release students, or take any actions until instructions are received.

- Examples:
1. "RESUME NORMAL OPERATIONS"
 2. "DISMISS STUDENTS"
 3. "IMPLIMENT EMERGENCY RELEASE PROCEDURES. CONTINUE TO KEEP ALL YOUR STUDENTS IN YOUR ROOM, UNLESS A RUNNER COMES TO EXCUSE THEM."

LOCK DOWN continued:

19. In the event crowd control is required, the Incident Commander , (Principal), will call for the Search and Rescue Teams. The teachers on those teams, will take their classes to a pre appointed teacher for safe keeping, and report to the Office. They will pick up walkie-talkies and perform the following functions as directed by the Incident Commander:

- Sweep the campus and remove all unauthorized personnel, including parents. Request assistance from law enforcement as necessary.
- Prevent unauthorized personnel from entering the campus
- Direct parents and other members of the public to the location of the PIO (Public Information Officer)
- If appropriate, direct parents to the Emergency Release Area

20. If necessary, counselors will be requested and set up, at a location on campus.

21. The Public Information Officer (PIO) will provide appropriate information to the public, and members of the media. Requests for information from media, will be directed to the PIO, at whatever location designated by the PIO.

22. No staff will be allowed to leave until directed to do so. Depending on the nature of the event, there may be a debriefing explaining exactly what occurred, and how it was handled. All questions should be answered as thoroughly as possible

Remember that under no circumstances, are staff permitted to speak to the media. Refer all requests for information to the PIO. Do not allow students to be interviewed on campus.

EVACUATE BUILDING

This action is taken after the decision is made that it is unsafe to remain in the building. The Incident Commander needs to determine if the designated Emergency Assembly Area is appropriate, considering the nature of the emergency. If not, direct the evacuation to the pre-selected Alternate Emergency Assembly Area.

Description of Action

1. P.A. Announcement:

“EVACUATE BUILDING, EVACUATE BUILDING, EVACUATE BUILDING”

Followed by: (3) Short Bells (Fire Drill Bell Sequence)

Repeat Sequence of Announcements and Bells At least (3) Times !

Turn off regular bell schedule for the duration of the EMERGENCY

2. The Principal or their designee, will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication. 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 OUTDOOR EMERGENCY ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR EMERGENCY BACKPACK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

Incident Commander (Principal): As soon as possible, the incident commander should notify the District office by radio. They should be prepared to provide an updated summary of the situation. The incident commander should also request the CJUSD phone system be initiated to provide timely information and instructions to the parents.

18. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned *Emergency Assembly Area*.

Evacuate Building continued:

19. Teachers will take the Emergency Backpack when leaving the building and take attendance once the class is assembled in a safe location.
20. Once assembled, teachers and students will stay in place until further instructions are given by the Principal or law enforcement. Remember that our chief concern is the physical and emotional wellbeing of the students. Remain calm, and keep the students calm.
21. If outside, students will proceed to their Emergency Assembly Area.
22. Students inside restrooms, or other locations without adult supervision, should immediately report to their Emergency Assembly Area.
23. Office Staff will evacuate to the designated Outdoor Command Post. They should take the Emergency Operation Box with them. It should include all items necessary to account for students and staff, such as roll sheets, staff rosters, and visitor sign in books.
24. As soon as possible, each teacher or adult in charge of students that the command post receives the following information:
 - Name and location
 - Number and nature of injuries
 - Total number of students
 - Names of any missing students
 - Names of any students not normally under your supervision, along with their regular room number
 - Total number of adults
 - Names and titles of adults (maintenance worker, teacher, visitor, etc.)

Evacuate Building continued:

25. Office personnel will utilize this information to ensure the following:

5. Appropriate medical assistance has been requested
6. Account for all students, staff and visitors

26. If it is determined that someone is unaccounted for, the campus will be searched in an effort to locate that individual. If there is imminent danger, emergency response personnel will be notified by the Incident Commander. They will search for the missing person. No district personnel will leave a secured area to search. If there is no imminent danger, the principal and other designated staff, not involved in active student supervision, will sweep the campus in an effort to locate the missing person.

27. If someone arrives during the emergency, use your best judgment, based on the facts available to you. If the new arrival is an unaccompanied student, accept them and send them to their class at the Emergency Assembly Area. If the new arrival is an Employee, assign them to an appropriate duty. If the new arrival is a child accompanied by an adult, communicate the nature of the emergency to them, and either accept the student, or send them away.

28. Be prepared for an extended period at the Emergency Assembly Area. The Incident Commander should activate Emergency Response Teams or utilize Emergency supplies as necessary to provide for the needs of the students and staff.

Depending on the nature of the emergency, meals may be available through the Food Services Director. Requests for food should be made by the Incident Commander to the Food Services Director via the Emergency Radio.

TBA Emergency Supply situation

Evacuate Building continued:

All Clear

29. Each incident is unique and can have a multitude of ending scenarios. Please be flexible and follow the directions from the command post. When the incident is resolved, an “All Clear” announcement will be made, followed by appropriate instructions.

P.A. Announcement: **“All CLEAR, ALL CLEAR, ALL CLEAR”**

The P.A. announcement will be followed by an appropriate set of instructions. Following the “All Clear”, do not release students, or take any actions until instructions are received.

- Examples:
1. “RETURN TO YOUR CLASSROOMS”
 2. “DISMISS STUDENTS”
 3. “IMPLIMENT EMERGENCY RELEASE PROCEDURES. CONTINUE TO KEEP ALL YOUR STUDENTS IN YOUR ROOM, UNLESS A RUNNER COMES TO EXCUSE THEM.”

14. In the event crowd control is required, the Incident Commander , (Principal), will call for the Search and Rescue Teams. The teachers on those teams, will take their classes to a pre appointed teacher for safe keeping, and report to the Office. They will pick up walkie-talkies and perform the following functions as directed by the Incident Commander:

- Sweep the campus and remove all unauthorized personnel, including parents. Request assistance from law enforcement as necessary.
- Prevent unauthorized personnel from entering the campus
- Direct parents and other members of the public to the location of the PIO (Public Information Officer)
- If appropriate, direct parents to the Emergency Release Area

Evacuate Building continued:

15. If necessary, counselors will be requested and set up, at a location on campus.

16. The Public Information Officer (PIO) will provide appropriate information to the public, and members of the media. Requests for information from media, will be directed to the PIO, at whatever location designated by the PIO.

17. No staff will be allowed to leave until directed to do so. Depending on the nature of the event, there may be a debriefing explaining exactly what occurred, and how it was handled. All questions should be answered as thoroughly as possible

- **Remember that under no circumstances are staff permitted to speak to the media. Refer all requests for information to the PIO. Do not allow students to be interviewed on campus**

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 EMERGENCY ASSEMBLY AREA is required.

The Incident Commander needs to determine if the designated Off Site Emergency Assembly Area is appropriate, considering the nature of the emergency. If not, direct the evacuation to another Alternate Off Site Emergency Assembly Area. Additionally, the Incident Commander needs to determine if the designated evacuation route is appropriate considering the nature of the emergency. If not, they should instruct staff to utilize an appropriate alternate route.

Description of Action

1. P.A. Announcement:

“EVACUATE THE CAMPUS, EVACUATE THE CAMPUS, EVACUATE THE CAMPUS”

Followed by: (3) Short Bells (Fire Drill Bell Sequence)

Repeat Sequence of Announcements and Bells At least (3) Times !

Turn off regular bell schedule for the duration of the EMERGENCY

2. The Principal or their designee, will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions

“YOUR ATTENTION PLEASE. WE NEED TO CLEAR THE CAMPUS. INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA. USE THE DESIGNATED EVACUATION ROUTE. (Or Describe the route to be taken) STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR EMERGENCY BACK PACKS AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED.”

OFF-SITE EVACUATION CONTINUED

3. **Incident Commander (Principal):** As soon as possible, the incident commander should notify the District office by radio. They should be prepared to provide an updated summary of the situation. The incident commander should also request the SwiftK12 phone system be initiated to provide timely information and instructions to the parents.
4. Teachers will follow instructions and direct their students in an orderly manner to the designated Off Site Emergency Assembly Area. Use the Designated Evacuation Route unless otherwise instructed.
5. Teachers will take the Emergency Backpack when leaving the building and take attendance once the class is assembled at the Off-Site Emergency Assembly Area.
6. Office Staff will evacuate to the designated Outdoor Command Post. They should take the Emergency Operation Box with them. It should include all items necessary to account for students and staff, such as roll sheets, staff rosters, and visitor sign in books.
7. If outside, unsupervised students, such as those in transit, will immediately report to their classroom.
8. Students inside restrooms, or other locations without adult supervision, should immediately report to their classroom.
9. Once assembled, teachers and students will stay in place until further instructions are given by the Principal or law enforcement. Remember that our chief concern is the physical and emotional wellbeing of the students. Remain calm, and keep the students calm

OFF SITE EVACUATION continued:

10. As soon as possible, each teacher or adult in charge of students that the command post receives the following information:

- Name and location
- Number and nature of injuries
- Total number of students
- Names of any missing students
- Names of any students not normally under your supervision, along with their regular room number
- Total number of adults
- Names and titles of adults (maintenance worker, teacher, visitor, etc.)

7. Office personnel will utilize this information to ensure the following:

1. Appropriate medical assistance has been requested
2. Account for all students, staff and visitors

8. If it is determined that someone is unaccounted for, the campus will be searched in an effort to locate that individual. If there is imminent danger, emergency response personnel will be notified by the Incident Commander. They will search for the missing person. No district personnel will search under those circumstances. If there is no imminent danger, the principal and other designated staff, not involved in active student supervision, will sweep the campus in an effort to locate the missing person.

OFF SITE EVACUATION continued:

9. If someone arrives during the emergency, use your best judgment, based on the facts available to you. If the new arrival is an unaccompanied student, accept them and send them to their class at the Emergency Assembly Area. If the new arrival is an Employee, assign them to an appropriate duty. If the new arrival is a child accompanied by an adult, communicate the nature of the emergency to them, and either accept the student, or send them away.
10. Be prepared for an extended period at the Emergency Assembly Area. Utilize supplies from the Emergency Backpacks as a stopgap measure. During a prolonged evacuation, the Incident Commander should coordinate with other Principals, Emergency responders, etc. to obtain necessary supplies and equipment to provide for the needs of the students and staff.

Depending on the nature of the emergency, meals may be available through the Food Services Director. Requests for food should be made by the Incident Commander to the Food Services Director via the Emergency Radio.

Emergency medical supplies, water, food, shelter and restroom facilities are available in each School's Emergency Supply Bin. If the School's Bin is accessible, the Incident Commander can coordinate with the Maintenance Director to have his personnel transport the necessary material from the Bin to the Off-Site Emergency Assembly Area. In the event the School's Bin is not accessible, the Incident Commander can coordinate the acquisition of supplies from another School.

OFF SITE EVACUATION continued:

All Clear

11. Each incident is unique and can have a multitude of ending scenarios. Please be flexible and follow the directions from the command post. When the incident is resolved, an “All Clear” announcement will be made, by the Incident Commander at the time the All Clear is given, appropriate instructions should be provided to ensure a smooth transition to the next phase of activity.

Examples:

1. “RETURN TO CAMPUS”
2. “IMPLIMENT EMERGENCY RELEASE PROCEDURES. CONTINUE TO KEEP ALL YOUR STUDENTS WITH YOU, UNLESS A RUNNER COMES TO EXCUSE THEM.”

14. In the event crowd control is required, the Incident Commander, (Principal), will call for the Search and Rescue Teams. The teachers on those teams, will take their classes to a pre appointed teacher for safe keeping, and report to the Command Post. They will perform the following functions as directed by the Incident Commander:

- Sweep the Off-Site Emergency Assembly Area and remove all unauthorized personnel, including parents. Request assistance from law enforcement as necessary.
- Prevent unauthorized personnel from entering the Off-Site Emergency Assembly Area
- Direct parents and other members of the public to the location of the PIO (Public Information Officer)
- If appropriate, direct parents to the Emergency Release Area

15. If necessary, councilors will be requested and set up, at a location accessible to students, their families, and Staff.

OFF SITE EVACUATION continued:

16. The Public Information Officer (PIO) will provide appropriate information to the public, and members of the media. Requests for information from media, will be directed to the PIO, at whatever location designated by the PIO.
17. No staff will be allowed to leave until directed to do so. Depending on the nature of the event, there may be a debriefing explaining exactly what occurred, and how it was handled. All questions should be answered as thoroughly as possible
 - Remember that under no circumstances are staff permitted to speak to the media. Refer all requests for information to the PIO. Do not allow students to be interviewed on campus

9. EMERGENCY PROCEDURES

This section describes the specific procedures school staff will follow during the seventeen emergencies listed below:

- Animal Disturbance
- Assault on Campus (Armed or Unarmed)
- Biological or Chemical Release
- Bomb Threat
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Explosion/Risk of Explosion
- Fire in Surrounding Area
- Fire On School Grounds
- Flooding
- Loss or Failure of Utilities
- Motor Vehicle Crash
- Psychological Trauma
- Suspected Contamination of Food or Water
- Threat of Violence
- Unlawful Demonstration / Walkout

It is important to note that school administrators (Principals) are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

In the following procedures, the Principal or designee will be referred to as “Incident Commander”.

ANIMAL DISTURBANCE

This procedure should be implemented when the presence of any animal, wild or domestic, which threatens the safety of students or staff. Examples are dogs, coyotes, mountain lions, bees etc.

Procedure

1. The Incident Commander (Principal) will initiate appropriate Emergency Response Actions, which may include LOCK DOWN, SECURE IN PLACE, or EVACUATE BUILDING.
2. If the Incident Commander issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Emergency Assembly Area. If it is unsafe to remain on campus, the Incident Commander will initiate an OFF-SITE EVACUATION
3. In the event of an evacuation, teachers will bring their Emergency Backpacks, which include their student roster. Once in the Emergency Assembly Area, they will take roll to account for students. Teachers will notify the Command Post of missing or injured students.
4. Upon discovery of an animal, staff members will attempt to isolate the animal from students if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. Close doors or gates if it assists in segregating the animal.
5. If additional outside assistance is needed, the Incident Commander will call "911" and provide the location of the animal and nature of emergency. The 911 Operator will forward the call to the appropriate agency. Do not call Animal Control or the Department of Fish and Game direct.
6. If the incident is significant, the Incident Commander will contact the District Office and advise them of the situation. If appropriate, the Incident Commander should request a Connect-Ed message be sent advising parents of the nature of the emergency and advising them not to come to the school.
7. Advise the Command Post of any student or staff injuries. First aid will be provided by the Medical Team. In the event the injuries require additional treatment, the command Post will be advised, they will contact 911, and request appropriate medical attention. Be prepared to give the exact location of the victim(s) their approximate ages and the nature of the injury(s).
8. The Incident Commander or their designee will call the District Office and provide periodic updates.

ARMED ASSAULT ON CAMPUS

An **Assault on Campus** involves one or more individuals who attempt to take hostages or cause physical harm to students and / or staff. Such an incident may involve unarmed individuals, individuals actually possessing weapons such as a gun, a knife or other harmful devices, or persons simulating a weapon.

Procedure

1. Upon first indication of an assault, personnel should immediately notify the Incident Commander (Principal).
2. The Incident Commander will initiate the appropriate Emergency Response Action(s), which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
3. The Incident Commander will call “911” and provide the exact location and nature of the incident. The Incident Commander should designate a person to remain online with 911 if safe to do so.
4. As soon as possible, use established procedures to account for students and staff. If it is determined that someone is unaccounted for, the campus will be searched in an effort to locate that individual. If there is imminent danger, i.e., an intruder is on campus, law enforcement will be advised of the missing person, and will conduct the search. In that case, no district personnel will leave a secured area to search. If there is no imminent danger, the principal and other designated staff, not involved in active student supervision, will sweep the campus in an effort to locate the missing person.
5. The Medical Team will provide first aid and if necessary, work with local authorities to ensure injured students and staff, receive medical attention.
6. As soon as possible, the Incident Commander will contact the District Office and advise them of the situation. If appropriate, the Incident Commander should request a Connect-Ed message be sent advising parents of the nature of the emergency and advising them not to come to the school.
7. The Incident Commander or their designee will call the District Office and provide periodic updates. Those updates will include a verified list of casualties, and the locations to which they were transported. The Incident Commander will utilize district personnel and equipment and other resources as needed.
8. All media inquiries will be referred to the designated Public Information Officer.
9. The Incident Commander will debrief staff.

BIOLOGICAL OR CHEMICAL RELEASE

A **Biological or Chemical Release** is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Such releases may be intentional or unintentional. The source may be located on school grounds such as discharge of acid in a school laboratory or may originate off the school site such as an accident involving hazardous materials in proximity of the school, or an explosion at a nearby oil refinery, truck release or agricultural incident.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances: Scenario 1 - Substance released inside a room or a building; Scenario 2 - Substance released outdoors and localized; and Scenario 3 - Substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures.

Some agents may be in a gaseous state, some a powder, and some may be liquid. Some gases are visible and some invisible. Some gasses are heavier than air and some lighter than air. All these factors need to be taken into account when determining an appropriate course of action.

Principals should determine ahead of time if there are any obvious chemical hazards near their School. If chemicals are stored or manufactured nearby, determine ahead of time what the chemicals are, the characteristics of the chemicals, their effects on humans, and treatment protocols in the event of exposure. Having such information in advance may save valuable time in the event of a release.

Scenario 1: Substance Released Inside a Room or Building

1. The Teacher or Employee who discovers the substance will order the evacuation of that area immediately effected by the contamination. As soon possible they need to notify the Principal (Incident Commander). The Incident Commander will initiate the appropriate Emergency Response Action. They may include SHELTER IN PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION. In the event of evacuation, staff will use designated routes or alternative safe routes, to the Emergency Assembly Area. The area should be located upwind of the affected room or building.
2. The Incident Commander or their designee will call “911”, and provide the exact location (e.g., building, room, area) and nature of emergency.
3. As soon as possible, the Incident Commander will notify the District Office, and advise them of the situation. They will request initiation of the SwiftK12 phone system, in order to notify parents of the nature of the situation, and to advise them not to come to the school.
4. The Incident Commander will instruct the Search and Rescue Team isolate and restrict access to potentially contaminated areas. A Team Member should be designated to guide Emergency Responders to both the contaminated area and location of those who were exposed.
5. The Custodian will turn off local fans in the area of the release, close the windows and doors, and shut down the building’s air conditioning system.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated “topically” by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the Medical Team should assess the need for medical attention.
7. The Command Post will compile a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. This information must be passed on to any emergency responders. The School Administrator will complete the Biological and Chemical Release Response Checklist.
8. If necessary, the incident commander will request the Psychological First Aid Team, who will convene onsite and begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the Santa Barbara County Fire Department, appropriate agencies, or the Incident Commander provides clearance.

SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

1. The Incident Commander will immediately direct staff to remove students from the affected areas to an area upwind from the release. The Incident Commander will initiate the appropriate Emergency Response Action. They may include SHELTER IN PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION. In the event of evacuation, staff will use designated routes or alternative safe routes, to the On or Off Site, Emergency Assembly Area. The area should be located upwind of the affected area.
2. The Incident Commander or their designee will call "911", and provide the exact location (e.g., building, room, area) and nature of emergency.
3. As soon as possible, the Incident Commander will notify the District Office, and advise them of the situation. They will request initiation of the SwiftK12 phone system, in order to notify parents of the nature of the situation, and to advise them not to come to the school.
4. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
5. The Command Post will compile a list of all people who have been affected by the substance, or otherwise contaminated. This information must be passed on to any emergency responders. The School Administrator will complete the Biological and Chemical Release Response Checklist.
6. If necessary, the incident commander will request the Psychological First Aid Team, who will convene onsite and begin the process of counseling and recovery.
7. Any affected areas will not be reopened until the Santa Barbara County Fire Department, appropriate agencies, or the Incident Commander provides clearance.

SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If the Incident Commander or local authorities determine a potentially toxic substance has been released to the atmosphere, the Incident Commander will initiate the appropriate Emergency Response Action. They may include SHELTER IN PLACE, or OFF-SITE EVACUATION. In the event of evacuation, staff will use designated routes or alternative safe routes, to the On or Off Site, Emergency Assembly Area. The area should be located upwind of the affected area.
2. The Incident Commander or their designee will call “911”, and provide the exact location (e.g., building, room, area) and nature of emergency.
3. As soon as possible, the Incident Commander will notify the District Office, and advise them of the situation. They will request initiation of the SwiftK12 phone system, in order to notify parents of the nature of the situation, and to advise them not to come to the school.
4. The school will remain in a SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION condition until appropriate agency, or the Incident Commander provides clearance.

BOMB THREAT

This protocol is initiated by receipt of a bomb threat, or discovery of a suspicious device. The threat can be received by telephone, note, e mail, personal delivery, or from police or fire personnel.

Bomb threats are much more common than either actual explosive devices, or explosions. In general, threats or advanced warnings are not given when a bomb is actually going to explode. Statistically, when a bomb explodes, there is no warning, and conversely, when threats are made there is normally no explosion.

Threats can be used for various purposes, including creating fear, and disrupting normal activities, or calling attention to an individual or group. A phone threat can be received at any number and may be found on an answering machine at the beginning of the day.

Normally, a threat requires some additional factor to make it "credible". Determining the credibility of the threat is best left to the professionals, however the Incident Commander or other District Administrator may be asked to make the call, or to provide input. Factors contributing to credibility are age of the caller. Specificity of the threat stated motive, description of the device, or apparent explosives knowledge.

Threats made by students, absent any corroborative facts are normally considered non credible. Non credible threats call for lesser response than either credible threats, or when a suspicious device is actually discovered.

A series of false Bomb Threats create the possibility that the perpetrator is "patterning" the schools response, to the threats. By placing the false threats, the perpetrator learns both evacuation routes and emergency assembly areas. If multiple threats are received, it is important that officials recognize the pattern of threats and utilize different evacuation routes and assembly areas.

Routinely examine evacuation areas. Look for evidence of recent digging. Remove trash cans, dumpsters, or other items which could be used to conceal an explosive device. Be suspicious of piles of trash or other debris which appear in an assembly area. Improvised Explosive Devices, or I.E.D.'s is routinely concealed in such items.

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call “911” – Tell the operator, **“This is [state name] from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number].”**
2. The person answering the threat call should follow the procedures on the Bomb Threat Checklist. A Checklist should be located underneath each phone capable of receiving an outside call. If no Checklist is available, try to obtain the following information:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What will cause the bomb to explode?
 - Did you place the bomb? Why?
 - What number can I call you back at?
 - What is your address?
 - What is your name?
3. After receiving the telephoned threat, the person who answered the call should immediately notify the Principal (Incident Commander). As soon as practical, the Incident Commander, or their designee will notify the district office and advise them of the situation.
4. If the threat is received through other means, the person receiving the threat will notify the Principal, (Incident Commander). The Incident Commander will notify the Santa Paula Police Department via “911” and pass along all information regarding the incident. Attempt to preserve the evidence, i.e., note, or e mail, by which the threat was conveyed. If it was delivered in person, attempt to gain as much information as possible about the informant. If the informant is cooperative, have them wait for police.
5. If a specific location is identified in the threat, the Incident Commander should evacuate the area, as well as the area surrounding the reported location of the explosive. Use evacuation routes that do not place students or staff in close proximity to the location of a suspected device.
6. While in the area under threat, all cell phones, beepers and hand-held radios should be turned off since many explosive devices can be triggered by radio transmissions. Bomb threat experts recommend no radio transmission within 500 feet of a device, or suspected location of a device. Use of any electronic device within the 500’ restriction zone must be cleared in advance with the Incident Commander.

Bomb Threat continued:

7. If a suspicious object is identified, notify the Incident Commander immediately. No attempt should be made to investigate or examine the object. Evacuate the area near the device.
8. If no suspicious device(s) are found, and the threat appears to be unfounded, the Incident Commander (Principal) will make the determination as to when to resume normal operations.
9. Based on the search results, the Incident Commander will determine the appropriate Immediate Response Action, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 7.0.
10. The Incident Commander shall update the district office and request necessary assistance. If Police respond, or if students are evacuated from their classrooms, the SwiftK12 system should be initiated.
11. If a device is found, or if Police determine the threat to be credible, they **will** assume command. Once command is shifted to the Police Department, the Incident Commander will assume a support function, and must obey all lawful orders issued by the on-scene Law Enforcement Personnel. **Do not interfere with the Police.**
12. The Incident Commander should ensure that the physical needs of the students and staff are being met. Keep in mind that there are supplies in the Emergency Bin, and that additional supplies or manpower can be brought in from other campuses. Students can also be walked to a nearby campus, where it may be easier to provide services such as food, or shelter.
13. If requested by the Incident Commander, the Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
14. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. At the conclusion of the incident, the Incident Commander will take the appropriate actions based on the circumstances.
15. After the incident is over, the Incident Commander will complete the Bomb Threat Report.

BOMB THREAT PACKET

BOMB THREAT CHECKLIST

Phone Number Appearing on Caller I.D.: _____

- 1.) When is the bomb going to explode?
- 2.) Where is the bomb right now?
- 3.) What does the bomb look like?
- 4.) What kind of bomb is it?
- 5.) What will cause the bomb to explode?
- 6.) Did you place the bomb?
- 7.) Why?
- 8.) What is your address?
- 9.) What is your name?

Exact Wording of Bomb Threat:

Phone # at which call was received _____ Time Call Received _____ Length of Call _____

Date Call Received _____ Sex of Caller _____ Race _____ Age _____

REMARKS: _____

Your name: _____ Title: _____ PH # _____ Date _____

BOMB THREAT CALL INFORMATION

DESCRIBE THE CALLER:

Sex of the caller: *Male* *Female* *Unsure*

Approximate Age of Caller:

Caller's voice was (circle all that apply):

SPEED AND PITCH

Hurried or Rapid	Moderately paced	Slow
Hushed or quiet	Loud	Deep
High-pitched	Squeaky	Other:

EMOTION

Distant	Excited	Angry
Sad	Happy	Calm
Agitated	Matter-of-Fact	Boastful
Sincere	Crazed	Other:

QUALITY

Stutter	Lisp	Slurred
Whispered	Laughing or Giggling	Raspy
Nasal	Deep Breathing	Crying
Stressed	Whining	Clearing Throat
Cracking Voice	Other:	Other:

BOMB THREAT CALL INFORMATION

DESCRIBE THE CALLER continued:

LANGUAGE

Language	Accented	Well-spoken
Foul	Audio Taped	Incoherent
Message read	Irrational	Broken
Drunk	Other	Other

Could you tell if the call was:

Local?	Long Distance?	Cell Phone?
Was the voice familiar?	Y or N	If yes, how, who if known?
Was the voice disguised?	or N	If yes, how?

DESCRIBE THE ATMOSPHERE

Could you make out anything said in the background?

Background Sounds Heard on the Call (circle all that apply):

Trains	Airplanes	Party	Children
Quiet	Static	Echo	Street noises
House noises	Voices	Vehicle noise	Animal noises
PA System	Music	Motor	Factory machinery
Office machinery	Other	Other	

PERSON WHO RECEIVED CALL

Your Name:

Your Position:

Your Telephone Number:

Was a recording of the call made?

BUS DISASTER

These procedures are for use by in the event of an earthquake, serious bus accident, or other emergency, that occurs while students are traveling on a bus.

The vehicle driver is responsible for the safe, and lawful operation of the vehicle. Do not interfere with the driver's responsibilities. In the event the driver is not operating the vehicle in a safe manner, do not hesitate to take action, up to, and including telephoning for assistance.

The district employee in charge of the event will account for all students in their vehicle. They will also be responsible for ensuring the students receive necessary food, water, and medical treatment. They will also be responsible for the behavior of the students in their charge.

Procedure

1. In the event of an earthquake, the driver should instruct the passengers to DUCK AND COVER. In the event the driver does not, any other adult on board, may make the announcement.
2. After the shaking stops, check for injuries and provide first aid as appropriate.
3. If the bus is disabled, stay in place until help arrives.
4. Contact the Principal, as soon as possible, and report the location and condition of students and staff.
5. The Principal will determine what additional appropriate notification(s) should be made and will brief the office of the Superintendent.
6. If conditions permit, the driver should be instructed to continue to the original destination.
7. If it is impossible to continue to the original destination, attempt to return to school. If it is not possible to safely return to school, proceed to the nearest designated shelter, or safe area. Upon arriving, notify the Principal. Adults should remain with the children until further instructions are received from the Principal.

BUS DISASTER CONTINUED

1. In the event the bus is involved in an accident, follow the instructions of the driver. Evacuate only in the event of fire, or another life-threatening emergency situation.
2. As soon as possible, call "911". Provide exact location of the bus and wait for arrival of emergency responders. Police must respond to any accident involving a school bus. Do not allow the driver to leave the scene of the accident before the arrival of Police.
3. If students are evacuated from the bus, ensure that they remain out of traffic. Move them as far from the roadside as practical.
8. Check for injuries and provide appropriate first aid.
9. Contact the Principal, as soon as possible, and report the location and condition of students and staff.
10. The Principal will determine what additional appropriate notification(s) should be made and will brief the office of the Superintendent.
11. If conditions permit, the driver should be instructed to continue to the original destination.
12. If it is impossible to continue to the original destination, attempt to return to school. If it is not possible to safely return to school, proceed to the nearest designated shelter, or safe area. Upon arriving, notify the Principal. Adults should remain with the children until further instructions are received from the Principal

DISORDERLY CONDUCT

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to the section Armed Assault on Campus.

Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff. This action should only be attempted if it is safe to do so.
2. Staff will immediately notify the Principal.
3. The Principal will assume Incident Commander responsibilities, and will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
4. If appropriate, the Incident Commander will ensure that Police are notified via 911. The caller should be prepared to provide the exact location and nature of the incident. Circumstances requiring Police notification include any violent act, threatened, or actual criminal action. If in doubt, notify Police.
5. If an immediate threat is not clearly evident, the Incident Commander (Principal) or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. Be prepared to take appropriate action if the incident escalates.
7. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
8. As soon as possible, The Incident Commander will notify the District Office of the situation.
9. After the incident is resolved, the Incident Commander will notify the District Office.
10. An ALL CLEAR can be given, and normal operations resumed as soon as it is safe to do so.

EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, interruption of utilities and communication, as well as injuries, or death. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

Procedure

Note: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

Earthquake During School Hours

1. Upon the first indication of an earthquake, teachers should direct students to DUCK AND COVER. Do not wait for a P.A. Announcement.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. If appropriate based on the degree of shaking, the Principal will initiate the EVACUATE BUILDING action when the shaking stops. If the event is large enough to do visible damage, or knock items over, evacuation should be undertaken. Staff and students will evacuate the buildings using prescribed evacuation routes. If the prescribed routes are unsafe, use alternate safe routes to the Emergency Assembly Area.
4. In the event of fire, or serious injury, the Incident Commander will call for assistance via 911. If 911 is unavailable, other means of communication may be used, including emergency radios.
5. In the event of an evacuation, Teachers will bring their classroom Emergency Backpacks with them to the Emergency Assembly Area.
6. Use established procedures to account for students and staff.
7. The District Office will contact each site to determine whether all students and staff have been accounted for. The Incident Commander is responsible for notifying the Superintendent of any pertinent information, including damage to district property, or loss of utilities.
8. The SwiftK12 phone system may be used to keep parents informed and give them instructions if necessary.

EARTHQUAKE CONTINUED

9. The Incident Commander will utilize emergency response teams as necessary, to account for students, staff and visitors. Provide first aid for the injured. Ensure that any deceased persons are blocked from view, by covering them with blankets. Provide for the food, water and sanitation and shelter needs of students and staff. Locate hazards and turn off utilities only if necessary.
10. If injuries have occurred, the Incident Commander will activate the First Aid/Medical Team. They will establish an aid station and provide appropriate first aid to the injured.
11. If everyone is accounted for, and it appears safe to do so, the Incident Commander may activate one or more Search Teams. They can be used to make an initial inspection of school buildings to identify any significant hazard or damage. They will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
12. If it is determined that anyone is unaccounted for, and it appears safe to do so, the Incident Commander will activate one or more Search Teams. They will perform a search of buildings and grounds, in an effort to locate the missing person, or persons.
13. Before reoccupying any evacuated building. The Incident Commander will confer with the District Superintendent.
14. The Incident Commander will remain flexible to changing conditions and has the option to order an OFF-SITE EVACUATION, or other actions as warranted by circumstances. Conditions which might result in OFF SITE EVACUATION, include threat of fire, or hazardous material release.
15. After consultation with the District Superintendent, the Incident Commander may conclude the incident by initiating the appropriate action. Those may include ALL CLEAR, or implementation of the Emergency Student Release Procedures.
 - Depending on the severity of the earthquake, some students may not be picked up after release. The Incident Commander will utilize personnel and supplies, to provide for the security and material needs of those students.

Earthquake During Non- School Hours:

1. If an earthquake occurs during non-school hours, the Principal from each site, will contact the Maintenance & Operations Director, and the Food Services Director. They will determine if the event was of sufficient magnitude to warrant a site inspection. If they determine a site inspection is warranted, they will coordinate it, and insure it is completed before any buildings are occupied.
2. The Food Services Director will inspect, food service facilities, and equipment, at each site, in order to evaluate whether they will be able to provide food service. The food Service Director will report the results of their Inspection to both the site Principal, and the District Superintendent.
3. In the event the inspection determines there is no structural damage, or the damage is judged to be superficial, the Principal should confer with the District Superintendent on identified damages to determine if the school should be closed.
4. If there is visible structural damage, or if there is any question about the structural integrity of any building, the Maintenance Director will coordinate with the Office of the State Architect. The State Architect will physically inspect the buildings and determine whether they can be safely occupied.
5. The State Architect may authorize the use of outside engineers during large earthquake events. In the event outside engineers are used, the Maintenance Director will coordinate the inspections, and ensure the District Superintendent is apprised of the findings, and that all necessary reports are forwarded to the Office of the State Architect.

Explosion / Risk of Explosion

This section addresses four possible scenarios involving an **Explosion / Risk of Explosion**:

- Scenario 1 - Explosion on school property;
- Scenario 2 – Risk of explosion on school property;
- Scenario 3 - Explosion or risk of explosion in a surrounding area, and
- Scenario 4 – Nuclear blast or explosion involving radioactive materials.

[A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.].

It is necessary to first determine which scenario applies and then implement the appropriate response procedures.

Procedure

SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. In the event of an explosion, all persons should initiate DUCK AND COVER. Do not wait for an announcement.
2. The Principal should consider the possibility of another imminent explosion and take appropriate action.
3. As soon as possible, the Incident Commander, (Principal), will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION. Evacuation may be warranted in some buildings and other buildings may be used as shelter, based on circumstances.
4. Incident Commander will call for assistance via 911. If 911 is unavailable, other means of communication may be used, including emergency radios.
5. In the event of an evacuation, Teachers will bring their classroom Emergency Backpacks with them to the Emergency Assembly Area.
6. Use established procedures to account for students and staff.
7. As soon as possible, the Incident Commander will contact the District Office, and advise them of the situation at their site.

Explosion / Risk of Explosion continued

8. The SwiftK12 phone system may be used to keep parents informed and give them instructions if necessary.
9. The Incident Commander will utilize emergency response teams as necessary, to account for students, staff and visitors. Provide first aid for the injured. Ensure that any deceased persons are blocked from view, by covering them with blankets. Provide for the food, water and sanitation and shelter needs of students and staff. Locate hazards and turn off utilities only if necessary.
10. If injuries have occurred, the Incident Commander will activate the First Aid/Medical Team. They will establish an aid station and provide appropriate first aid to the injured.
11. If everyone is accounted for, and it appears safe to do so, the Incident Commander may activate one or more Search Teams. They can be used to make an initial inspection of school buildings to identify any significant hazard or damage. They will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
12. If it is determined that anyone is unaccounted for, and it appears safe to do so, the Incident Commander will activate one or more Search Teams. They will perform a search of buildings and grounds, in an effort to locate the missing person, or persons.
13. Before reoccupying any building with visible damage, The Incident Commander will confer with the Director of Maintenance and Operations and the District Superintendent.
14. The Incident Commander will remain flexible to changing conditions and has the option to order an OFF-SITE EVACUATION, or other actions as warranted by circumstances. Conditions which might result in OFF SITE EVACUATION, include secondary explosions, fire, hazardous material release, or smoke.
15. After consultation with the District Superintendent, the Incident Commander may conclude the incident by initiating the appropriate action. Those may include ALL CLEAR, or implementation of the Emergency Student Release Procedures.

SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY

1. The Principal (Incident Commander) will utilize all available information and resources, to determine the nature of the risk, and best course of action. Based on their evaluation, the Incident Commander may elect to initiate an Immediate Response Action. Potential actions may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If an explosion does occur, follow the procedures outlined in Explosion on School Property section of this document.
3. If an explosion does not occur, the Incident Commander will gather all available information and confer with Police, Fire, and other appropriate outside agencies, as well as the District Superintendent. The Incident Commander will determine the current risk level, and take appropriate action based on information and circumstances available to them.

The appropriate actions may include ALL CLEAR, and a resumption of normal operations, or the Incident Commander may elect to cancel the remainder of the school day and initiate an Emergency Student Release. Regardless of the direction chosen, the Incident Commander should ensure that instructions are given in a clear concise and calm manner, and that an orderly transition occurs.

SCENARIO 3: EXPLOSION OR RISK OF EXPLOSION IN SURROUNDING AREA

1. The School Administrator will initiate the SHELTER-IN-PLACE response action.
2. The Principal (Incident Commander) will utilize all available information and resources, to determine the nature of the risk, and best course of action. Based on their evaluation, the Incident Commander may elect remain in SHELTER-IN-PLACE or may initiate another Immediate Response Action. Potential actions may include DUCK AND COVER, EVACUATE BUILDING, or OFF-SITE EVACUATION.
3. If an explosion does occur near the school, follow the procedures outlined in *Explosion On School Property* section of this document.
4. If an explosion does not occur, but there is a perceived risk of one, the Incident Commander will gather all available information and confer with Police, Fire, and other appropriate outside agencies, as well as the District Superintendent. The Incident Commander will determine the current risk level, and take appropriate action based on the circumstances, and the information and available to them.
5. The appropriate actions may include ALL CLEAR, and a resumption of normal operations, or the Incident Commander may elect to cancel the remainder of the school day and initiate an Emergency Student Release. Regardless of the direction chosen, the Incident Commander should ensure that instructions are given in a clear concise and calm manner, and that an orderly transition occurs.

SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

1. The School Administrator will initiate the SHELTER-IN-PLACE response action.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g., concrete walls, metal doors) between themselves and the source of the blast or explosion and should avoid sheltering near exterior windows.
3. The Incident Commander (Principal) will ensure that “911” is called. If unable to make “911” contact, utilize other means of communications, including emergency radios. Provide details on the area and personnel affected at the school.
4. After the initial blast, it is not necessary to keep students on the floor. Remove students from rooms with broken windows, extinguish fires, provide first aid, and move students to safe external rallying stations.
5. If safe to do so, the Incident Commander will direct the Utilities Shut Off Team to turn off the school’s main gas supply, local fans and air conditioning systems. Employees will close and lock doors and windows and attempt to seal gaps under doors and windows with wet towels or duct tape, seal vents with aluminum foil or plastic wrap, if available.
6. The Incident Commander will use appropriate means to communicate with the District Office and provide information about the circumstances at their site. If appropriate, the District Office may elect to initiate the SwiftK12 phone system, in order to inform and instruct parents about the situation.
7. The Incident Commander should monitor radio or television announcements and initiate further actions as appropriate.
8. Utilize classroom emergency supplies including portable toilets and water as needed. The Incident Commander is responsible for providing for the physical needs of students and staff. If safe to do so, they may choose to designate personnel to distribute emergency supplies from the Emergency Supply Bins.
9. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the Incident Commander issues further instructions.

FIRE IN SURROUNDING AREA

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school. Wind direction and smoke must also be taken into account.

Procedure

1. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
2. The Incident Commander (Principal) will ensure that "911" is notified. The caller must be able to provide the location and nature of emergency.
3. The Incident Commander will contact the Santa Barbara county Fire Department and will work with them, to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
4. If the Incident Commander issues the EVACUATE BUILDING, or OFF-SITE EVACUATION action, staff and students will evacuate the affected building(s) using prescribed routes or other safe routes to the designated evacuation site.
5. In the event of a building evacuation, Teachers will bring Classroom Emergency Backpacks to the Emergency Assembly Area, or the Off-Site EVACUATION Area.
6. As soon as possible, the Clerical / Release Team, will account for all students and staff.
7. In the event someone is determined to be missing, the Incident Commander will advise both Santa Barbara County Sheriffs and Fire Departments. Be prepared to provide the name, description and last known location of the missing person.

If safe to do so, the Incident Commander may utilize Search and or Rescue Teams to search for the missing person(s).

8. The Incident Commander will use appropriate means to communicate with the District Office and provide information about the circumstances at their site. If appropriate, the District Office may elect to initiate the SwiftK12 phone system, in order to inform and instruct parents about the situation.

Fire in Surrounding Area continued

9. Utilize classroom emergency supplies including portable toilets and water as needed. The Incident Commander is responsible for providing for the physical needs of students and staff. If safe to do so, they may choose to designate personnel to distribute emergency supplies from the Emergency Supply Bins.
10. Do not resume normal operations, until the appropriate agency provides clearance, and the Incident Commander issues further instructions.

FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building to evacuate to the Emergency Assembly Area. They will signal the fire alarm and report the fire to the Principal.
2. The Incident Commander (Principal) will immediately initiate the EVACUATE BUILDING action. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Emergency Assembly Area.
3. The Incident Commander will call "911" and provide the exact location (e.g., building, room, area) of the fire.
4. In the event of a building evacuation, Teachers will bring Classroom Emergency Backpacks to the Emergency Assembly Area, or the Off-Site EVACUATION Area.
5. As soon as possible, the Clerical / Release Team, will account for all students and staff.
6. In the event someone is determined to be missing, the Incident Commander will advise both Santa Barbara County Sheriff and Fire Departments. Be prepared to provide the name, description, and last known location of the missing person.

If safe to do so, the Incident Commander may utilize Search and or Rescue Teams to search for the missing person(s).

7. The Incident Commander will use appropriate means to communicate with the District Office and provide information about the circumstances at their site. If appropriate, the District Office may elect to initiate the CJUSD phone system, in order to inform and instruct parents about the situation.
8. Utilize classroom emergency supplies including portable toilets and water as needed. The Incident Commander is responsible for providing for the physical needs of students and staff. If safe to do so, they may choose to designate personnel to distribute emergency supplies from the Emergency Supply Bins.
9. The Incident Commander may utilize the Search and or Rescue Teams, to secure the area, to prevent unauthorized entry, and keep access roads clear for emergency vehicles.

Fire On School Grounds continued

10. The Incident Commander will maintain an open line of communication with the Santa Barbara County Fire Department, and the Santa Barbara County Sheriff's Office.
11. When safe to do so, the Incident Commander will activate the Utility Shutoff Team. They will examine the site, log any utility issues, shutting off any which pose a hazard. Following the survey, the Information will be passed on to the Incident Commander, who will ensure that the appropriate utility company is notified.
12. Do not resume normal operations, until the appropriate agency provides clearance and the Incident Commander issues further instructions.
13. For fires during non-school hours, the Principal from the effected site, will contact the Maintenance & Operations Director, and the Food Services Director. They will determine if the event warranted a site inspection. If they determine a site inspection is warranted, they will coordinate it, and insure it is completed before any buildings are occupied.
14. The Food Services Director will inspect, food service facilities, and equipment, at each site, in order to evaluate whether they will be able to provide food service. The food Service Director will report the results of their Inspection to both the site Principal, and the District Superintendent.
15. In the event the inspection determines there is no structural damage, or the damage is judged to be superficial, the Principal should confer with the District Superintendent on identified damages to determine if the school should be closed.
16. If there is visible structural damage, or if there is any question about the structural integrity of any building, the Maintenance Director will coordinate with the Office of the State Architect. The State Architect will physically inspect the buildings and determine whether they can be safely occupied.
17. The State Architect may authorize the use of outside engineers during large earthquake events. In the event outside engineers are used, the Maintenance Director will coordinate the inspections, and ensure the District Superintendent is apprised of the findings, and that all necessary reports are forwarded to the Office of the State Architect.
18. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department. Be sure the caller is clear that the "fire is out."

FLOODING

This procedure applies whenever storm water or other sources of water damage, inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or flash flooding in nearby streams or rivers.

Procedure

- A. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. The Incident Commander will call "911" and provide describe the nature and extent of the flooding.
3. In the event of a building evacuation, Teachers will bring Classroom Emergency Backpacks to the Emergency Assembly Area, or the Off-Site EVACUATION Area.

If the School Administrator issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.

4. As soon as possible, the Clerical / Release Team, will account for all students and staff.
5. In the event someone is determined to be missing, the Incident Commander will advise both Santa Barbara County Sheriffs and Fire Departments. Be prepared to provide the name, description, and last known location of the missing person.
6. If safe to do so, the Incident Commander may utilize Search and or Rescue Teams to search for the missing person(s).
10. 7. The Incident Commander will use appropriate means to communicate with the District Office and provide information about the circumstances at their site. If appropriate, the District Office may elect to initiate the CJUSD phone system, in order to inform and instruct parents about the situation.
11. 8. Utilize classroom emergency supplies including portable toilets and water as needed. The Incident Commander is responsible for providing for the physical needs of students and staff. If safe to do so, they may choose to designate personnel to distribute emergency supplies from the Emergency Supply Bins.
9. The Incident Commander may utilize the Search and or Rescue Teams, to secure the area, to prevent unauthorized entry, and keep access roads clear for emergency vehicles.

12. Flooding continued

10. The Incident Commander will maintain an open line of communication with the Santa Barbara County Fire Department, and the Santa Barbara County Sheriff's Office.
11. When safe to do so, the Incident Commander will activate the Utility Shutoff Team. They will examine the site, log any utility issues, shutting off any which pose a hazard. Following the survey, the Information will be passed on to the Incident Commander, who will ensure that the appropriate utility company is notified.
12. At the conclusion of the emergency, the Incident Commander will utilize the appropriate actions described in these procedures, to ensure an orderly transition to the next phase of activity, whether it be normal operations, emergency release etc.
13. The Incident Commander will contact the District Office, and provide parental instructions, or other information to be disseminated via the CJUSD system.
14. For flooding during non-school hours, the Principal from the effected site, will contact the Maintenance & Operations Director, and the Food Services Director. They will determine if the event warranted a site inspection. If they determine a site inspection is warranted, they will coordinate it, and insure it is completed before any buildings are occupied.
15. The Food Services Director will inspect, food service facilities, and equipment, at each site, in order to evaluate whether they will be able to provide food service. The food Service Director will report the results of their Inspection to both the site Principal, and the District Superintendent.
16. In the event the inspection determines there is no structural damage, or the damage is judged to be superficial, the Principal should confer with the District Superintendent on identified damages to determine if the school should be closed.
17. If there is visible structural damage, or if there is any question about the structural integrity of any building, the Maintenance Director will coordinate with the Office of the State Architect. The State Architect will physically inspect the buildings and determine whether they can be safely occupied.
18. The State Architect may authorize the use of outside engineers during large earthquake events. In the event outside engineers are used, the Maintenance Director will coordinate the inspections, and ensure the District Superintendent is apprised of the findings, and that all necessary reports are forwarded to the Office of the State Architect.

LOSS OR FAILURE OF UTILITIES

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Broken Water Line / Sewer Line

1. If flooding is discovered, notify the (Principal) Incident Commander. Provide as much information as possible, including the location of the flooding, and any identifiable cause.
2. If a leak in a charged water line is identified, the Incident Commander should notify the Maintenance Director and determine if maintenance personnel or the Utility Shutoff Team will be used to shut off the line.

If necessary, the Incident Commander will activate the Utility Shutoff Team. They will be directed to turn off water, at a main valve located above the leak.

3. If necessary, the Incident Commander may initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
4. As soon as possible, the Incident Commander will notify the Maintenance & Operations Director, and the District Office of the broken line.
5. The Incident Commander and the Maintenance Director will determine the appropriate course of action.
6. The Maintenance Director will contact the affected utility company, notify them of the problem, determine whether their assistance is required, and the potential length of time service will be interrupted.
7. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.

Downed Electrical Line

1. If downed electrical lines are located, establish a perimeter around the downed line. Do not allow anyone to go near the line. Notify the Incident Commander, (Principal) as soon as possible.
2. The Incident Commander will ensure that “911” is notified. The caller should be prepared to provide detailed information about the incident, including the nature of the emergency, exact location, and number and type of any known injuries.
3. If necessary, the Incident Commander may initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
4. As soon as possible, the Incident Commander will notify the Maintenance & Operations Director, and the District Office of the loss of utility service.
5. The Incident Commander and the Maintenance Director will determine if electrical service will be shut off, and whether the Utility Shutoff Team or maintenance personnel will perform the shutoff.
6. The Maintenance Director will contact the affected utility company, notify them of the problem, determine whether their assistance is required, and the potential length of time service will be interrupted.
7. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.

Natural Gas Leak

1. If a natural gas leak is detected, refer to the Explosion / Risk of Explosion section of this document.
2. Once the leak is detected, establish a perimeter around the leak. Do not allow anyone to go near the line. Notify the Incident Commander, (Principal) as soon as possible.
3. The Incident Commander will ensure that "911" is notified. The caller should be prepared to provide detailed information about the incident, including the nature of the emergency, exact location, and number and type of any known injuries.
4. If necessary, the Incident Commander may initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
5. As soon as possible, the Incident Commander will notify the Maintenance & Operations Director, and the District Office of the loss of utility service.
6. The Incident Commander and the Maintenance Director will determine if natural gas service will be shut off, and whether the Utility Shutoff Team or maintenance personnel will perform the shutoff.
7. The Maintenance Director will contact the affected utility company, notify them of the problem, determine whether their assistance is required, and the potential length of time service will be interrupted.
8. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.

The Incident Commander is responsible to see that the basic needs of Students and Staff are addressed during a loss of utility, or another emergency situation.

Plan for a Loss of Water:

Toilets: Many classrooms are equipped with portable toilets, and privacy screens, for use during Shelter in Place, or Lockdowns. Additional portable toilets, privacy screens and supplies are located in each school's Emergency Supply Bin.

Drinking Water: Many classrooms are equipped with individual drinking water rations, for use during Shelter in Place, or Lockdowns. Additional water is located in each school's Emergency Supply Bin.

Food Service: In the event food service is interrupted at one site, prepared food can be brought from another site. This accommodation must be coordinated through the Food Services Manager.

Additional food is stored in each school's Emergency Supply Bin. A supply of high energy food bars is stored inside rodent proof plastic containers. The total number of bars in storage should be 10 bars per student.

Plan for a Loss of Electricity:

Ventilation: Open windows and doors.

Emergency Light: Open window and doors.

Communication: Emergency Radios will have a charged extra battery available in the event of electricity loss. In the event the electrical interruption outlasts the life of the extra radio battery, a car charge cord accompanies each radio. This will allow a vehicle cigarette lighter to be used to recharge the radio batteries.

Emergency radio base stations have battery backup, which is expected to last up to 3 days, in the event of power failure.

The emergency radio system “repeater” is equipped with battery backup, which is expected to last up to 3 days, in the event of power failure.

Plan for a loss of Natural Gas:

Food Service: In the event food service is interrupted at one site, prepared food can be brought from another site. This accommodation must be coordinated through the Food Services Manager.

Additional food is stored in each school's Emergency Supply Bin. A supply of high energy food bars is stored inside rodent proof plastic containers. The total number of bars in storage should be 10 bars per student.

Heating: Emergency Blankets are stored in each school's Emergency Supply Bin.

Plan for a loss of Communication:

Telephone Service: In the event telephone service is interrupted there are radios that can be used to communicate between schools and the buses. A localized additional radio option needs to be developed to ensure continuity of communication.

Cellular phones will continue to function during some emergencies and their use is encouraged. Even when cell phone coverage is problematic text messaging services are still likely to function.

Any other means of communication available during an emergency are approved for use. Those devices include but are not limited to walkie talkies, internet, text messaging, and hand delivered messages.

MOTOR VEHICLE CRASH

This procedure addresses situations involving a **Motor Vehicle Crash** on or immediately adjacent to school property. If a crash result in a fuel or chemical spill on school property, refer to the Biological or Chemical Release Section. If a crash result in a utility interruption, refer the Loss or Failure of Utilities Section.

Procedure

1. Upon discovery of a Motor Vehicle Crash, Teachers or staff will direct all students away from the accident site, to an area of safety. They will report the accident to the Principal, including location, number and type of vehicles involved (automobile, delivery truck, bus etc.) as well as the number of injured, and whether medical assistance is required.
2. After the safety of students has been addressed, employees may choose to assist crash victims, whether vehicle occupants, or pedestrians.
3. The Incident Commander will evaluate the available information and if deemed necessary, the Incident Commander (Principal) will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
4. The Incident Commander will ensure that "911" is notified. The caller should provide location, number and type of vehicles involved (automobile, delivery truck, bus etc.) as well as the number of injured, and whether medical assistance is required.
13. If evacuation is initiated, Staff and students will evacuate buildings using the prescribed routes, or other safe routes to the Emergency Assembly Area.
14. In the event of a building evacuation, Teachers will bring Classroom Emergency Backpacks to the Emergency Assembly Area, or the OFF-SITE EVACUATION Area.
15. As soon as possible, the Clerical / Release Team, will account for all students and staff.
16. In the event someone is determined to be missing, the Incident Commander will advise both Santa Barbara Sheriff and Fire Departments. Be prepared to provide the name, description, and last known location of the missing person.

If safe to do so, the Incident Commander may utilize Search and or Rescue Teams to search for the missing person(s).

MOTOR VEHICLE CRASH CONTINUED

17. 11. The Incident Commander will use appropriate means to communicate with the District Office and provide information about the incident at their site. If appropriate, the District Office may elect to initiate the SwiftK12 system, in order to inform and instruct parents about the situation.
12. The Incident Commander may utilize the Search and or Rescue Teams, to secure the area, to prevent unauthorized entry, and keep access roads clear for emergency vehicles.
13. The Incident Commander will maintain an open line of communication with the Santa Barbara County Fire Department, and the Santa Barbara County Sheriff's Office.
14. For accidents resulting in damage to a structure on school property, the Principal from the effected site, will contact the Maintenance & Operations Director, and if applicable, the Food Services Director. They will determine if the event warranted a site inspection. If they determine a site inspection is warranted, they will coordinate it, and insure it is completed before any buildings are occupied.
14. The Food Services Director will inspect, food service facilities, and equipment, at each site, in order to evaluate whether they will be able to provide food service. The food Service Director will report the results of their Inspection to both the site Principal, and the District Superintendent.
15. In the event the inspection determines there is no structural damage, or the damage is judged to be superficial, the Principal should confer with the District Superintendent on identified damages to determine if the school should be closed.
16. If there is visible structural damage, or if there is any question about the structural integrity of any building, the Maintenance Director will coordinate with the Office of the State Architect. The State Architect will physically inspect the buildings and determine whether they can be safely occupied.
17. The State Architect may authorize the use of outside engineers during large earthquake events. In the event outside engineers are used, the Maintenance Director will coordinate the inspections, and ensure the District Superintendent is apprised of the findings, and that all necessary reports are forwarded to the Office of the State Architect.
18. All accidents involving district vehicles, on duty employees, or causing injuries must be reported to both Santa Barbara County Fire Department, and the Santa Barbara County Sheriff's Office.

PSYCHOLOGICAL TRAUMA

CJUSD recognizes that many situations which result in an emergency response, have varying degrees of psychological impact on students and staff. Incidents such as an act of violence; the death of a student or staff member; an earthquake, natural disaster; a serious environmental problem, or ethnic and racial tensions may result in one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

We need a point of contact for crisis intervention possibly Cindy or some other county official.

Procedure

1. The School Administrator will establish Crisis Counseling Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Crisis Counseling Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Crisis Counseling Team will provide direct intervention services.
4. If there is a need for additional assistance, the School Administrator will notify the District Superintendent.
5. The Crisis Counseling Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, the Crisis Counseling Team members will limit exposure to scenes of trauma, injury and death.
7. The Crisis Counseling Team will provide ongoing assessment of needs and follow-up services as required.

SUSPECTED CONTAMINATION OF FOOD OR WATER

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple persons with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The Incident Commander (Principal) will isolate the suspected contaminated food/water to prevent consumption and will restrict access to the area.
2. If the incident results in injury or illness, the Incident Commander will ensure that the following notifications are made:
 - “911” Santa Barbara County Fire Department, and the Santa Barbara County Sheriff’s Office.
 - Santa Barbara County Department of Health Services.
Emergency Medical Services (805) 681-5100

The caller should be prepared to provide detailed information about the nature of the contamination, number and extent of any illnesses or injuries.

3. The Incident Commander will make a list of all potentially affected students and staff and will provide the list to responding authorities.
4. The Medical Team will assess the need for medical attention and provide first aid as appropriate. If outside medical assistance is required, the “911” request will be initiated by the Incident Commander.
5. The Incident Commander will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. As soon as possible, the Incident Commander will notify the District Office of the situation. They will confer with the Superintendent to determine necessary follow-up actions including the need to notify other potentially affected district facilities. They will also determine whether to implement the CJUSD phone system, in order to inform parents, and disseminate special instructions.
7. The Incident Commander and the District Superintendent will confer with the Santa Barbara Department of Health Services, before resuming operations.

Threat of Violence

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication or phone call. They may also be passed on by Law Enforcement Officials, who come across such information in the course of their duties. The Principal of the effected school, and the District Superintendent, should ensure all threats are properly assessed in accordance with district policies and procedures

Procedure

1. The Incident Commander (Principal) will identify the type of threat and the source.
2. If the threat is imminent, the Incident Commander should notify the Santa Barbara Sheriff's Department via "911". The caller should be prepared to provide as much information as possible, including the description and last known location of any suspect.
3. If the threat is not specific, or if the threat is not imminent the Incident Commander will contact the District Superintendent rather than "911". The District Threat Assessment Team will conduct the threat assessment in accordance with established board policy. A representative of the Santa Barbara Sheriff's Department may be asked to participate in this process.
4. The District Threat Assessment Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk:

Category 1 –High violence potential; qualifies for arrest or hospitalization.

Category 2 –High violence potential; does not qualify for arrest or hospitalization.

Category 3 –Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.

Category 4 –Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.

Category 5 –Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.

Threat of Violence continued

5. In categorizing the risk, the District Threat Assessment Team will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?
6. The District Threat Assessment Team will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
7. The School Threat Assessment Team will recommend appropriate action to the Principal at the effected site.
8. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate.

UNLAWFUL DEMONSTRATION/WALKOUT

An **Unlawful Demonstration / Walkout** is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the Principal.
2. The School Administrator should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
3. The (Principal), Incident Commander, will initiate appropriate Immediate Response Actions, which may include LOCKDOWN / or SHELTER-IN-PLACE.
4. The School Administrator will notify the District Office and advise them of the exact location and nature of emergency. The SwiftK12 system may be utilized to advise parents of the emergency, and to disseminate special instructions.
5. The Incident Commander will utilize emergency response teams as necessary to maintain the orderly operation of the facility. In the event the incident is beyond the ability of school staff to control, the Incident Commander may request assistance from other sources, including other school sites, ESC, or BASS, or the Santa Barbara Sheriff's Department. It is recommended that any request for outside assistance be discussed with the Superintendent.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice. Teachers will close and lock classroom doors. Teachers should make reasonable efforts to prevent students from participating in the event. If unable to do so, teachers should attempt to record the names of students who violated their direction and became involved in the incident. These names will be forwarded to the Incident Commander at the conclusion of the incident.
7. The Incident Commander will ensure that an accurate record of events, conversations and actions is maintained.
8. All media inquiries will be referred to the District Superintendent.

10. RELATED POLICIES AND PROCEDURES

In order to facilitate an efficient and comprehensive emergency response program, the following policies and procedures have been implemented.

CAMPUS ACCESS POLICY

Purpose: The purpose of this policy is to create a uniform procedure to restrict and monitor access to our campuses.

In order to provide a secure and safe environment for students and staff, we must have a policy which determines who is granted access, how those persons are identified, and how we account for their whereabouts during an emergency.

This policy will make it easier to identify those who have not followed procedure and are on campus without authorization.

Identification All permanent employees of the Cuyama Unified School District
Badges: District shall have an identification badge bearing their photograph, and name. These badges will provide a quick and accurate way to identify that everyone on campus should be there.

Two types of photographic identification badges will be acceptable for permanent employees. The authorized identification badge is the photo identification card, issued by the school. This identification badge is issued at the school sites at the beginning of the school year and may continue to be used. The approved identification badge is the photo identification card issued by the CJUSD.

The identification badge should be worn either attached to an outer garment, above waist height, or on a lanyard around the neck of the wearer.

It is the responsibility of the employee to insure they have an identification badge. District badges can be obtained through the Superintendent's Secretary, at the District Office.

A predetermined number of visitor badges, and (substitute) or guest teacher badges will be issued to each site. The inventory of extra badges will be maintained by the Office Manager. Every visitor, or guest teacher badge will be numbered and should be accounted for.

CAMPUS ACCESS POLICY continued

School Sites: Visitors are required to “check in”, at the office, before entering campus. Each school site will implement a system of signage, cones, or other devices, designed to channel visitors to the office. Signs requiring visitors to “sign in at the office”, should be posted in conspicuous places.

Each school site will maintain a Visitor Book. All visitors, and non-assigned employees, must sign in and out of this book. This includes guest teachers

The Visitor Book is one of the items that must be removed in the event of an evacuation of the office. The Visitor Book will be used to determine the number, name and location, of visitors in the event of an on-campus emergency.

Visitor: Every visitor will be required to stop at the office, identify themselves, state the nature of their business. They will be required to sign the “Visitor’s Book”, which is kept at the office and maintained by the Office Manager.

Each visitor will sign in, and provide their full name, home address, and telephone number. The Office Manager shall issue them a visitor badge. The Office Manager will ensure that the badge is returned. They may elect to require the visitor to exchange something of value, such as a driver license, or car keys, in exchange for the visitor badge.

Guest Teachers: Each guest teacher will report to the Office Manager prior to the start of the school day. The Office Manager shall check them in, and issue them a substitute Guest Teacher badge. The Office Manager will ensure that the badge is returned. They may elect to require the guest teacher to exchange something of value, such as a driver license, or car keys in exchange for the Guest Teacher Badge.

Employees: All CJUSD employees assigned to a particular site, will continue to be accounted for as usual. When on campus, they will wear one of the two identification badges in the prescribed manner. If they do not have their identification badge with them, they should report to the office, and sign out a visitor badge. The visitor badge must be turned in at the end of the day, and re issued every day the employee does not have their own badge.

CAMPUS ACCESS POLICY continued

Employees: All CJUSD employees visiting a site where they are not regularly assigned, must go to the office, when they arrive on campus. They will sign the Visitor Book, maintained by the office manager. The employee must sign out, when they are leaving campus. When on campus, they will wear one of the two identification badges in the prescribed manner. If they do not have their identification badge with them, they should sign out a visitor badge. The visitor badge must be turned in when the employee signs out, on their way off campus.

Security: Campus security is as much an attitude, as it is any policy or procedure. Security is the business of every employee. Remember that no fence or security system is as important as a watchful staff.

We want our campuses to remain a welcoming place for students, staff, and visitors, but to accomplish that goal, our campuses must be a safe place. We have a responsibility to be watchful and alert. As an employee of the CJUSD, don't be afraid to contact someone on campus who is not familiar. A simple "May I help you?" is all that is necessary to determine the identity of the person, and direct them to the office, if necessary.

Keep in mind, that in most recent episodes of school violence, the perpetrators visited the campuses beforehand. Some made several "practice runs", without ever being challenged by staff. By being watchful, we may be able prevent a tragedy.

District Radio Procedures

Purpose: The purpose of this policy is to create a uniform procedure for the use of the district wide emergency radio system. Proper radio usage is a vital component of the overall system. In order to provide an effective emergency response, we must have a reliable, secure communication system, which facilitates communication between our “command and control” personnel. This communication system must be able to function during any type of emergency.

The emergency radio system provides a backup for telephone communication, which often fails during a disaster. It also allows for mobile communication in the event building and or site evacuation is required.

The CJUSD radio system is licensed by the Federal Communication Commission (FCC) and is designed to operate within existing Federal, State, and Local law.

System Overview:

The radio system at CJUSD is comprised of (2) two separate systems. The first is an emergency system, used by command-and-control personnel while managing emergency situations. The system is capable of communication district wide, within the emergency radio network. The second is a system of radios used at each school site to communicate within the site only.

The emergency radio system is made up of a (2) two frequency digital system, with repeater capability. It contains a mix of portable, handheld radios, and (2) two base stations. In the event of electrical failure, the system is designed to function at full capacity for up to (3) three days and continue to function in a reduced level for an indefinite period.

The Maintenance Department is “piggybacking” onto the emergency radio system. They will utilize the second frequency on a routine, daily basis. This allows maintenance personnel to communicate and respond district wide during an emergency. Using a separate frequency within the system, permits them to communicate during an emergency, without interfering with command staff.

The routine school site radio system consists of older radios, using a “walkie talkie” mode. They do not have repeater capability and are used to communicate on a routine basis within the site. The site system will not transmit effectively outside the site.

During an emergency situation the site radios can be used to communicate at the site, without interfering with command staff communication. The distribution, and maintenance of this system is the responsibility of the Principal at each site.

Emergency Radio Distribution:

District Radio Procedures cont.

Emergency Frequency

It is imperative that we maintain a dedicated channel of communication in an emergency situation. We will accomplish this goal, by maintaining channel # 2 as an EMERGENCY FREQUENCY. This frequency is for use by command-and-control personnel only.

Personnel considered “command and control”, should include the following:

- 1.) School Sites, Incident Commander (Principals, or Person in charge)
- 2.) District Office
- 3.) BASS Office
- 4.) Safety and Disaster Coordinator
- 5.) Maintenance Director
- 6.) Food Services Director
- 7.) District Nurse
- 8.) Emergency Responders (Police, Fire)

Each designated person or location should have an emergency radio. This radio should be charged and on, at all times the site is open for business. In addition to the radio, an extra charged battery should also be available at each site where a tactical radio is located. A 12volt car charge cord is provided with each radio, allowing for recharging during incidents involving loss of electrical power.

To ensure communications equipment is functioning as required, a weekly Radio Check will be conducted by the Safety and Disaster Coordinator. The battery should be rotated when the radio check is completed.

To communicate within the command-and-control chain, use frequency # 2. This frequency should be used by command-and-control personnel to request assistance from maintenance, food services or any of the support staff CJUSD. Requests for specific types of assistance should go through the appropriate District staff personnel. Requests for additional personnel should be directed to Maria Carpenter, Executive Assistant to the Superintendent.

District Radio Procedures cont

The SEMS (Standardized Emergency Management System), requires that a single person at each site be assigned the communication function. In our procedure, the Incident Commander is in charge of emergency communication and may elect to designate the task to a subordinate. The Communication Person, should be the sole source of communication with other's in the "command and control" chain of command.

An Emergency Radio will be distributed to both the Santa Paula Police Department, and the Santa Paula Fire Department. Both agencies will monitor our broadcasts and will have direct communication with CJUSD on emergency frequency # 2. This communication link greatly enhances our communication capability and security.

SITE RADIO'S:

Each school site currently has a collection of radios that are used for communication within that particular site. They do not have repeater capability, and cannot be used to communicate with other sites, or the District Office.

The site radios are used for day-to-day business at the sites. It is a simple task for each site to redistribute these site radios to the appropriate personnel in the event of an emergency. The site radios will be used to facilitate internal communication at a particular site.

Site Radios belong to the site where they are deployed. Maintenance and operability of those radios is the responsibility of the site. The Principal or supervisor at the site, is responsible for the appropriate and lawful use of all site radio equipment.

MAINTENANCE DEPARTMENT:

The Maintenance Department is "piggybacking" onto the emergency radio system. They are repeater capable, with a GPS locator. These radios will utilize the second frequency on a routine daily basis, with the capability to switch to the emergency frequency if required. These radios give maintenance personnel the ability to communicate and respond district wide, during an emergency. Using a separate frequency within the system, permits them to communicate, without interfering with command staff on frequency #2.

Emergency Radios utilized by the Maintenance Department belong to the Maintenance Department. Maintenance and operability of those radios is the responsibility of the Maintenance Department. The Maintenance Director is responsible for the appropriate and lawful use of all radio equipment used by maintenance personnel.

Responsibilities of District Personnel During Emergency or Disaster Situations

Purpose: The purpose of this policy is to clarify the responsibilities of employees assigned to the District, in the event of an emergency or disaster. This policy will also assist Incident Commanders, by delineating resources available to them, from the District.

The customary function of staff at the District, is to provide support for the school sites located within our district. Whether the crisis is the result of a localized emergency, or a community wide disaster, the basic function of providing support does not change.

In the event of an emergency situation within the district, we want to ensure that the necessary support functions continue to operate, and that personnel not immediately necessary to those support functions are made available as a labor pool.

All Public Employees are designated as disaster service workers subject to service as may be assigned by their supervisors, or by law.
(*Government Code, Chapter 8, Section 3100*)

Procedure: We want to maintain the following support functions during an emergency response:

1. Administration
2. Medical
3. Maintenance
4. Food Services
5. Psychological Services
6. Purchasing / Finance
7. Technology

The Administrator, or person in charge of each of the previously identified functions, will determine which personnel will be necessary to provide support to the effected site or sites. Any personnel not necessary to provide the support function will be placed in a "Ready Labor Pool" and made available as support personnel to the Incident Commander (Principal)or Commanders.

The Administrator, or person in charge of each support functions, will provide a list of available personnel to Superintendent and the Executive Secretary to the Superintendent. Requests from Incident Commanders for additional personnel will be routed through those individuals.

The District Personnel Emergency Response continued

Responsibilities:

Administration	<p>The administration functions will be carried out by the District Superintendent, or their designees. The administrative functions defined in this plan include the following:</p> <ul style="list-style-type: none">• Provide overall control and guidance to the emergency response.• Facilitate requests for material or labor from Incident Commanders.• Act as Public Information Officer for the District.
Medical	<p>The medical functions will be carried out by the District Nurse, or their designee. The medical functions defined in this plan, include the following:</p> <ul style="list-style-type: none">• Provide overall control of medical care at each affected site.• Coordinate with Incident Commanders to ensure the medical needs of students and staff, are being met.• At the conclusion of the emergency, prepare a report to the Superintendent, listing any deaths, or injuries, treatment received, and summarizing the medical response. Include any costs incurred by the CJUSD as a result of the Emergency response.

The District Personnel Emergency Response continued

Responsibilities:

Maintenance

The maintenance functions will be carried out by the Maintenance Director, or their designee. The maintenance functions defined in this plan, include the following:

- Provide overall control of response to repair requests concerning items normally under the purview of the Maintenance Department.
- Coordinate with Administration and Incident Commanders regarding deployment of Maintenance Department personnel and material resources.
- At the conclusion of the emergency, prepare a report to the Superintendent, listing actions taken by Maintenance Department personnel, as well as any costs incurred by the Maintenance Department as a result of the Emergency response.

Food Services:

The food service functions will be carried out by the Child Nutritional Services (CNS) Director, or their designee. The food service functions defined in this plan, include the following:

- Provide overall control of requests for food and or water.
- Coordinate with Administration and Incident Commanders regarding deployment of Child Nutritional Services personnel and material resources.
- At the conclusion of the emergency, prepare a report to the Superintendent, listing any actions taken by Child Nutritional Services, as well as any costs incurred by the Department as a result of the emergency response.

The District Personnel Emergency Response continued

Responsibilities:

Psychological Services:

The psychological functions will be carried out by the head of the Psychological Response Team, or their designee. The psychological service functions defined in this plan, include the following:

- Coordinate with Administration and Incident Commanders regarding deployment of the Emergency Psychological Response Team.
- At the conclusion of the emergency, prepare a report to the Superintendent, listing any actions taken by Emergency Psychological Response Team. Outline any interventions taken and describe a plan for dealing with continuing emotional needs, related to the emergency.

Purchasing / Finance: The purchasing and finance functions will be directed by the Business manager, or their designee. The purchasing and finance functions defined in this plan, include the following:

- Provide overall control of requests requiring purchases or contracted services.
- Coordinate with Administration and Incident Commanders to ensure they are able to make necessary purchases, and that spending is tracked and within district guidelines.
- At the conclusion of the emergency, prepare a report to the Superintendent, listing any expenditures, related to the emergency response.

The District Personnel Emergency Response continued

Responsibilities:

Technology: The technology functions will be carried out by the Technology Director, or their designee. The technology functions defined in this plan, include the following:

- Provide overall control of response to repair requests concerning items normally under the purview of the Technology Department.
- Coordinate with Administration and Incident Commanders to insure technology related needs are being met.
- Assist as needed with creating and sending messages on the reverse Telephone System
- At the conclusion of the emergency, prepare a report to the Superintendent, listing actions taken by Technology Department personnel, as well as any costs incurred as a result of the emergency response.

EMERGENCY READY LABOR POOL

Date _____ Emergency _____

Location / Department	Employee Name	Time		Sent To Location	Recorded by
		Out	In		

EVACUATION / Educational Support Center ESC

To the best of their ability, each employee should continue to carry out their customary functions during an emergency. In the event evacuation of the workplace is necessary, the employee should plan ahead, to take those items necessary to perform their duties at the designated evacuation site. Examples of items are: radios, phone numbers, copies of policies, pens, paper etc.

In the event of evacuation from the ESC, the Emergency Assembly Areas are:

The other school sites

or if necessary

Cuyama Valley Recreation District

EVACUATION / District Personnel

To the best of their ability, each employee should continue to carry out their customary functions during an emergency. In the event evacuation of the workplace is necessary, the employee should plan ahead, to take those items necessary to perform their duties at the designated evacuation site. Examples of items are: radios, phone numbers, copies of policies, pens, paper etc.

In the event of evacuation from the BASS, the Emergency Assembly Areas are:

- **Cuyama Valley High School (Primary)**
- **Cuyama Elementary School (Primary)**
- **Cuyama Valley Recreation Hall**

Map

Map

Map

Evacuation Procedures for Special Needs Students and Staff

Every location within the CJUSD should have an established evacuation procedure. However special consideration must be made when planning evacuation of those individuals who have emotional or physical impairments. It will be the Incident Commanders (Principals), responsibility to ensure that each School Site establishes a plan to safely evacuate any special needs students or staff.

1. Individual site plans should include means of moving physically impaired individuals from their regular locations to on campus emergency assembly areas and off-site emergency assembly areas.
2. If the site plan involves the use of wheelchairs or other devices, the Principal will ensure that an adequate number of the devices are either pre-positioned, or readily available in the event of an emergency.
3. If vehicle transportation to an off-site emergency assembly area is required, the Principal will ensure that arrangements are in place assuring vehicle transportation is available. This should include specially equipped vehicles if necessary.
4. Potential off site emergency assembly areas may be considerable distance from campus. Getting to them may also require a walk up a steep incline. As a result, some students as well as staff with health or age issues, may not be able to safely walk to the off-site emergency assembly area.

The Incident Commander, (Principal), will ensure that necessary support is provided to those individuals needing assistance. This may include transportation in private vehicles, or transport on public transportation (Bus). The principal should make arrangement for this type of transportation in advance, by identifying vehicles at the site, and discussing response with local transportation officials.

In the event of a major emergency, Police and Fire officials may be able to assist in obtaining transportation of special needs individuals through the Santa Barbara County Emergency Operations Center (EOC).

EMPLOYEE EMERGENCY PROCEDURES

Purpose: The purpose of this policy is to create a framework to address the needs and concerns of District Employees during an emergency.

As a District, CJUSD recognizes that employees will perform more effectively during an emergency, if they know that their own personal needs, and the needs of their families have been addressed.

The following areas are addressed in this section:

- Employee Responsibility
- Preparation by the Employee
- Compassionate & Special Needs Exclusion
- Communication

WE ARE ALL DISASTER SERVICE WORKERS

All public employees are designated as disaster service workers subject to service as may be assigned to them by their superiors or by law (Govt. Code, Chapter 8, Section 3100). Should a disaster strike during school hours, no employee will leave his/her assignment under any circumstance unless officially released by the Superintendent or his/her designee.

Only those employees who have pre-approved medical or physical restrictions, or special needs, will be released before the situation is deemed under control.

Each site will develop a plan for rotating staff members, so that they may check on their own families in the event of an emergency.

EMPLOYEE EMERGENCY PROCEDURES continued

PREPARATION:

The following suggestions will help ensure the needs of staff, and their families are taken care of during an emergency.

Since all certificated and classified staff will remain on site following an emergency, the following preparation should be carried out at the homes of each employee until such time as you can be reunited with your families:

1. Maintain a 3-day supply of any needed medication in a secure place at school (out of reach of students).
2. Ensure the presence of appropriate clothing at school to allow for freedom of movement as needed (walking shoes, jacket, jeans, etc.)
3. Make appropriate pre-emergency home preparation:
 - a. Plan how your children will be picked up from respective schools, and how they will be cared for.
 - b. Arrange care for the elderly.
 - c. Arrange care for pets.
 - d. Arrange for a neighbor to supervise your home, including turning off utilities.
 - e. Set up a plan for reuniting your family.
 - f. Know what your spouse will do, and what he/she expects you to do.
 - g. Stock your home with emergency reserves of food, water, first-aid supplies, a portable radio, tools.
4. Place emergency supplies in the trunk of your vehicle, sufficient for 3 days away from home. Include changes of clothing, hygiene and grooming items, personal emergency phone list, snacks & water.

EMPLOYEE EMERGENCY PROCEDURES continued

COMPASSIONATE & SPECIAL NEEDS EXCLUSION

The CJUSD has developed the following procedure, in order to ensure that those employees with medical and or physical restrictions, or those who have responsibilities involving the care of persons unable to care for themselves, are excused from emergency service.

The Compassionate & Special Needs Exclusion form must be filled out by the employee requesting the exclusion, and approved by the Superintendent, before the exclusion can be granted. The information contained on the form will be kept confidential.

After a Compassionate & Special Needs Exclusion form has been submitted, the Superintendent will notify the employee whether or not the exclusion has been granted. If the exclusion was granted, the Superintendent will notify the Principal, Director, or other person with supervisory responsibility over the requesting employee and notify them of the exclusion. Each site supervisor will maintain a list of those employees with approved exclusions. *The site list will contain no information regarding the reason for the exclusion. The original request will be maintained in a confidential file at the District Office.*

In the event the requests to be released during an emergency response, the employees supervisor will check their list and dismiss the employee, if their name appear on the list. In the event the emergency circumstances prevent the supervisor from accessing the list, the request will be forwarded to the District Office, where the original file can be checked.

It is the responsibility of each employee to ensure that the district is notified in the event they no longer require an exclusion.

10.0 Information & Communication Information

The Principal / Incident Commander must have access to appropriate information, and a method of communication with parents, school personnel and outside agencies. To facilitate communication, and to provide vital information during an emergency response, the following information is provided.

- **Emergency Phone Numbers**
- **Sample Bomb Threat Packet**
- **Site Plot Plan and Vicinity Map**
- **Alert System 1 (Parent)**
- **Alert System 2 (School Personnel)**
- **Emergency Supplies**
- **Emergency Drills**

EMERGENCY TELEPHONE NUMBERS

School Name	Cuyama Unified School District		
School Address	2300 Highway 166		
	New Cuyama CA 93254		
School Phone	661-766-2482	Location Code	
District			
Superintendent	<i>Alfonso Gamino</i>		661-766-4103
Principal	<i>Alfonso Gamino</i>		661-766-4103
Teacher In Charge	<i>Kevin Lebsack</i>		661-766-2293
School Secretary HS	<i>Maria Carpenter</i>		661-766-2293
School Secretary Elementary	<i>Mary Jo Harrington</i>		661-766-2642
School Custodian	<i>Liz Alarcon</i>		
Superintendent & Public Information Officer			661-766-4103
Business Manager			661-766-4104
Maintenance & Operations Director			
Director of Special Education			
District Nurse			
District Safety and Disaster Coordinator			
Director of Technology			
Director Child Nutritional Services			
Non-District			
Fire And Medical Emergencies			911
Air Pollution Control District			805-961-8800
California Highway Patrol			800-835-5247
County Department of Health Services			805-681-5100
Gas Company	<i>PG&E</i>		800-743-5000
Electric Company	<i>PG&E</i>		800-743-5000
Local Fire Station	<i>Santa Barbara County Fire Station</i>		661-766-2469
Local Hospital	<i>Marian Medical Center Santa Maria</i> <i>Cottage Hospital Santa Barbara</i>		805-739-3000 805-682-7111
Local Police/Sheriff Dept	<i>Santa Barbara Sheriff Department</i>		661-766-2310
Water Company	<i>Cuyama Valley Service District</i>		661-766-2780
Poison Control Center			800-222-1222

Industrial Injuries	800-121-8379
Santa Barbara Emergency Operation Center	805-681-5526

EMERGENCY TELEPHONE NUMBERS

FIRE DEPARTMENT9-911

POLICE DEPARTMENT..... 9-911

AMBULANCE 9-911

NON-EMERGENCIES

FIRE DEPARTMENT..... 661-766-2469

POLICE DEPARTMENT..... 661-766-2310

SCHOOL DISTRICT

MAIN PHONE LINE..... 661-766-2293

Principal Alfonso Gamino..... 661-766-4103

DISTRICT MAINTENANCE DEPT SHOP

M/O CELL Fernando De Los Santos 805-245-3122

M/O CELL Eric Callaway 661-433-5496

M/O AFTER HOURS CELL.....

OFFICE OF EMERGENCY SERVICES

Santa Barbara County Emergency Services 805-681-5526

UTILITIES

Cuyama Community Service District.....661-766-2780

Pacific Gas and Electric800-7435000

CHP ROAD CLOSURES.....800-427-7623

EMERGENCY TELEPHONE NUMBERS

BOMB THREAT PACKET

BOMB THREAT CHECKLIST

Phone Number Appearing on Caller I.D.: _____

- 10.) When is the bomb going to explode?
- 11.) Where is the bomb right now?
- 12.) What does the bomb look like?
- 13.) What kind of bomb is it?
- 14.) What will cause the bomb to explode?
- 15.) Did you place the bomb?
- 16.) Why?
- 17.) What is your address?
- 18.) What is your name?

Exact Wording of Bomb Threat:

Phone # at which call was received _____ Time Call Received _____ Length of Call _____

Date Call Received _____ Sex of Caller _____ Race _____ Age _____

REMARKS: _____

Your name: _____ Title: _____ PH # _____ Date _____

BOMB THREAT CALL INFORMATION

DESCRIBE THE CALLER:

Sex of the caller: *Male* *Female* *Unsure*

Approximate Age of Caller:

Caller's voice was (circle all that apply):

SPEED AND PITCH

Hurried or Rapid	Moderately paced	Slow
Hushed or quiet	Loud	Deep
High-pitched	Squeaky	Other:

EMOTION

Distant	Excited	Angry
Sad	Happy	Calm
Agitated	Matter-of-Fact	Boastful
Sincere	Crazed	Other:

QUALITY

Stutter	Lisp	Slurred
Whispered	Laughing or Giggling	Raspy
Nasal	Deep Breathing	Crying
Stressed	Whining	Clearing Throat
Cracking Voice	Other:	Other:

BOMB THREAT CALL INFORMATION

DESCRIBE THE CALLER continued:

LANGUAGE

Language	Accented	Well-spoken
Foul	Audio Taped	Incoherent
Message read	Irrational	Broken
Drunk	Other	Other

Could you tell if the call was:

Local?	Long Distance?	Cell Phone?
Was the voice familiar?	Y or N	If yes, how, who if known?
Was the voice disguised?	or N	If yes, how?

DESCRIBE THE ATMOSPHERE

Could you make out anything said in the background?

Background Sounds Heard on the Call (circle all that apply):

Trains	Airplanes	Party	Children
Quiet	Static	Echo	Street noises
House noises	Voices	Vehicle noise	Animal noises
PA System	Music	Motor	Factory machinery
Office machinery	Other	Other	

PERSON WHO RECEIVED CALL

Your Name:

Your Position:

Your Telephone Number:

Was a recording of the call made?

MAPS

The principal from each site is responsible for the creation of the following maps, which will be included in the Emergency Response Plan for each school site. The Principal may request assistance from the CJUSD Technology Department, the Safety and Disaster Coordinator, or other sources as necessary.

1. **Vicinity Map for each site.** An overhead view of the school, and surrounding area.
2. **Site Map** An overhead view of the school, showing the locations of buildings, walkways and prominent features, including fire extinguishers, fences and gates.
3. **Emergency Supply Map** A site map, containing the clearly marked location of emergency supplies. Show the location of the emergency supply bin, classroom lockdown supplies, food, water, and material storage areas.
4. **Utility Shutoff Map** A site map showing the location of all utility shutoff's, including gas mains, electrical control panels, water mains, and air conditioning systems.
5. **Emergency Assembly Area Map** A site map, showing both the primary and secondary emergency assembly areas. The map should also show primary and secondary evacuation routes.
6. **Off Site Evacuation Map** A vicinity map, showing both the primary and secondary off site emergency assembly areas. The map should also show primary and secondary evacuation routes.
7. **Hazard Map** A vicinity map, showing the location of any hazards located near the school site. Hazards may include industrial sites, chemical storage or manufacturing sites, railroad tracks, highways, etc.

ALERT SYSTEM 1 (PARENT)

Parent contact information is maintained in the main office of each school site, as well as in the CJUSD telephone system and District computer system. The site information database is maintained by the Office manager of each school. The CJUSD phone database as well as the District computer database is maintained by the Director of Technology.

CJUSD messages related to any emergency situation will be initiated by the Executive Assistant to the Superintendent, or another designated person at the District Office. It is the intent of this policy to provide appropriate and timely information, and instructions to the parents and family of our students.

In addition to CJUSD messages, the district may utilize print and broadcast media, or the Cuyama Strong Facebook page.

ALERT SYSTEM 2 (SCHOOL PERSONNEL)

The District Business manager will establish a CJUSD database containing contact numbers of district employees. The CJUSD system can be utilized to disseminate emergency information and instructions to CJUSD employees.

CJUSD messages related to any emergency situation will be initiated by the Business Manager, or another designated person at the District Office.

In the event the CJUSD system is not functioning, it is recommended that each site establish an emergency contact tree, to facilitate the contacting of personnel in the event of an emergency.

A current listing of school personnel contact numbers is provided in Appendix B.

Alfonso Gamino, Superintendent

CJUSD Office 661-766-4103

Superintendent's Cell Phone: 559-827-7414

EMERGENCY BIN

INTERIOR LAYOUT

Dimensions:

EMERGENCY SUPPLIES AND EQUIPMENT

(The Emergency Supply Lists contained in the following section are lists of current Inventories)

Emergency Supply at each of the sites:

Emergency supplies in yellow container in the nurse's office:

1 box face masks	1 axe
1 rope	1 pickaxe
1 large tarp	1 small
folding	
1 box disposable gloves (Large)	1 hacksaw
1 box disposable gloves (Medium)	1 - 4-ton jack
18 orange safety vests	1 hatchet
4 pairs of leather work gloves	1 bolt cutter
17 disposable emergency blankets	1 whistle
4 safety goggles	1 shovel
5 adult size safety hard hats	
3 child size neck braces	
3 adult size neck braces	
2 rolls duct tape	
2 rolls yellow caution tape	
1 roll electrical tape	
3 flashlights	
8 snap green glow sticks	
1 bag of assorted small tools	
3 small first aid kits	
1 medical kit	
1 portable handheld radio	
1 shovel	
1 crowbar	
1 hammer	
1 pipe wrench	

Emergency supplies in clear tote in the nurse's office:

2 manual breathing assistance bags
6 adult neck braces
Various band aids, tape and gauze
8 disposable emergency blankets

Emergency supplies in red tote in the nurse's office:

10 blankets
4 large tarps

Emergency supplies in large red medical bags in the nurse's office:

1 box disposable gloves (Medium)	1 mouth barrier
1 box face masks	1 tube activated charcoal
3 extra-large wound dressings	1 tube glucose
Various band aids, gauze, tape	Ziploc bags
1 bottle hydrogen peroxide	blood pressure cuff
1 bottle eye wash	1 can antiseptic spray
scissors	

Emergency supplies in school classrooms:

5 gallons drinking water

Each School site is equipped with a list of emergency supplies listed above.

The bins are locked and secured. The Principal of each school has a key for the bin, as well as the District Safety and Disaster Coordinator, Maintenance Director. Cuyama Police and Fire Departments have access to bin keys via the Knox Box, located at each school site.

The equipment and supplies are for use by the school site's emergency response teams. The principal at each school is responsible for accounting for and replacing, any items used during and emergency response. Purchase of replacement items may be coordinated through the CJUSD Safety and Disaster Coordinator. Routine inspection and replacement of expired items will be conducted by the CJUSD Safety and Disaster Coordinator.

During a major emergency, we have a responsibility to provide for the needs of our students and staff, for as many as three days. It is our plan, that our emergency bins will be able to meet the commonly recognized survival requirements of food, water, sanitation, shelter, and first aid.

FOOD & WATER

Water:

We currently have small portable 5-gallon water containers in each classroom.

Food:

For extended emergencies, our primary source of food will be storage in our food service facilities, located at each site. I

Note: In the event of prolonged power loss, a plan will be in place to utilize perishable food items first.

In preparation for the unlikely event all food storage areas are inaccessible, we will store sufficient “high energy” food bars to provide 10 servings to each student and staff member. This ration will be stored in each site’s emergency bin, inside, sealed, rodent proof storage tubs. To prevent spoiling, a rotation program will be implemented. At the end of each school year, the bars can be used in the lunch program, and replaced with fresh product.

CLERICAL / STUDENT RELEASE

Evacuation Cart

A cart will be pre-positioned in the office of each school site. That cart will be used to transport items necessary to release students, and fulfill other operational responsibilities from a remote location. The following items are to be loaded onto the cart in the event an office evacuation is ordered:

- File Boxes Containing Student and Staff Emergency Cards
- Updated Roll Sheet
- Tactical Emergency Radio, Extra Battery
- Operational (School Site) Radio, and Extra Battery
- Box of Designated Operational (Site) Radios and Batteries
- Visitor Sign in Book
- Student Check Out Book
- Attendance Records
- Digital Camera, Extra Battery, Extra Memory Chip (Recommended)

Additional Supplies are located in the Emergency Supplies area, located at each school site.

Classroom Emergency Supplies

Each Principal is responsible to ensure that each classroom or office with no water or restroom access, is supplied with drinkable water and appropriate facilities for restroom use during incidents requiring Lockdown or Securing In Place emergency actions.

The first aid supplies are to be used only during a crisis or disaster. They are not for use on field trips or for routine first aid supplies during the year. Study-trip packs that are specifically set up with first aid supplies are available in all school offices for trips away from school.

11. Emergency DRILLS

In order to be adequately prepared, the personnel must be familiar with their responsibilities as described in this document, and drill those responses on a regular basis. Each Principal is responsible for ensuring that at least one of the following drills will be conducted on a monthly basis. The drills are to be documented on the Emergency Drill Record Form, and maintained at the school site.

There are four emergency drills school personnel should be prepared to implement:

- Drill 1 – **Fire**
- Drill 2 – **Lockdown**
- Drill 3 - **Shelter-in-Place**
- Drill 4 – **Earthquake**

DRILL 1: FIRE

Procedure:

- Utilize the *Evacuate Building*, and *Fire on School Grounds* sections of this document.

DRILL 2: LOCKDOWN

Procedure:

- Utilize the *Lockdown* section of this document.

DRILL 3: SHELTER IN PLACE

Procedure:

- Utilize the *Shelter in Place* sections of this document.

DRILL : EARTHQUAKE

Procedure:

- Utilize the *Earthquake* and *Evacuate Building* sections of this document.

APPENDIX A
FORMS

FORM A
EMERGENCY HAZARD ASSESSMENT SUMMARY

FORM A – EMERGENCY HAZARD ASSESSMENT SUMMARY

School _____

Location _____

On-Site Hazard:

[List any unusual on-site hazards which are unique to the school, e.g., underground storage tanks, unusual chemicals]

Off-Site Hazards:

[List any unusual off-site hazards unique to the school, e.g. freeways, railroads, pipelines, power transmission lines, industrial facilities]

Completed by _____

Date _____

[Note: This form should be completed annually, and a copy forwarded to Facilities & Maintenance Department]

FORM B

BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

FORM B – BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

School _____

Location _____

	Yes	No	Note
Have students and staff been evacuated from area of contamination?	_____	_____	_____
Have all students and staff been accounted for?	_____	_____	_____
Has the area of contamination been cordoned off and secured?	_____	_____	_____
Has the area of contamination been affixed with conspicuous signs reading: "DO NOT ENTER"?	_____	_____	_____
Have the doors and windows to the area of contamination been closed and locked?	_____	_____	_____
Have fans and ventilators serving the area of contamination been turned off?	_____	_____	_____
Have staff, students, or other personnel who came in contact with the area of contamination cleaned their hands with soap and water?	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Completed by _____

Date _____

[Note: Send a copy of this form to the District Superintendent's Office, and maintain the original in the emergency document file.]

FORM C

BOMB THREAT PACKET

BOMB THREAT

This protocol is initiated by receipt of a bomb threat, or discovery of a suspicious device. The threat can be received by telephone, note, e mail, personal delivery, or from police or fire personnel.

Bomb threats are much more common than either actual explosive devices, or explosions. In general, threats or advanced warnings are not given when a bomb is actually going to explode. Statistically, when a bomb explodes, there is no warning, and conversely, when threats are made there is normally no explosion.

Threats can be used for various purposes, including creating fear, and disrupting normal activities, or calling attention to an individual or group. A phone threat can be received at any number, and may be found on an answering machine at the beginning of the day.

Normally, a threat requires some additional factor to make it "credible". Determining the credibility of the threat is best left to the professionals, however the Incident Commander or other District Administrator may be asked to make the call, or to provide input. Factors contributing to credibility are age of the caller. Specificity of the threat, stated motive, description of the device, or apparent explosives knowledge.

Threats made by students, absent any corroborative facts are normally considered non credible. Non credible threats call for lesser response than either credible threats, or when a suspicious device is actually discovered.

A series of false Bomb Threats, create the possibility that the perpetrator is "patterning" the schools response, to the threats. By placing the false threats, the perpetrator learns both evacuation routes and emergency assembly areas. If multiple threats are received, it is important that officials recognize the pattern of threats and utilize different evacuation routes and assembly areas.

Routinely examine evacuation areas. Look for evidence of recent digging. Remove trash cans, dumpsters, or other items which could be used to conceal an explosive device. Be suspicious of piles of trash or other debris which appear in an assembly area. Improvised Explosive Devices, or I.E.D.'s are routinely concealed in such items.

Procedure

16. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911" – Tell the operator, **"This is [state name] from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number]."**
17. The person answering the threat call should follow the procedures on the Bomb Threat Checklist. A Checklist should be located underneath each phone capable of receiving an outside call. If no Checklist is available, try to obtain the following information:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What will cause the bomb to explode?
 - Did you place the bomb? Why?
 - What number can I call you back at?
 - What is your address?
 - What is your name?
18. After receiving the telephoned threat, the person who answered the call should immediately notify the Principal (Incident Commander). As soon as practical, the Incident Commander, or their designee will notify the district office and advise them of the situation.
19. If the threat is received through other means, the person receiving the threat will notify the Principal, (Incident Commander). The Incident Commander will notify the Santa Barbara Sheriff's Department via "911" and pass along all information regarding the incident. Attempt to preserve the evidence, i.e.; note, or e mail, by which the threat was conveyed. If it was delivered in person, attempt to gain as much information as possible about the informant. If the informant is cooperative, have them wait for police.
20. If a specific location is identified in the threat, the Incident Commander should evacuate the area, as well as the area surrounding the reported location of the explosive. Use evacuation routes that do not place students or staff in close proximity to the location of a suspected device.
21. If the threat is considered "Non Credible", the Incident Commander will direct all staff to do a cursory search of their normally assigned areas, for items which do not belong, such as suspicious packages, boxes or foreign objects. This information should be delivered by telephone. While conducting the search, all cell phones, beepers and hand-held radios should be turned off since many explosive devices can be triggered by radio transmissions.

Bomb Threat continued:

22. If a suspicious object is identified, notify the Incident Commander immediately. No attempt should be made to investigate or examine the object. Evacuate the area near the device.
23. If no suspicious device(s) are found, and the threat appears to be unfounded, the Incident Commander (Principal) will make the determination as to when to resume normal operations.
24. Based on the search results, the Incident Commander will determine the appropriate Immediate Response Action, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
25. The Incident Commander shall update the district office and request necessary assistance. If Police respond, or if students are evacuated from their classrooms, the CJUSD system should be initiated.
26. If a device is found, or if Police determine the threat to be credible, they will assume command. Once command is shifted to the Police Department, the Incident Commander will assume a support function, and must obey all lawful orders issued by the on-scene Law Enforcement Personnel. **Do not interfere with the Police.**
27. The Incident Commander should ensure that the physical needs of the students and staff are being met. Keep in mind that there are supplies in the Emergency Bin, and that additional supplies or manpower can be brought in from other campuses. Students can also be walked to a nearby campus, where it may be easier to provide services such as food, or shelter.
28. If requested by the Incident Commander, the Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
29. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. At the conclusion of the incident, the Incident Commander will take the appropriate actions based on the circumstances.
30. After the incident is over, the Incident Commander will complete the Bomb Threat Report.

BOMB THREAT CHECKLIST

Phone Number Appearing on Caller I.D.: _____

- 19.) When is the bomb going to explode?
- 20.) Where is the bomb right now?
- 21.) What does the bomb look like?
- 22.) What kind of bomb is it?
- 23.) What will cause the bomb to explode?
- 24.) Did you place the bomb?
- 25.) Why?
- 26.) What is your address?
- 27.) What is your name?

Exact Wording of Bomb Threat:

Phone # at which call was received _____ Time Call Received _____ Length of Call _____

Date Call Received _____ Sex of Caller _____ Race _____ Age _____

REMARKS: _____

Your name: _____ Title: _____ PH # _____ Date _____

BOMB THREAT CALL INFORMATION

DESCRIBE THE CALLER:

Sex of the caller: *Male* *Female* *Unsure*

Approximate Age of Caller:

Caller's voice was (circle all that apply):

SPEED AND PITCH

Hurried or Rapid	Moderately paced	Slow
Hushed or quiet	Loud	Deep
High-pitched	Squeaky	Other:

EMOTION

Distant	Excited	Angry
Sad	Happy	Calm
Agitated	Matter-of-Fact	Boastful
Sincere	Crazed	Other:

QUALITY

Stutter	Lisp	Slurred
Whispered	Laughing or Giggling	Raspy
Nasal	Deep Breathing	Crying
Stressed	Whining	Clearing Throat
Cracking Voice	Other:	Other:

BOMB THREAT CALL INFORMATION

DESCRIBE THE CALLER continued:

LANGUAGE

Language	Accented	Well-spoken
Foul	Audio Taped	Incoherent
Message read	Irrational	Broken
Drunk	Other	Other

Could you tell if the call was:

Local?	Long Distance?	Cell Phone?
Was the voice familiar? known?	Y or N	If yes, how, who if
Was the voice disguised?	or N	If yes, how?

DESCRIBE THE ATMOSPHERE

Could you make out anything said in the background?

Background Sounds Heard on the Call (circle all that apply):

Trains	Airplanes	Party	Children
Quiet	Static	Echo	Street noises
House noises	Voices	Vehicle noise	Animal noises
PA System	Music	Motor	Factory machinery
Office machinery	Other	Other	

PERSON WHO RECEIVED CALL

Your Name:

Your Position:

Your Telephone Number:

Was a recording of the call made?

FORM D
INJURY AND MISSING PERSONS REPORT

FORM D – INJURY AND MISSING PERSONS REPORT

School _____ Room Number _____

Teacher's Name _____ Date _____

INJURED		
Name	Type of Injury	Location

MISSING PERSONS	
Name	Last Seen Location

[Note: Send a copy of this form to the Command Post and maintain the original in the emergency document file.]

FORM E
EMERGENCY STUDENT RELEASE LOG

EMERGENCY STUDENT RELEASE LOG

Date:

School:

Student Name	Picked up by: Print name	Signature of Person Picking Up	ID Verified By: Initials	Time Out

FORM F
DAMAGE ASSESSMENT REPORT

FORM F – DAMAGE ASSESSMENT REPORT

NOTE: Do not enter building unless the structural evaluation has been completed and the building is designated as safe to enter.

School/Site Name: _____ Location/Building Code: _____

District: _____ Date: ____/____/____ Time: (24:00 Hours): ____:____:____

Damage Category	No Damage	Slight Damage	Severe Damage	Hazardous Condition	Location/Room #/Note
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Natural Gas Lines and Water Heater/Boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Quantity spilled or leaking:</u> _____
Custodial chemicals					_____
Lab chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Quantity spilled or leaking:</u> _____
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Physical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sink Holes					_____
Construction Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Damaged Bld. Matl.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Broken Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Notes: (description of trouble, location, severity or hazardous materials):

Findings

- Building or room safe for re occupancy ☐
- Building or room closed due to hazardous condition ☐

The following corrective measures need to be completed prior to re occupancy:

[Note: Send a copy of this form to Maintenance Department and maintain the original in the emergency document file.

FORM G
EMERGENCY DRILL RECORD

FORM G – EMERGENCY DRILL RECORD

School _____

Type of Drill	Date Held	Time		Remarks	Recorded by
		Start	End		

[Note: Send a copy of this form to Safety and Disaster Coordinator. Maintain the original in the emergency document file.]

FORM H

Compassionate & Special Needs Exclusion Form

Compassionate & Special Needs Exclusion Form

Confidential Confidential Confidential Confidential

The information contained in this form is confidential It is a violation of CJUSD policy to release the information contained in this form, without the authorization of the Superintendent.

The original form will be maintained in a confidential file at the District Office.

The purpose of this form, is to provide a mechanism where employees of the CJUSD may request an exclusion from service during a response to a major emergency or disaster. The exclusion is intended for those employees with medical and or physical restrictions, or those who have responsibilities involving the care of persons unable to care for themselves. If approved, the employee will be excused from emergency service extending past their normal working hours.

This form must be filled out by the employee requesting the exclusion, and approved by the Superintendent, before the exclusion can be granted. The Superintendent may request verification of information as necessary.

Employee Name: _____

Work Site: _____

Reason for Exclusion: _____

Signature: _____

Date: _____

It is the responsibility of each employee to ensure that the district is notified in the event they no longer require an exclusion.

FORM I

Compassionate & Special Needs Exclusion Notification

Compassionate & Special Needs Exclusion Notification

Date:

From: The office of the Superintendent

To: (Employee's Work Site)

To whom it may concern:

The following CJUSD employee is granted an exclusion from after hours service resulting from an emergency response, or major disaster:

Employee Name: _____

The reason for the exclusion has been reviewed by the Superintendent, and has been approved in advance.

The excluded employee is not required to provide any personal information, in order to utilize this exclusion.

APPENDIX B

LISTS

**1BEFORE THE GOVERNING BOARD OF THE
CUYAMA JOINT UNIFIED SCHOOL DISTRICT
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

Reducing or Eliminating Certain Certificated
Services for the 2021-2022 School Year

Resolution No. 2021-001

WHEREAS, Sections 44949 and 44955 of the Education Code require action by the Governing Board in order to reduce or eliminate services and permit the layoff of certificated employees; and,

WHEREAS, the District Superintendent has recommended to the Governing Board that particular kinds of services be reduced or eliminated no later than the beginning of the 2021-2022 school year; and,

WHEREAS, the Governing Board has determined that it is in the best interest of the District, and the welfare of the students thereof, to reduce or discontinue certain particular kinds of services no later than the beginning of the 2021-2022 school year; and,

WHEREAS, as a result of the reduction or elimination of particular kinds of services, it will be necessary to reduce the number of certificated employees of the District.

NOW THEREFORE, BE IT RESOLVED by the Governing Board of the Cuyama Joint Unified School District:

1. That each of the above recitals is true and correct.
2. That the Governing Board hereby determines to reduce or eliminate those particular kinds of services set forth in **Exhibit A**, attached hereto and incorporated by reference herein.
3. That the Superintendent or Superintendent's designee is authorized and directed to determine which employees' services may not be required for the 2021-2022 school year as a result of this reduction in services, consistent with the competency criteria set forth in **Exhibit B**, attached hereto and incorporated by reference herein.
4. That, no later than March 15, 2021, the Superintendent or Superintendent's designee is authorized and directed to give legally required notice to those employees who may not be reemployed for the 2021-2022 school year as a result of this reduction in services.
5. That the Superintendent or Superintendent's designee is also authorized and directed to initiate and take all actions necessary and appropriate to implement this Resolution including, but not limited to, signing any applicable service agreements with the state Office of Administrative Hearings in furtherance of this service reduction process.

I CERTIFY that the above resolution, proposed by Trustee _____ and seconded by Trustee _____, was duly passed and adopted by the Governing Board of the Cuyama Joint Unified School District of Santa Barbara County, California, at an official and public meeting thereof held on February 25, 2021, by the following vote:

AYES: _____
(Name(s) of Board Members)

NAYES: _____
(Name(s) of Board Members)

ABSTENTIONS: _____
(Name(s) of Board Members)

ABSENCES: _____

(Name(s) of Board Members)

DATED:

GOVERNING BOARD OF THE
CUYAMA JOINT UNIFIED SCHOOL DISTRICT

By: _____

Title: BOARD PRESIDENT

[Attachment: Exhibits A and B]

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
**RESOLUTION REDUCING OR DISCONTINUING
PARTICULAR KINDS OF SERVICES**

EXHIBIT A

	FTE*
Elementary School Services	
Elementary (K-8) Classroom Teacher.....	1.0
TOTAL FTE Reduced or Discontinued.....	1.0

*FTE = Full Time Equivalent

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

REDUCING OR DISCONTINUING PARTICULAR KINDS OF SERVICES

EXHIBIT B

For purposes of “bumping” pursuant to Education Code section 44955(b), a more senior employee shall only be allowed to bump and displace a more junior employee when the more senior employee is both competent and credentialed to assume the entire assignment of the more junior employee. The more senior employee meets the definition of “competency” by:

1. Possession of a valid clear or preliminary credential in the subject(s) or grade level to which the employee will be assigned at the beginning of the 2021-2022 school year;
2. Possession of an appropriate full (not emergency) EL authorization (if required by the position);
3. In the case of a departmentalized setting, possession of a single subject credential(s) or subject matter authorization in that subject area (if required by the position);
4. Any training and experience necessary to meet the job requirements of specialized positions.

**1BEFORE THE GOVERNING BOARD OF THE
CUYAMA JOINT UNIFIED SCHOOL DISTRICT
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

Determination of Seniority Among Certificated)	
Employees With Same First Paid Date of)	Resolution No. 2021-002
Service ("Tie-Breaker Resolution"))	
_____)	

WHEREAS, the Governing Board anticipates that it will be necessary to reduce or eliminate certain particular kinds of services effective at the close of this school year; and

WHEREAS, the Governing Board has determined that as between certificated employees who first rendered paid service to the District on the same date, certain criteria should be used in determining the order of termination of said employees; and

WHEREAS, the determination of the order of termination is based solely upon the needs of the District and the students thereof;

NOW THEREFORE, BE IT RESOLVED by the Governing Board of the Cuyama Joint Unified School District:

1. That each of the above recitals is true and correct.
2. The criteria used to determine the order of termination of certificated employees who first rendered paid service to the District on the same date, shall be as follows and will be applied in the priority order indicated:
 - a. CTC issued teaching and/or special service credentials, authorizations and certificates held (Credentialing)
 - b. Bilingual Cross-cultural Language and Academic Development (BCLAD) certification
 - c. Other types of authorization for instruction of English Language Learners besides BCLAD, including Cross-cultural Language and Academic Development (CLAD) certification
 - d. Special Education Needs
 - e. Experience
 - f. Training
 - g. Competence
 - h. Evaluations
 - i. Extracurricular Activities

I CERTIFY that the above resolution, proposed by Trustee _____ and seconded by Trustee _____, was duly passed and adopted by the Governing Board of the Cuyama Joint Unified School District of Santa Barbara County, California, at an official and public meeting thereof held on February 25, 2021, by the following vote:

AYES: _____
(Name(s) of Board Members)

NAYES: _____
(Name(s) of Board Members)

ABSTENTIONS: _____
(Name(s) of Board Members)

ABSENCES: _____
(Name(s) of Board Members)

DATED: _____

DISTRICT

GOVERNING BOARD OF THE
CUYAMA JOINT UNIFIED SCHOOL

By: _____

Title: BOARD PRESIDENT

RECORDING REQUESTED BY:
Cuyama Joint Unified School District
2300 Highway 166
New Cuyama, CA 93254

AFTER RECORDING MAIL TO:

Name
SCArchitect, Inc.
Address
1601 New Stine Road, Suite 280
City, State, Zip
Bakersfield, CA 93309

NOTICE OF COMPLETION

The contract entered into on September 6, 2019 [date] between the Cuyama Joint Unified School District 2300 Highway 166, New Cuyama, CA 93254, and Black/Hall Construction, Inc., 147 Kern Street, Taft, CA 93268 for all work necessary for:

Cuyama Valley High School Swimming Pool Demolition

on property ☒ [owned] ☐ [leased] by the Cuyama Joint Unified School District,
was accepted as complete by the District on January 9, 2020 [date]

Cuyama Joint Unified School District

By: _____

Name: Alfonso Gamino

Title: Superintendent

* * * * *

VERIFICATION

State of California)
) ss.
County of Santa Barbara)

I am Superintendent for the Cuyama Joint Unified School District.

I have read the foregoing Notice of Completion and certify that the same is true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ [date] at _____, California.

Signature

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX: (661) 766-2255

February 11, 2021

Account Representative
United Security Bank
Taft Office
523 Cascade Place
Taft, CA 93268

Re: Removal of Unauthorized Account Administrators

To Whom It May Concern:

It has come to our attention that our accounts require new authorized signers due to changes in employment status of past users. The account numbers affected are as follows:

Athletic Fund: XXXXX081
Cash Clearing: XXXXX891
Certificate of Deposit: XXXXX154
ASB Elementary: XXXXX481
Assoc Student Body: XXXXX422
FFA Account: XXXXX065

Cuyama Joint Unified School District (CJUSD) is notifying you that Christine Rahe and Stephen Bluestein should be officially removed from any authorization for all accounts. In addition, any past employees that we may not be aware of should also be removed from your records. The only authorized employees to administer the accounts listed above are as follows:

Alfonso Gamino, Superintendent
Rachel Leyland, Teacher and Administrative Designee
Theresa King, Business Manager
Kevin Lebsack, Teacher-in-Charge

A copy of the board approved minutes confirming this action are attached with this letter. If you have any questions, please contact me directly at 661-766-4104. Thank you for your assistance in updating our account records.

Sincerely,

Theresa King
Business Manager
Cuyama Joint Unified School District

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX: (661) 766-2255

February 11, 2021

Account Representative
United Security Bank
Taft Office
523 Cascade Place
Taft, CA 93268

Re: Signature Card Renewal—All Accounts

To Whom It May Concern:

It has come to our attention that our accounts require new authorized signers due to changes in employment status. All Cuyama Joint Unified School District (CJUSD) accounts will need to have the signature card(s) updated. The account numbers are as follows:

Athletic Fund: XXXXX081
Cash Clearing: XXXXX891
Certificate of Deposit: XXXXX154
ASB Elementary: XXXXX481
Assoc Student Body: XXXXX422
FFA Account: XXXXX065

The new authorized signers for the above accounts are listed below:

Alfonso Gamino, Superintendent
Rachel Leyland, Teacher and Administrative Designee
Theresa King, Business Manager
Kevin Lebsack, Teacher-in-Charge

A copy of the board approved minutes confirming this action are attached with this letter. If you have any questions, please contact me directly at 661-766-4104. Thank you for your assistance in updating our records.

Sincerely,

Theresa King
Business Manager
Cuyama Valley High School