

# PALERMO UNION SCHOOL DISTRICT

7390 Bulldog Way  
Palermo, CA 95968-9700  
(530) 533-4842  
Fax (530) 532-1047

Superintendent  
Kathleen Andoe-Nolind

Board of Trustees  
Debbie Hoffman  
Jessica King  
Loretta Long  
William Bynum  
Cody Nissen

Helen Wilcox School  
5737 Autrey Lane  
Oroville, CA 95966  
(530) 533-7626  
Fax (530) 533-6949  
Heather Scott, Principal

Honcut School  
68 School Street  
Oroville, CA 95966  
(530) 742-5284  
Fax (530) 742-2955  
Heather Scott, Principal

Palermo School  
7350 Bulldog Way  
Palermo, CA 95968  
(530) 533-4708  
Fax (530) 532-7801  
Andee Farrar, Principal

Golden Hills School  
2400 Via Canela  
Oroville, CA 95966  
(530) 532-6000  
Fax (530) 534-7982  
Kristi Robinson, Principal

An Equal Opportunity Employer

## BOARD MEETING AGENDA

February 13, 2019

Place: District Office

7390 Bulldog Way, Palermo, CA 95968

**5:00 p.m. (Closed Session – Student Matters)**  
**5:30 p.m. Regular Board Meeting (Approximately)**

[Note: The Board of Trustees may take action on any item posted on this Agenda. Members of the public may directly address the Board concerning any item on this Agenda prior to or during the Board consideration of that item, as determined by the Board President. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in these meetings, please contact the Superintendent's Office (530) 533-4842, ext. 7. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to these meetings. This Agenda and all supporting documents are available for public review at the District Office, 7390 Bulldog Way, Palermo, CA. Documents that have been distributed to the Board less than 72 hours before the meeting are available for public inspection at the District Office, 7390 Bulldog Way, Palermo, CA 95968]

### INTRODUCTION

1. **Call to Order.** (Time \_\_\_\_\_)
2. **Flag Salute.**
3. **Roll Call.**
4. **Approval of Agenda.**

ACTION \_\_\_\_\_ MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

### CLOSED SESSION (Time \_\_\_\_\_)

Closed session for the purpose of discussing Student Matters/Discipline, in accordance with Education Code Sections 48918 and 35146, regarding Expulsion Case No. 06/29/06, ID# 192472.

### OPEN SESSION (Time \_\_\_\_\_)

### REPORT ON ACTION(S) TAKEN IN CLOSED SESSION

### ACTIONS ITEMS

5. Action on Expulsion Case No. 06/29/06, I.D. No. 192472.
  - a. Action No. 1 - Finding of Fact.

ACTION \_\_\_\_\_ MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

- b. Action No. 2 – Action Pending Expulsion.

ACTION \_\_\_\_\_ MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

6. **Audience with the Board.**

**Non-Agenda Items:**

At this time the Board President will invite anyone in the audience wishing to address the Board on a matter not listed on the agenda to stand, state your name for the record and make your presentation. Presentations may be limited to five (5) minutes. The Brown Act, however, does not allow the Governing Board to discuss or take action on any item that is not on the posted agenda. The item may, by Board direction, be placed on a later Board Meeting Agenda for discussion and/or action. The Board may direct the Superintendent to investigate the subject and present a follow-up report at a future Board Meeting.

7. **Audience with the Board.**

**Agenda Items:**

This is the time the Board President will invite anyone in the audience wishing to address the Board on a matter that is on the agenda to state your name and the agenda item on which you wish to speak. When that item comes up on the agenda you will be asked to stand and repeat your name for the record, and make your presentation [five (5) minute time limit per person].

8. **CONSENT AGENDA**

The consent agenda will be approved by a single motion and vote unless items are removed by a Board member and placed on the regular agenda for discussion and action.

**Action Items**

a. Minutes of January 23, 2019 Regular Board Meeting.

b. Surplus and Obsolete Requests.

Requests to declare surplus/obsolete equipment and District property be approved and the Superintendent be directed to dispose of said equipment and property, according to the appropriate method, including disposal, as per Education Code Sections 60500-01, 60510-11, 60520-21, 60530, and Board Policy #3270. Surplus/Obsolete Items (which may include disposal of surplus property in the local dump or donation to a charitable organization due to value of such property not defraying the cost of its sale. All items below are valued at less than \$2,500).

Surplus/Obsolete Items:

Note: Paperwork on these items is available at the District Office for review.

52 – Band Uniforms

84 – Computer related equipment

REFERENCE #1

8. **CONSENT AGENDA** (continued)

**Reports**

- c. Events Calendar. REFERENCE #2
- d. 2018/19 District-Wide Discipline Report October, November and December REFERENCE #3
- e. Donation from Romo Loseth of crafts and supplies with a value of \$50.00 to Helen Wilcox School.
- f. Donation from Miller Graffix in the amount of \$108.01 to Golden Hills School for a percentage from online sales of shirts.

ACTION \_\_\_\_\_ MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

9. **ITEMS REMOVED FROM CONSENT AGENDA**

- a. ACTION \_\_\_\_\_ MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_
- b. ACTION \_\_\_\_\_ MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

10. **Staff Reports/Business Items.**

- a. Discussion of 5 year deferred maintenance plan.
- b. It is recommended the revised 2018-2019 Certificated Management Salary Schedule be approved. REFERENCE #4

ACTION \_\_\_\_\_ MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

- c. It is recommended Kristi Robinson, Anna Johnson and Rainbow Walker to attend the 2019 Trauma Informed School Conference in St. Charles, Missouri June 17<sup>th</sup> – June 20<sup>th</sup> be approved. Approximate cost \$4,600 to be paid from MTSS Grant Funds. REFERENCE #5

ACTION \_\_\_\_\_ MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

10. **Staff Reports/Business Items.** *(continued)*

- d. It is recommended Heather Scott, Andee Farrar, Kristi Robinson, Jeannee Neville and Anna Johnson to attend the ACSA North State Spring Conference – Innovation in Motion in Reno, Nevada May 3<sup>rd</sup> to 5<sup>th</sup> at an approximate cost of \$3,500 be approved. *(Funding source Title II Professional Development)*

REFERENCE #6

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

- e. It is recommended the 2019-2020 School Calendar be approved.

REFERENCE #7

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

- f. It is recommended the 2019-2020 Administrative Calendar be approved.

REFERENCE #8

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

- g. It is recommended the revised School Counselor Grades K-8 job description be approved

REFERENCE #9

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

- h. Enrollment and Staff discussions and recommendations.

- i. It is recommended the Memorandum of Understanding between Palermo Teachers' Association (PTA) and Palermo Union School District regarding additional paid administrative leave days for Camp Fire victims be approved.

REFERENCE #10

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

- j. California School Employees Association, Bargaining Unit 366. (Comments from CSEA, if any, to the Governing Board.)

- k. Palermo Teachers Association Bargaining Unit (PTA/CTA/NEA). (Comments from PTA, if any, to the Governing Board.)

11. **Board Policies and Administrative Regulations.**

- a. Board Policy 1240 Volunteer Assistance is presented for approval  
(second and final reading)

REFERENCE #11

ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_VOTE\_\_\_\_\_

12. **Correspondence.**

CSBA Delegate Assembly Election

13. **Site and Student Recognition.**

- a. Golden Hills 6<sup>th</sup> Grade Girls Basketball had a winning season. Congratulations to Naomi N., Lilly R., Amaya J., Aubrey G., Liliana C., Alexia R., Anabelle R., Tabby M., Haley M., Rosemary M. and Autumn B.
- b. Kudos to Dan DeHoff for the three paintings he has done recently on the Palermo campus. There is a cute Dr. Seuss mural in the AEP restroom, a Bulldog lifting weights in the weights room and the big Bulldog on the front of the school that says "Welcome to Bulldog Country".
- c. Rotary Student of the Month for February was Angel Cosio selected by the 8<sup>th</sup> grade team. He is a 4.0 student. He is a kind-hearted, helpful, hardworking, awesome young man. Andee, Angel and Angel's parents attended the Rotary luncheon on February 5<sup>th</sup>. Angel received a certificate, a check, a gift certificate to Dutch Bros and some Taco Bell bucks.
- d. Lily Kingsbury received 2<sup>nd</sup> place in the Chico Elk's Club essay contest titled "What Makes You Proud of America?" Andee, Mr. Davis, Lily, and Lily's family attended a dinner at the Elk's Club on February 5<sup>th</sup>. Lily received a framed certificate and a \$50 check. Lily's essay addressed freedom, opportunity and military. She wrote about the Camp Fire and how the community pulled together to help out others.

14. **Superintendent's Reports.**

- a. Draft Superintendent's Evaluation Tool
- b. Superintendent Symposium

15. **Board Items.**

**CLOSED SESSION** (Time\_\_\_\_\_)

1. Closed session regarding matters of personnel/employment/ resignation/retirement all in accordance with Government Code Section 54957.
2. Matters of negotiations with the Palermo Teachers Association (PTA/CTA/NEA) and Classified School Employees Association, Bargaining Unit 366, in accordance with Government Code Section 54957.6, with designated representative Kathleen Andoe-Nolind, Superintendent; and matters of negotiations with unrepresented groups, certificated management and classified management/ confidential, in accordance with Government Code Section 54957.6, with designated representative Kathleen Andoe-Nolind, Superintendent.

**OPEN SESSION** (Time\_\_\_\_\_)

**REPORT ON ACTION(S) TAKEN IN CLOSED SESSION**

**ACTION ITEMS**

16. **Personnel – Recommendation: Approval.** (Pending successful completion of pre-employment requirements.)

**Certificated:**

- a. Anne Hays, school nurse, retirement, effective June 15, 2019
- b. Shari Houser, certificated teacher, retirement, effective June 15, 2019

**Classified:**

- c. Jeffrey Ballard, substitute computer technician I, class 15, step 1, effective January 30, 2019
- d. Jeffrey Ballard, computer technician I, class 15, step 5, 6.0 hours, effective February 14, 2019
- e. Ron Carson, custodian maintenance, retirement, effective June 11, 2019
- f. Sandra Perez, cafeteria helper, class 4, step 7, 6.0 hours, Palermo School, effective February 14, 2019
- g. Crystal Greer, cafeteria helper, class 4, step 6, 3.0 hours, Helen Wilcox, effective February 14, 2019

ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_ VOTE\_\_\_\_\_

**ADJOURNMENT** (Time\_\_\_\_\_)

## REGULAR BOARD MEETING

1. President Debbie Hoffman called the meeting to order at 5:01p.m., and welcomed those in attendance.
2. President Debbie Hoffman led those in attendance in the flag salute.
3. Members of the Governing Board in attendance were: Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen.

Others present were: Kathleen Andoe-Nolind, Ruthie Anaya, Carlos Aguilar, Cara Hills, Del Smith, Tina Jamison, Jane Shettlesworth, Angela Tacy, Charity Guptill, MaryAnn O'Connell, Kathy Ray and Cindy Daniluke.

4. A motion was made by Loretta Long, seconded by Jessica King, recommending the agenda be approved. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.

5. **Audience with the Board.**

**Non-Agenda Items:**

Carlos Aguilar wanted to let the Board know how professional and helpful Frank Medina was during the fencing projects.

Tina Jamison, representative of the preschool staff, read a letter of support for former Preschool Director, Shanna Andoe.

6. **Audience with the Board.**

**Agenda Items:**

No one had business to bring before the Board.

**REGULAR BOARD MEETING****7. CONSENT AGENDA**

A motion was made by Loretta Long, seconded by Jessica King, recommending the following consent agenda items be approved. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.

**Action Items**

- a. Minutes of January 9, 2019 Regular Board Meeting.

**Reports**

- b. Events Calendar
- c. Palermo Ledger December 1, 2018 to December 31, 2018
- d. Donation from Preem Lhery Junio of snacks with a value of \$574.13 to Helen Wilcox School
- e. Donation from Miller Graffix in the amount of \$48.53 to Palermo School for a percentage from online sales of shirts.
- f. Donation from Miller Graffix in the amount of \$201.27 to Helen Wilcox School for a percentage from online sales of shirts.
- g. Donation from Box Top for Education in the amount of \$418.30 to Helen Wilcox School.

**8. ITEMS REMOVED FROM CONSENT AGENDA**

There were no items removed from the consent agenda.



## REGULAR BOARD MEETING

9. **Staff Reports/Business Items.**

- a. A motion was made by Loretta Long, seconded by Jessica King recommending the 2018-19 bus grant to purchase four new electric busses with air conditioning from Lion be approved. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.
- b. A motion was made by Loretta Long, seconded by Jessica King recommending the Sutter Buttes Communication quote in the amount of \$14,500 for additional digital radios and equipment be approved. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.
- c. A motion was made by Loretta Long, seconded by Jessica King recommending the Accularm quote for \$2,190 for emergency notification buttons to be installed at each school site be approved. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.
- d. A motion was made by Loretta Long, seconded by Jessica King recommending the J13-A Emergency Closure Days for November 9, 2018 through November 30, 2018 be approved. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.
- e. A motion was made by Loretta Long, seconded by Jessica King recommending Resolution #19-01 Request for Reimbursement from CDE for Emergency Closure Days for November 9, 2018 to November 30, 2018 be approved. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.
- f. A motion was made by Jessica King, seconded by Loretta Long recommending Resolution #19-02 Water Grant Project be approved. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.
- g. A motion was made by Loretta Long, seconded by Jessica King recommending the contract between Palermo Union School District and JEG for ERATE Consulting Services in the amount of \$3,500 be approved. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.

**REGULAR BOARD MEETING****9. Staff Reports/Business Items. (continued)**

- h. A motion was made by Loretta Long, seconded by Jessica King recommending the revised 2018-2019 Transportation Safety and Procedure Manual which includes No Student Left Unattended Procedure SB 1072 be approved. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.
- i. There were no comments from the California School Employees Association Bargaining Unit 366.
- j. There were no comments from the Palermo Teachers Association Bargaining Unit (PTA/CTA/NEA).

**10. Board Policies and Administrative Regulations.**

- a. A motion was made by Loretta Long, seconded by Jessica King recommending Board Policy and Administrative Regulation 5142 Student Safety be revised. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.
- b. A motion was made by Loretta Long, seconded by Jessica King recommending Administrative Regulation 4127 Temporary Athletic Team Coaches be revised. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.
- c. A motion was made by Loretta Long, seconded by Jessica King recommending Administrative Regulation 3542 School Bus Drivers be revised. Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.
- d. Board Policy 1240 Volunteer Assistance was presented for first reading.

**11. Correspondence.**

None

**REGULAR BOARD MEETING****12. Site and Student Recognition.**

- a. Helen Wilcox were the winners of this year's Salvation Army Food Drive
- b. In the Willows boys basketball tournament, 8<sup>th</sup> graders lost Game 1 by 2, but in Game 2 they beat Willows 43-31 with Tyden W. popping off for 21 points and Trevor G. scoring 12.
- c. 7<sup>th</sup> grade played in the Championship game beating Colusa and winning the Willows Tournament with great team defense and hustle.
- d. Congratulations to the Golden Hills Eagles girls basketball team for their remarkable victory over the Durham Middle School Trojans 6<sup>th</sup> grade team. Outstanding players were Lily R. and Amaya J.
- e. Palermo School hosted a Chess Tournament on January 23<sup>rd</sup> and Palermo won the tournament. Thank you to Joey McCoy and Bill Bynum for supporting this program.

**13. Superintendent's Reports.**

- a. Governance Handbook – Superintendent Nolind distributed a draft Board Handbook for review.
- b. Superintendent Nolind to attend the ACSA Superintendent's Symposium in Monterey January 29 – 31.

**14. Board Items.**

None

**CLOSED SESSION**

1. The Board recessed into closed session at 5:58p.m. regarding matters of personnel/employment/retirement all in accordance with Government Code Section 54957.
2. Matters of negotiations with the Palermo Teachers Association (PTA/CTA/NEA) and Classified School Employees Association, Bargaining Unit 366, in accordance with Government Code Section 54957.6, with designated representative Kathleen Andoe-Nolind Superintendent; and matters of negotiations with unrepresented groups, certificated management and classified management/ confidential, in accordance with Government Code Section 54957.6, with designated representative Kathleen Andoe-Nolind, Superintendent.

**OPEN SESSION**

The Board reconvened into open session at 7:24 p.m.

**REGULAR BOARD MEETING****REPORT ON ACTION(S) TAKEN IN CLOSED SESSION**

No action was taken in closed session.

**ACTION ITEMS****14. Personnel – Recommendation: Approval.**

A motion was made by Loretta Long, seconded by Jessica King, recommending that the following personnel items be approved (pending successful completion of pre-employment requirements). Debbie Hoffman, Jessica King, Loretta Long, William Bynum and Cody Nissen voted aye. Motion unanimously carried.

**Superintendent:**

- a. Appointment and approval of contract for Superintendent, Kathleen Andoe-Nolind effective January 23, 2019 through June 30, 2022

**Certificated:**

- b. Jennifer Schmautz, certificated teacher, retirement, effective June 15, 2019
- c. Janet Ashley, certificated teacher, retirement, effective June 15, 2019
- d. Genevieve Millin, certificated substitute, effective January 17, 2019

**Classified:**

- e. Norma Ramirez, custodian 1, transfer to Palermo School, 8 hours, effective January 24, 2019
- f. Jessica Davis, instructional aide, resignation, effective January 24, 2019
- g. Jessica Davis, substitute instructional aide, class 4, step 1, effective January 24, 2019
- h. Crystal Greer, substitute cafeteria aide, class 1, step 1, effective January 14, 2019
- i. Crystal Greer, substitute cafeteria helper, class 4, step 1, effective January 14, 2019
- j. Laura Krantz, substitute instructional aide, class 4, step 1, effective January 23, 2019
- k. Laura Krantz, instructional aide, Golden Hills, class 4, step 8, effective January 24, 2019
- l. Maribel Rivera, instructional aide, Helen Wilcox, class 4, step 1, effective January 24, 2019
- m. Clotilde Elena Godinez, instructional aide, Helen Wilcox, class 4, step 1, effective January 24, 2019

**REGULAR BOARD MEETING**

**ADJOURNMENT**

President Debbie Hoffman declared the meeting adjourned at 7:25p.m.

Respectfully submitted,

Kathleen Andoe-Nolind  
Secretary to the Governing Board

<b>Description</b>	<b>PUSD</b>	<b>Blue Serial</b>
mac book	2857	
mac book	2864	
mac book	2534	
mac book	2860	
mac book	3518	
mac book	2535	
mac book	2858	
mac book	2859	
gateway	2010	
monitor		11776
keyboard	3046	
usb scanner	1597	
imac	2615	
imac	2649	
keyboard	2622	
imac	2574	
keyboard		11779
printer	1719	
keyboard	2819	
printer	1391	
keyy		13189
tower	24	
imac	2663	
keyboard		13412
Keyboard		11905
imac	2657	
keyboard	2656	
monitor		11536
switch		12444
imac	2655	
keyboard		13198
keyboard	2664	
imac	2661	
key	2660	
imac	2659	
key	2662	
Apple Tower	28	
macbook	2542	
macbook	2545	
macbook	2541	
macbook	2540	
macbook	2544	
macbook	3522	
imac	2653	
xserver	3578	

ups	3562	
ups	3563	
ups	3509	
keyboard	2658	
keyboard	2654	
Keyboard	1129	
gateway	2011	
projector	3615	
Q See - dvr	3551	
Imac	3045	
vcr	2031	
Mac Server	3259	
Mac Server	1562	
ups	3560	
USB zip drive		12217
gateway	1893	
vcr	2035	
interwrite	3385	
keyboard	2809	
keyboard	3300	
switch	3481	
up	3564	
HP Server	3307	
switch	3474	
switch	3480	
UPS	3506	
Projector	2836	
Projector	2068	
UPS	3510	
Server	3354	
UPS	3558	
UPS	3576	
Laptop	3942	
Laptop	3891	
Laptop	3931	
server	1867	
UPS	855	
UPS	3483	
Monitor	1631	
UPS	858	

## EVENTS CALENDAR

February 13, 2019	Regular Board Meeting	5:00pm
February 15, 2019	Lincoln's Birthday	<i>No school – students, teachers and staff</i>
February 18, 2019	Washington's Birthday	<i>No school – students, teachers and staff</i>
February 19-22, 2019	Intersession	<i>No School – students, staff</i>
February 27, 2019	Spelling Bee	<i>Golden Hills 1:15pm</i>
February 27, 2019	Regular Board Meeting	5:00pm
March 13, 2019	Regular Board Meeting	5:00pm
March 13, 2019	Parent Education Night Topic: Positive Behavior Intervention Strategies( <i>dinner &amp; childcare</i> )	<i>Palermo Cafeteria 5:00-6:30pm</i>
March 27, 2019	Regular Board Meeting	5:00pm
April 10, 2019	Regular Board Meeting	5:00pm
April 15-22, 2019	Easter Break	<i>No School – students, staff</i>
April 24, 2019	Regular Board Meeting	5:00pm
April 24, 2019	Parent Education Night Topic: Stress Management Strategies( <i>dinner &amp; childcare</i> )	<i>Palermo Cafeteria 5:00-6:30pm</i>
May 8, 2019	Regular Board Meeting	5:00pm
May 22, 2019	Regular Board Meeting	5:00pm
May 27, 2019	Memorial Day	<i>No school – students, teachers and staff</i>
June 12, 2019	Regular Board Meeting	5:00pm

Revised: 2/1/19 cc: L. Davis; D. Dudley; C. Wiemers; M. Tello; L. Davis; R. Anaya; K. Ray



**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

OCTOBER 2018									
INFRACTION <span style="float: right;">In School Suspensions</span>									
Grounds for Suspension/Expulsion	K	1	2	3	4	5	6	7	8
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.			1		1	1	2	2	2
(a) (2) Willfully used force or violence upon the person of another, except in self-defense.						1			
(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object without written permission from a certificated employee and concurrence by the principal or his designee.									
(c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.									
(d) Unlawfully offered or arranged or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.									
(e) Committed or attempted to commit robbery or extortion.									
(f) Caused or attempted to cause damage to school property or private property.									
(g) Stole or attempted to steal school property or private property.									
(h) Possessed or used tobacco.									
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.									
(j) Unlawfully offered, arranged or negotiated to sell any drug paraphernalia.									
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.								1	
(l) Knowingly received stolen school property or private property.									
(m) Possessed an imitation firearm.									
(n) Committed or attempted to commit a sexual assault or committed a sexual battery.									
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against that pupil for being a witness, or both.									
(r) Engaged in an act of bullying, including bullying committed through electronic means.									
(48900.2) Sexual Harassment (Excluding grades K-3, inclusive)									
(48900.3) Causing, threatening to cause or participating in an act of hate violence. (Excluding grades K-3, inclusive)									
(48900.4) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment. (A pupil or pupils enrolled in any of grades 4-12, inclusive.)									
.7 Made terroristic threats against school officials or school property.									
<b>Total Number of Incidents</b>	0	0	1	0	1	2	2	3	2

**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

<b>INFRACTION</b>	<b>Out of School Suspensions</b>								
<b>Grounds for Suspension/Expulsion</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.								2	
(a) (2) Willfully used force or violence upon the person of another, except in self-defense.									
(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object without written permission from a certificated employee and concurrence by the principal or his Designee.									
(c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.								1	1
(d) Unlawfully offered or arranged or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.									
(e) Committed or attempted to commit robbery or extortion.									
(f) Caused or attempted to cause damage to school property or private property.									
(g) Stole or attempted to steal school property or private property.									
(h) Possessed or used tobacco.									
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.									
(j) Unlawfully offered, arranged or negotiated to sell any drug paraphernalia.									
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.									
(l) Knowingly received stolen school property or private property.									
(m) Possessed an imitation firearm.									
(n) Committed or attempted to commit a sexual assault or committed a sexual battery.									
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against that pupil for being a witness, or both.									
(r) Engaged in an act of bullying, including bullying committed through electronic means.							1		
(48900.2) Sexual Harassment (Excluding grades K-3, inclusive)									
(48900.3) Causing, threatening to cause or participating in an act of hate violence. (Excluding grades K-3, inclusive)									
(48900.4) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment. (A pupil or pupils enrolled in any of grades 4-12, inclusive.)									
.7 Made terroristic threats against school officials or school property.									
<b>Total Number of Incidents</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>1</b>

**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

<b>INFRACTION</b>	<b>Number of referrals to AEP</b>								
<b>Grounds for Suspension/Expulsion</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.		1			1		1	2	
(a) (2) Willfully used force or violence upon the person of another, except in self-defense.					1				
(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object without written permission from a certificated employee and concurrence by the principal or his Designee.									
(c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.									
(d) Unlawfully offered or arranged or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.									
(e) Committed or attempted to commit robbery or extortion.									
(f) Caused or attempted to cause damage to school property or private property.							1		
(g) Stole or attempted to steal school property or private property.						1			
(h) Possessed or used tobacco.									
(l) Committed an obscene act or engaged in habitual profanity or vulgarity.									1
(j) Unlawfully offered, arranged or negotiated to sell any drug paraphernalia.									
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.			1		3	1	6	12	12
(l) Knowingly received stolen school property or private property.									
(m) Possessed an imitation firearm.									
(n) Committed or attempted to commit a sexual assault or committed a sexual battery.									
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against that pupil for being a witness, or both.									
(r) Engaged in an act of bullying, including bullying committed through electronic means.									
(48900.2) Sexual Harassment (Excluding grades K-3, inclusive)									
(48900.3) Causing, threatening to cause or participating in an act of hate violence. (Excluding grades K-3, inclusive)									
(48900.4) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment. (A pupil or pupils enrolled in any of grades 4-12, inclusive.)									
.7 Made terroristic threats against school officials or school property.									
<b>Total Number of Incidents</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>8</b>	<b>14</b>	<b>13</b>

**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

<b>Number of Days Suspended</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
1 Day					1	2			
2 Days									
3 Days									
4 Days									
5 Days									1
<b>Total Days</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>5</b>
Superintendent/Designee Alternative to Suspension/Expulsion # of Students (extensions beyond 5 days)									

**SUMMARY OF BUS VIOLATIONS**

	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>FIRST VIOLATION:</b> Warnng by Principal, notification of parent.			2	2	3	2	3		3
<b>SECOND VIOLATION:</b> Student will not be permitted on ANY bus for five (5) school days, and until the parents and student have had a conference with the Principal.	1		2		1	2	1		
<b>THIRD VIOLATION:</b> Exclusion from riding ANY bus for the reaminder of the school year unless reinstated by the Principal.					1		1		
<b>FOURTH VIOLATION:</b> Exclusion from riding ANY bus for ANY reason. (Minimum exclusion shall be until the last day of the trimester following the trimester in which the exclusion occurred.)									
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>3</b>

**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

<b>NOVEMBER 2018</b>										
<b>INFRACTION</b>	<b>In School Suspensions</b>									
<b>Grounds for Suspension/Expulsion</b>		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.								2		2
(a) (2) Willfully used force or violence upon the person of another, except in self-defense.										
(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object without written permission from a certificated employee and concurrence by the principal or his designee.						1				
(c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.										
(d) Unlawfully offered or arranged or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.										
(e) Committed or attempted to commit robbery or extortion.										
(f) Caused or attempted to cause damage to school property or private property.										
(g) Stole or attempted to steal school property or private property.										
(h) Possessed or used tobacco.										
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.										
(j) Unlawfully offered, arranged or negotiated to sell any drug paraphernalia.										
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.										
(l) Knowingly received stolen school property or private property.										
(m) Possessed an imitation firearm.										
(n) Committed or attempted to commit a sexual assault or committed a sexual battery.										
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against that pupil for being a witness, or both.										
(r) Engaged in an act of bullying, including bullying committed through electronic means.										
(48900.2) Sexual Harassment (Excluding grades K-3, inclusive)										
(48900.3) Causing, threatening to cause or participating in an act of hate violence. (Excluding grades K-3, inclusive)										
(48900.4) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment. (A pupil or pupils enrolled in any of grades 4-12, inclusive.)										
.7 Made terroristic threats against school officials or school property.										
<b>Total Number of Incidents</b>		0	0	0	0	1	0	2	0	2

**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

INFRACTION	Out of School Suspensions								
Grounds for Suspension/Expulsion	K	1	2	3	4	5	6	7	8
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.							1		1
(a) (2) Willfully used force or violence upon the person of another, except in self-defense.									
(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object without written permission from a certificated employee and concurrence by the principal or his Designee.									
(c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.									
(d) Unlawfully offered or arranged or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.									
(e) Committed or attempted to commit robbery or extortion.									
(f) Caused or attempted to cause damage to school property or private property.									
(g) Stole or attempted to steal school property or private property.									
(h) Possessed or used tobacco.									
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.									
(j) Unlawfully offered, arranged or negotiated to sell any drug paraphernalia.									
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.									1
(l) Knowingly received stolen school property or private property.									
(m) Possessed an imitation firearm.									
(n) Committed or attempted to commit a sexual assault or committed a sexual battery.									
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against that pupil for being a witness, or both.									
(r) Engaged in an act of bullying, including bullying committed through electronic means.									
(48900.2) Sexual Harassment (Excluding grades K-3, inclusive)									
(48900.3) Causing, threatening to cause or participating in an act of hate violence. (Excluding grades K-3, inclusive)									
(48900.4) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment. (A pupil or pupils enrolled in any of grades 4-12, inclusive.)									
.7 Made terroristic threats against school officials or school property.									
<b>Total Number of Incidents</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>

**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

<b>INFRACTION</b>	<b>Number of referrals to AEP</b>								
<b>Grounds for Suspension/Expulsion</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.					2	1	1	1	
(a) (2) Willfully used force or violence upon the person of another, except in self-defense.			1						
(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object without written permission from a certificated employee and concurrence by the principal or his Designee.									
(c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.									
(d) Unlawfully offered or arranged or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.									
(e) Committed or attempted to commit robbery or extortion.									
(f) Caused or attempted to cause damage to school property or private property.									
(g) Stole or attempted to steal school property or private property.									
(h) Possessed or used tobacco.									
(l) Committed an obscene act or engaged in habitual profanity or vulgarity.						2			
(j) Unlawfully offered, arranged or negotiated to sell any drug paraphernalia.									
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.			1		5	2	1	8	8
(l) Knowingly received stolen school property or private property.									
(m) Possessed an imitation firearm.									
(n) Committed or attempted to commit a sexual assault or committed a sexual battery.									
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against that pupil for being a witness, or both.									
(r) Engaged in an act of bullying, including bullying committed through electronic means.									
(48900.2) Sexual Harassment (Excluding grades K-3, inclusive)									
(48900.3) Causing, threatening to cause or participating in an act of hate violence. (Excluding grades K-3, inclusive)									
(48900.4) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment. (A pupil or pupils enrolled in any of grades 4-12, inclusive.)									
.7 Made terroristic threats against school officials or school property.									
<b>Total Number of Incidents</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>9</b>	<b>8</b>

**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

<b>Number of Days Suspended</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
1 Day									
2 Days									
3 Days					1			2	
4 Days									
5 Days									
<b>Total Days</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>
Superintendent/Designee Alternative to Suspension/Expulsion # of Students (extensions beyond 5 days)									

**SUMMARY OF BUS VIOLATIONS**

	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>FIRST VIOLATION:</b> Warnng by Principal, notification of parent.			2	1				1	
<b>SECOND VIOLATION:</b> Student will not be permitted on ANY bus for five (5) school days, and until the parents and student have had a conference with the Principal.								1	
<b>THIRD VIOLATION:</b> Exclusion from riding ANY bus for the reaminder of the school year unless reinstated by the Principal.			1						
<b>FOURTH VIOLATION:</b> Exclusion from riding ANY bus for ANY reason. (Minimum exclusion shall be until the last day of the trimester following the trimester in which the exclusion occurred.)									
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>



**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

<b>DECEMBER 2018</b>									
<b>INFRACTION</b> <b>In School Suspensions</b>									
<b>Grounds for Suspension/Expulsion</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.									2
(a) (2) Willfully used force or violence upon the person of another, except in self-defense.									
(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object without written permission from a certificated employee and concurrence by the principal or his designee.									
(c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.									
(d) Unlawfully offered or arranged or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.									
(e) Committed or attempted to commit robbery or extortion.									
(f) Caused or attempted to cause damage to school property or private property.									
(g) Stole or attempted to steal school property or private property.									
(h) Possessed or used tobacco.									
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.									
(j) Unlawfully offered, arranged or negotiated to sell any drug paraphernalia.									
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.					2		1		
(l) Knowingly received stolen school property or private property.									
(m) Possessed an imitation firearm.									
(n) Committed or attempted to commit a sexual assault or committed a sexual battery.									
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against that pupil for being a witness, or both.									
(r) Engaged in an act of bullying, including bullying committed through electronic means.									
(48900.2) Sexual Harassment (Excluding grades K-3, inclusive)									
(48900.3) Causing, threatening to cause or participating in an act of hate violence. (Excluding grades K-3, inclusive)									
(48900.4) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment. (A pupil or pupils enrolled in any of grades 4-12, inclusive.)									
.7 Made terroristic threats against school officials or school property.									
<b>Total Number of Incidents</b>	0	0	0	0	2	0	1	0	2

**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

INFRACTION	Out of School Suspensions								
Grounds for Suspension/Expulsion	K	1	2	3	4	5	6	7	8
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.									
(a) (2) Willfully used force or violence upon the person of another, except in self-defense.				1					
(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object without written permission from a certificated employee and concurrence by the principal or his Designee.					1				
(c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.					1	2	1	2	1
(d) Unlawfully offered or arranged or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.									
(e) Committed or attempted to commit robbery or extortion.									
(f) Caused or attempted to cause damage to school property or private property.									
(g) Stole or attempted to steal school property or private property.									
(h) Possessed or used tobacco.									
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.									
(j) Unlawfully offered, arranged or negotiated to sell any drug paraphernalia.									
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.								1	
(l) Knowingly received stolen school property or private property.									
(m) Possessed an imitation firearm.									
(n) Committed or attempted to commit a sexual assault or committed a sexual battery.									
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against that pupil for being a witness, or both.									
(r) Engaged in an act of bullying, including bullying committed through electronic means.									
(48900.2) Sexual Harassment (Excluding grades K-3, inclusive)									
(48900.3) Causing, threatening to cause or participating in an act of hate violence. (Excluding grades K-3, inclusive)									
(48900.4) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment. (A pupil or pupils enrolled in any of grades 4-12, inclusive.)									
.7 Made terroristic threats against school officials or school property.									
<b>Total Number of Incidents</b>	0	0	0	1	2	2	1	3	1

**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

<b>INFRACTION</b>	<b>Number of referrals to AEP</b>								
<b>Grounds for Suspension/Expulsion</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.								1	
(a) (2) Willfully used force or violence upon the person of another, except in self-defense.	1					2			
(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object without written permission from a certificated employee and concurrence by the principal or his Designee.									
(c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.									
(d) Unlawfully offered or arranged or negotiated to sell any controlled substance, an alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.									
(e) Committed or attempted to commit robbery or extortion.									
(f) Caused or attempted to cause damage to school property or private property.					1				
(g) Stole or attempted to steal school property or private property.		1	1						
(h) Possessed or used tobacco.									
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.					1			1	2
(j) Unlawfully offered, arranged or negotiated to sell any drug paraphernalia.									
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.	1	3	1	1	10	3	1	8	5
(l) Knowingly received stolen school property or private property.									
(m) Possessed an imitation firearm.									
(n) Committed or attempted to commit a sexual assault or committed a sexual battery.									
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against that pupil for being a witness, or both.									
(r) Engaged in an act of bullying, including bullying committed through electronic means.									
(48900.2) Sexual Harassment (Excluding grades K-3, inclusive)									
(48900.3) Causing, threatening to cause or participating in an act of hate violence. (Excluding grades K-3, inclusive)									
(48900.4) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment. (A pupil or pupils enrolled in any of grades 4-12, inclusive.)									
.7 Made terroristic threats against school officials or school property.									
<b>Total Number of Incidents</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>12</b>	<b>5</b>	<b>1</b>	<b>10</b>	<b>7</b>

**PALERMO UNION SCHOOL DISTRICT  
DISTRICT-WIDE DISCIPLINE REPORT:**

<b>Number of Days Suspended</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
1 Day				1	1			1	
2 Days									
3 Days					1				1
4 Days									
5 Days								1	2
<b>Total Days</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>13</b>
Superintendent/Designee Alternative to Suspension/Expulsion # of Students (extensions beyond 5 days)									

**SUMMARY OF BUS VIOLATIONS**

	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>FIRST VIOLATION:</b> Warning by Principal, notification of parent.		1		1	4	1		1	
<b>SECOND VIOLATION:</b> Student will not be permitted on ANY bus for five (5) school days, and until the parents and student have had a conference with the Principal.					2				1
<b>THIRD VIOLATION:</b> Exclusion from riding ANY bus for the remainder of the school year unless reinstated by the Principal.									
<b>FOURTH VIOLATION:</b> Exclusion from riding ANY bus for ANY reason. (Minimum exclusion shall be until the last day of the trimester following the trimester in which the exclusion occurred.)									
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>

**PALERMO UNION SCHOOL DISTRICT**

**2018-19 CERTIFICATED MANAGEMENT SALARY SCHEDULE**

POSITION	CLASS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Steps 8/9	Steps 10/11	Steps 12/13	Steps 14/15	Steps 16/17	Steps 18/19	Steps 20/21
PRINCIPAL (215 days)	I	99774	102621	105473	108322	111171	114019	116869	119720	122574	125429	128288	131135	133985	136933
VICE PRINCIPAL (195 days)	II	85665	88112	90563	93009	95457	97909	100356	102805	105252	107706	110048	112605	115055	117587
PSYCHOLOGIST (195 days)	III	85153	87557	89967	92376	94783	97190	99602	102009	104415	106822	109226	111632	114043	116552
Asst Superintendent/ Director, State & Federal Programs (225 days)	IV	104415	107394	110376	113358	116342	119324	122304	125289	128275	131260	134247	137234	140221	143306
DIRECTOR OF SPECIAL PROGRAMS (215 days)	V	94453	97248	100126	103091	106143	109284	112519	115849	119279	122810	126444	130187	134040	138008
PRESCHOOL DIRECTOR (215 days)	VI	65090	66978	68920	70919	72975	75092	77269	79510	81816	84188	86630	89142	91727	94387

DRAFT

Earned Masters Degree \$1133
Earned Doctoral Degree \$2269

January 31, 2019

Dear Palermo Union School Board,

For the past year Golden Hills has been working with the MTSS grant (Multi-Tiered System of Support) to improve services for individual students. We have been working on designing a system that supports academic, behavior and emotional needs for all students. In the past year we have learned a lot and want to continue moving forward with this journey.

In October 2018, nine staff members from Golden Hills attended the Trauma Informed Conference in Sacramento. It was one of the best conferences I have attended and our team brought back many resources to share with the staff. We have purchased and implemented many different resources such as a Universal Screener, Zones of Regulation and mindfulness strategies.

This Trauma Informed Conference has keynote speakers and sessions for attendees to choose various workshops. We are hoping by attending this conference in June, that the new keynote speakers and break out sessions will be as informative as the last one and that we can add additional resources, activities and lessons to support our students. Rainbow Walker and Anna Johnson did not attend the workshop in Sacramento. I feel that by including both of them in this conference opportunity, we can collectively work to make improvements between the schools to support more students and share resources.

Thank you for considering this opportunity, the funding for this conference would be from the MTSS grant.

Sincerely,  
Kristi Robinson  
Rainbow Walker  
Anna Johnson

February 4, 2019

Dear Palermo Union School Board Members,

The administration team is asking to attend ACSA's Innovation in Motion conference in May. The conference is May 3-5, 2019 in Reno, Nevada. The conference will have workshops that help build our leadership team, weave STEM activities throughout the school, build resilience of employees through transformational systems and expanding of arts across the curriculum to increase brain activity. The workshop promises to have sessions that are interactive, collaborative and engaging.

We are very excited to continue building capacity within our district and being able to have time to brainstorm and learn new strategies that will help our journey be successful. Our leadership team is hard working and would appreciate the time to learn together for the success of our students.

Thank you,

Kristi Robinson  
Andee Farrar  
Anna Johnson  
Heather Scott  
Jeannee' Neville

# Palermo Union School District

## 2019-2020 School Calendar

July 2019					
M	T	W	TH	F	
1	2	3	[4]	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

4th of July Holiday

August 2019					
M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

12 & 13 Teacher Work Day/No Students  
 13 Back-to-School Helen Wilcox, Honcut  
 13 Back-to-School Palermo  
 13 Back-to-School Golden Hills  
 14 - First Day of School

September 2019					
M	T	W	TH	F	
[2]	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
{30}					

2 Labor Day/No School  
 6 Grandparents' Day  
 18 Progress Reports Go Home Palermo  
 20 Progress Reports Go Home HW/GH

October 2019					
M	T	W	TH	F	
	{1}	{2}	{3}	{4}	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

30-1 Intersession/No School

November 2019					
M	T	W	TH	F	
				1	
4	5	6	7	8	
[11]	12	13	14	15	
P	P	P	P	P	
{25}	{26}	{27}	[28]	[29]	

11 Veterans Day/No School  
 18-22 Parent Conference Week  
 25 - 29 Thanksgiving Break/No School

December 2019					
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	{20}	
{23}	[24]	[25]	{26}	{27}	
{30}	[31]				

20 - 31 Christmas Break/No School

January 2020					
M	T	W	TH	F	
		[1]	{2}	{3}	
6	7	8	9	10	
13	14	15	16	17	
[20]	21	22	23	24	
27	28	29	30	31	

1 - 3 Christmas Break/No School  
 17 - Progress Reports Go Home HW/GH  
 20- Martin Luther King Jr. Day/No School

February 2020					
M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	[14]	
[17]	{18}	{19}	{20}	{21}	
24	25	26	27	28	

14- Lincoln's Birthday -No School  
 17-Washington's Birthday-No School  
 14 - 21 Intersession/No School

March 2020					
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

April 2020					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	{10}	
{13}	{14}	{15}	{16}	{17}	
20	21	22	23	24	
27	28	29	30		

29 Progress Reports Go Home - Palermo  
 Open House Honcut/Helen Wilcox  
 10-17 Easter Break

May 2020					
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
[25]	26	27	28	29	

Progress Reports Go Home - HW/GH  
 8 Mom's Day  
 6 Open House Golden Hills  
 14 Open House Palermo  
 25 Memorial Day/No School  
 29 Extra Min. Day (1.5 hrs. early dismissal)  
 Mar 6 End of 2nd Trimester (68)

June 2020					
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

5 Extra Min. Day (1.5 hrs. early dismissal)  
 5 Dad's Day  
 11- 8th Grade Graduation/Last Day of School  
 (1 hr early release)  
 12 Teacher Work Day/No Students  
 Jun 11 End of 3rd Trimester (60) =180

Nov 8 End of 1st Trimester (52)

[ ] = Holiday (all employees) { } = No School Students & 10 mo. employees P = Parent Conf. Week (1.5 hrs. early dismissal)

Teacher Work Days/No Students		H = Holiday/No School		I = Intersession/No School		Parent Conference Week
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PALERMO UNION SCHOOL DISTRICT

2019-2020 SCHOOL YEAR

MONTH	M	T	W	TH	F	EVENT	DAYS	CUM		
JUL	1	2	3	4	5	Jul 4 4th of July Holiday				
	8	9	10	11	12					
	15	16	17	18	19					
	22	23	24	25	26					
	29	30	31	1	2					
AUG	5	6	7	8	9					
1st	{12}	{13}	14	15	16	Aug 12/13 Teacher Work Days (no students)				
	19	20	21	22	23	Aug 13 Back-to-School Nights HW, Honcut, Palermo, Golden Hills				
	26	27	28	29	30	Aug 14 Classes begin - First Day of School				
	2	3	4	5	6	Sep 2 Labor Day (All Employees)				
						Sep 6 Grandparent's Day			17	17
2nd	9	10	11	12	13					
	16	17	18	19	20					
	23	24	25	26	27					
OCT	30	1	2	3	4	Sep 30- Oct 1 Intersession (No students, teachers or 10-mo emp)	15	32		
3rd	7	8	9	10	11					
	14	15	16	17	18					
	21	22	23	24	25					
NOV	28	29	30	31	1	Nov 8 End of First Trimester	20	52		
4th	4	5	6	7	8	Nov 11 Veterans Day (All Employees)				
	11	12	13	14	15	Nov 18-22 Parent Conf Week (Extra Min Days 1.5 hours early dismissal)				
	18	19	20	21	22	Nov 25-29 Intersession (No students, teacher or 10-mo emp)				
	25	26	*27	28	29	Nov 27 In Lieu of Adm Day (No students, teachers or 10-mo emp)				
						Nov 28-29 Thanksgiving Holidays (All Employees)			14	66
NOV						Nov 22 P-1				
5th	2	3	4	5	6	Dec 20- Jan 3 Christmas Break (No students, teachers, or 10-mo emp)				
	9	10	11	12	13					
	16	17	18	19	20					
	23	24	25	26	27					
	30	31	1	2	3					
JAN	6	7	8	9	10	Dec 24-25 Christmas Holidays (All Employees)	19	85		
Dec 31						Dec 31 New Year's Eve Holiday (All Employees)				
Jan 1						Jan 1 New Year's Holiday (All Employees)				
6th	13	14	15	16	17	Jan 20 Martin Luther King Jr. Day (All Employees)				
	20	21	22	23	24					
	27	28	29	30	31					
FEB	3	4	5	6	7		19	104		
7th	10	11	12	13	14	Feb 14 Lincoln's Birthday (All Employees)				
	17	18	19	20	21	Feb 17 President's Day (All Employees)				
	24	25	26	27	28	Feb 14-21 Intersession (No students, teachers or 10-mo emp)				
	2	3	4	5	6	Mar 6 End of 2nd Trimester			14	118
8th	9	10	11	12	13					
	16	17	18	19	20					
	23	24	25	26	27					
APR	30	31	1	2	3	Apr 3 P-2	20	138		
9th	6	7	8	9	10	Apr 10-17 Easter Break (No students, teachers or 10-mo emp)				
	13	14	15	16	17					
	20	21	22	23	24					
	27	28	29	30	1					
10th	4	5	6	7	8	May 8 Mom's Day				
	11	12	13	14	15	May 6 Open House Golden Hills				
	18	19	20	21	22	May 14 Open House Palermo				
	25	26	27	28	29	May 25 Memorial Day (All Employees)				
						May 29 Extra Minimum Day (1.5 hrs early dismissal)			19	171
11th	1	2	3	4	5	Jun 5 Extra Minimum Day (1.5 hrs early dismissal)				
	8	9	10	11	{12}	Jun 5 Dad's Day				
	15	16	17	18	19	Jun 11 8th Grade Graduation/End of 3rd Trimester				
	22	23	24	25	26	Jun 11 Last Day of School (extra early dismissal)				
						Jun 12 Teacher Work Day (No students)			9	180

  Legal Holiday     
   Intersession (No students, teachers or 10 mo emp)     
 BOARD APPROVED  
 { } Teacher workdays (No students)     
 Unless Otherwise indicated, every Friday is a 1 hr. early dismissal  
 No Minimum Days for Community Day School     
 \*As per negotiated agreement, 12 month emp choose 1 floating holiday, with approval

**PALERMO UNION SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**School Counselor – GRADES K-8**  
**(Certificated)**

**BRIEF DESCRIPTION OF POSITION**

Under direction of the site administrators and Superintendent, or designees, works with and serves as a resource for all students, school staff, and parents in the district; provides comprehensive social-emotional and behavioral support services that enhance school climate and optimize the learning and social-emotional competencies of all students; provides prevention and intervention activities at classroom, small group, individual and family levels; works collaboratively with other support services and community resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Activities will include but not be limited to:**

- Provides counseling services, including positive school-wide behavioral support and academic guidance designed to maximize educational opportunity for students.
- Provide short-term small group and individual counseling.
- Plan, Facilitate and implement and evaluate social-emotional learning activities and lessons in classrooms.
- Collaborate with school psychologist, staff, and administrators to develop school-wide efforts to enhance school climate, build positive behavior supports, and develop student resiliency and protective factors in the community.
- Develop strategies for positive behavior support as a collaborative team with school staff and parents for students identified with severe behavior problems.
- Provides consultations and serves as a resource to parents and school staff relative to counseling and student support.
- Works with students, teachers and parents to implement behavior management strategies.
- Serves as a liaison, and facilitator as required, between students, teachers, parents, and community agencies.
- Conduct student/staff/parent surveys
- Provide consultation, coaching, and parent education opportunities.
- Develops informational resources for staff, parents, and students.
- Develops and maintains a working relationship with community agencies and makes referrals as necessary.
- Provides crisis intervention services as needed.
- Participate in training opportunities as directed, and seek professional development opportunities for self and staff.
- Facilitate evaluation of program services.
- Maintain appropriate confidential records
- Complete and present reports regarding student support services, interventions and needs
- Participate in parent conferences, SST, SBIT, IEP, 504 and other student centered meetings as needed.

*Revised February 2019*

*(Handwritten signature and date)*  
2/2/19

- Other activities as appropriate and assigned by site and district administration.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

- Experience working in K-8 education and consultation with school staff and parents to provide social-emotional and behavior supports for students.
- Understanding of a Multi-Tiered System approach and a Continuum of Effective Academic, Behavior, and Social/Emotional Strategies.
- Knowledge of Positive Behavior Interventions and Supports (PBIS) and interventions the different tiers of implementation.
- Strong understanding of child development and the needs of children.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Pupil Personnel Services credential in either School Counseling or School Social Work issued by the Commission on Teacher Credentialing in the State of California.

### **OTHER SKILLS AND ABILITIES**

The ability to develop healthy relationships with children, parents, colleagues, and supervisors. Strong communication and organization skills. A self-starter who functions well with limited supervision. Appearance, grooming, and personality which establish a desirable example for students and staff. Competency in use of computers for works processing, data collection and email communication.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions and fumes or airborne particles.

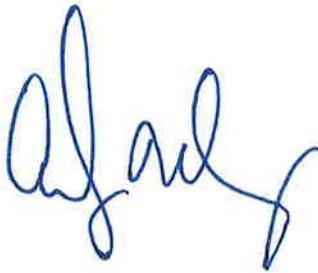
Revised February 2019

AM 2/18/19  
AM 2/18/19

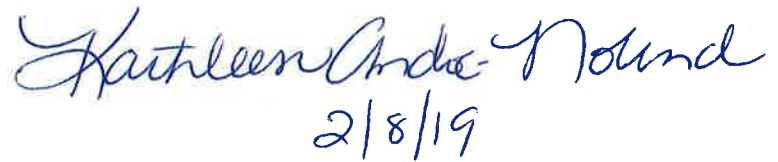
The noise level in the work environment is usually moderate.

**SUPERVISION EXERCISED AND RECEIVED**

Under the immediate direction of the site administrator and district superintendent.

A handwritten signature in blue ink, appearing to be 'A. J. ...'.

2-8-19

A handwritten signature in blue ink that reads 'Kathleen Ande-Noland' with the date '2/8/19' written below it.

**PALERMO UNION SCHOOL DISTRICT**  
**MEMORANDUM OF UNDERSTANDING**  
**2018 CAMP FIRE**

The Palermo Teachers' Association (PTA) and the Palermo Union School District (District) agree as follows:

1. This Memorandum of Understanding is applicable to absences occurring after November 9, 2018 as a result of the 2018 Camp Fire.
2. Certificated employees who were off work during the Camp Fire crisis due to school closures shall not suffer loss of pay, nor are they required to use any leave provided by the collective bargaining agreement between the parties. However, should the State require the District to make up the student instructional days, the employees will be required to complete their contractual obligations to satisfy the State's requirements.
3. Certificated unit members who lost homes or who have otherwise been displaced from their residence due to the Camp Fire will be given up to 5 days paid leave to address related issues, which may or may not be consecutive, per \*CA Educ Code §44962 (2017). Should additional days be necessary, the unit member must submit a written request for additional leave to the Superintendent.
4. This Memorandum of Understanding is not to be construed as a precedent or past practice of any kind.
5. This Memorandum of Understanding cannot be changed or supplemented orally and may be modified or superseded only by a written agreement signed by all parties.

\*CA Educ Code §44962 (2017): Governing boards of school districts may grant leaves of absence to persons employed in positions requiring certification qualifications.

*(Enacted by Stats. 1976. Ch. 1010.)*

The memorandum of understanding is the result of IBB non-adversarial negotiations between the parties.



Andy McCoy, Negotiations Team Chairperson  
Palermo Teachers' Association

2-8-19

Date



Kathleen Andoe-Nolind, Superintendent  
Palermo Union School District

2/8/19

Date

The District recognizes that the wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with the homes, businesses, industries, public agencies, and private institutions of our community. The District encourages parents and other members of the community to share their special knowledge and abilities with our students.

The Superintendent may authorize the use of volunteers. Volunteers shall work with students under the immediate supervision of certificated employees. Volunteers who are not working with students shall be supervised by an authorized District employee when appropriate. Volunteers shall not be used to displace regularly authorized school personnel (Education Code 35021). The Superintendent will require tuberculosis testing and fingerprinting of volunteers and criminal records checks as authorized by law. **Volunteers must perform both a Department of Justice and Federal Bureau of Investigation criminal background check. The results of the background checks must be reviewed and approved by the Superintendent prior to the applicant being approved to volunteer.**

The primary responsibility for everyday maintenance of the schools and grounds rests with the district's classified employees. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads and comply with employee negotiated agreements.

Volunteers shall act in accordance with district policies, regulations and school rules. The Superintendent shall be responsible for investigating and resolving complaints regarding volunteers.

*(cf. 6144 - Controversial Issues)*

*(cf. 1000 - Concepts and Roles)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6171 - Title I Programs)*

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

*(cf. 1020 - Youth Services)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 1230 - School-Connected Organizations)*

*(cf. 4127 - Temporary Athletic Team Coaches)*

*(cf. 4212.5 - Security/Credit Check)*

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

### **Qualifications**

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall obtain both a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

Provide evidence that they are free from active tuberculosis. A chest x-ray will be required only if the intradermal tuberculin test is positive.

Volunteers who provide care and supervision to children at a child care center or preschool to be immunized against influenza, pertussis, and measles, and to subsequently receive an influenza vaccination between August 1 and December 1 of each year; see AR 5148 - Child Care and Development and AR 5148.3 - Preschool/Early Childhood Education. Health and Safety Code 1596.7995.

### **Procedure**

Management personnel responsible for administering programs wherein volunteers provide service to the Palermo Union School District shall:

1. Establish a register wherein each volunteer signs in and signs out for whatever date and period of time the volunteer is providing service to the District, also listing the activity performed and the location of the volunteer work.
2. Maintain a record of volunteers serving during any fiscal year, record to contain name, address, and telephone number, and email if available.
3. Provide a means of identification for volunteers while on school sites.
4. Provide Workers' Compensation Insurance Claim forms if needed: Unsalariated volunteers shall be considered as employees of the District for Workers' Compensation purposes. If injured while serving as volunteers in the District, the volunteer should file a Workers' Compensation Insurance claim on forms obtained at the District Office (Labor Code 3364.5).
5. Supervise volunteers' activities so that the district safety standards are maintained at the same level of safety as paid employees providing similar service.

*Legal Reference: (see next page)*



Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program  
8484.7-8484.9 21st Century Community Learning Center program  
35021 Volunteer aides  
35021.1 Automated records check  
35021.3 Registry of volunteers for before/after school programs  
44010 Sex offense; definition  
44814-44815 Supervision of students during lunch and other nutrition periods  
45125 Fingerprinting requirements  
45125.01 Interagency agreements for criminal record information  
45340-45349 Instructional aides  
45360-45367 Teacher aides  
48981 Parental notifications  
49024 Activity Supervisor Clearance Certificate  
49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights  
12940 Prohibited discrimination and harassment

HEALTH AND SAFETY CODE

1596.7995 Immunization requirements for volunteers in child care center or preschool  
1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law  
3352 Workers' compensation; definitions  
3364.5 Authority to provide workers' compensation insurance for volunteers

PENAL CODE

290 Registration of sex offenders  
290.4 Information re: sex offenders  
290.95 Disclosure by person required to register as sex offender  
626.81 Sex offender; permission to volunteer at school

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance  
101216 Health screening, volunteers in child care centers

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Whisman Elementary School District, (1991) PERB Decision No. 868

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education, Parents/Family and Community: <http://www.cde.ca.gov/ls/pf>  
California Department of Justice, Megan's Law: <http://www.meganslaw.ca.gov>  
California Parent Teacher Association: <http://www.capta.org>  
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

(3/10 7/10) 12/14

Policy

Adopted: September 15, 2010

Revised: January 23, 2019

PALERMO UNION SCHOOL DISTRICT