

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street

Colusa, CA 95932

(530) 458-7791 FAX (530) 458-4030

AGENDA

Board of Trustees Regular Meeting DISTRICT OFFICE CONFERENCE ROOM

March 13, 2018

5:15 p.m. Open Session with Closed Session to Follow

**PUBLIC COPY OF BOARD PACKET IS AVAILABLE FOR INSPECTION
AT THE CUSD DISTRICT OFFICE LOCATED AT 745 TENTH ST., COLUSA**

All meetings of the Governing Board are open to the general public, with the exception of the Closed Sessions, which are held to consider those items specifically exempt under the Ralph M. Brown Act. Anyone planning to attend a meeting who has a disability and needs special assistance should call the Superintendent's Office, 458-7791, at least 3 days in advance to make special arrangements.

Spanish translation is available at Regular Session Board Meetings. To arrange for translation services, please call the Superintendent's Office, 458-7791, at least 3 days in advance. [Se ofrece traducción en Español para la junta regular de la mesa directiva. Para solicitar servicios de traducción al español, por favor llame a la Oficina del Superintendente, al 458-7791, con 3 días de anticipación por lo menos.]

5:15 P.M. OPEN SESSION

A. Call to Order/Establish Quorum

B. Pledge of Allegiance

C. Hearing of Public for items on the Agenda

The Board encourages public comment concerning any item of importance and will recognize requests to speak before the item is discussed or voted upon. To assure your right to address any action item, please notify the Superintendent's Office of your desire to speak by noon of the day prior to the Board Meeting. Those requesting to address the Board in advance will be granted up to five minutes to speak. Others will be limited to a total of three minutes.

D. Hearing of Public for items not on the Agenda

The Board encourages public comment concerning any item of importance and will recognize requests to speak on items not appearing on the Agenda. Speakers should be aware that the board may not be prepared to comment on the issues they raise, but may request those items to be properly agendaized for inclusion in the discussions at a future meeting. Those requesting to address the Board in advance will be granted up to five minutes to speak. Others will be limited to a total of three minutes.

E. Reports:

1. Recognitions & Celebrations

2. President's Report

a. Board of Trustee Time - this is the time for individual Trustees to report on their Committee's activities and to specify any items they would like to see on the agenda for the next meeting

1. Colusa RedHawk Athletic Foundation
2. Friends of Music
3. Friends of Agriculture
4. Special Education Local Plan Area
5. District English Language Advisory Committee
6. Monthly Activities Reports

3. Superintendent's Report

a. Improving Achievement (Standing Item)

1. Invitation to Reclassification Ceremony on March 21, 2018 at 6:00 PM at District Office Auditorium
2. Review Local Control Accountability Plan Goals
 - a. Begin Process of Prioritizing Action Items
3. Colusa County EduNet

b. Budget Discussion

1. Budget Update
2. Bond Project Update

F. Information/Discussion/Possible Action Items:

1. Information/Discussion Regarding Preference for Internal Candidates when Selecting Applicants for Interviews
2. Information/Discussion/Possible Action Regarding 2018 Modernization Bond Election
3. Discussion of Citizen's Bond Oversight Committee
4. Consider Approval of Resolution #2017-18.06 – Calling for Full & Fair Funding of California's Public Schools
5. Consider Approval of Resolution #2017-18.07 – School Safety Resolution
6. Discussion of Districtwide Cameras and Discipline
7. Approval of Warrants: Batch #30-31
8. Approval of Travel to the Honors Performance Series in Sydney, Australia for Josh Arce
9. Information Regarding Districtwide AB746 Lead Testing
10. Review of Proposed Superintendent Contract and Request for 2% Salary Increase

G. Motion to Approve Items on the Consent Action Agenda:

1. February 13, 2018 Board Meeting Minutes
2. February Payroll
3. Personnel Assignment Order
4. 2018-19 Tenure Recommendations
5. Memorandum of Understanding with Coastal Buttes Academy
6. Injury & Illness Prevention Program Plan

H. Hearing of the Public for Matters on Closed Session Agenda

I. Adjourn to Closed Session to consider and/or take action upon any of the following items:

1. Negotiations Pursuant to Government Code 54957.6
Agency Designated Representatives: Dwayne Newman, Superintendent
Employee Organizations: California State Employees Association
Instruction to District Negotiators (Executive Session of School Board and its designated representatives for the purpose of discussing its position regarding matters within the scope of representation and instructing its designated representatives)
2. Personnel Matters Pursuant to Government Code 54957
Administration Representatives: Dwayne Newman, Superintendent
 - a. Superintendent Contract & Evaluation
3. Student Matters Pursuant to Government Code 48918
Administration Representatives: Dwayne Newman, Superintendent
 - a. Expulsion Recommendation Regarding Case #2017-18.03
 - b. Expulsion Recommendation Regarding Case #2017-18.04

J. Reconvene Open Session

1. Announce Possible Action Regarding Superintendent Contract & Evaluation
2. Announce Possible Action Regarding Case #2017-18.03
3. Announce Possible Action Regarding Case #2017-18.04

K. Adjournment of the Meeting

Action Items for 2018-19 LCAP (DRAFT)

#1 Improve Student Achievement and Close Achievement Gaps

	Date Added
Add FTE Opportunity School Teacher for (6) 7-9 grade students	2/8/2018
Assess tasks Reading Specialist at BPS	2/8/2018
Paras at BPS - tbd	2/8/2018
ELD support - paraprofessional at EMS and CHS do we need a teacher?	2/8/2018
PT CAHS Teacher to free up schedule in Math and Spanish at CHS	2/8/2018
Stipend positions for ELPAC and CAASPP coordination at each site	2/8/2018
2 FTE Counselors between BPS and EMS	2/8/2018
Consider hire of Director (1/2 FTE) of District Assessment...	2/8/2018
Consider hire of Floating Substitute teacher vs. Create our own consortium	2/8/2018
Review the documents currently used for feedback (Evaluative) to staff	2/8/2018
Social Studies and NGSS adoption	2/8/2018
Supply transportation for students who are being served by after school interventions	2/13/2018
Explore further the causes of our Achievement Gaps - What else is going on in a child's life which might be adversely effecting a student or groups of students.	2/13/2018
More challenges for high achieving students - GATE or Experiential Learning or other.	2/13/2018
Curriculum at CHS / CAHS – examine the barriers that exist for students who may need extra support to return to CHS.	2/28/2018
Curriculum for ELD students at CHS / CAHS	2/28/2018
Concern regarding ESL classes and Bilingual support for students at CHS / CAHS	2/28/2018
Counseling for the students so they can have better performance not only in the school but in their personal life	2/28/2018
GATE Offerings	2/28/2018
A-G Offerings	2/28/2018
Trainings IC/School Loop	2/28/2018
Childcare for Adults taking ESL classes: UTILIZE SENIOR PROJECT STUDENTS. INVESTIGATE USING TITLE iii FUNDS TO PAY CHILD CHAREGIVER.	2/28/2018
Tutoring for parents on how to help our children	2/28/2018
Tutoring by High School students for Elementary school children. Could it be arranged during the time when parents are home?	2/28/2018

#2 Improve the atmosphere in our schools and the communication between school and home

Increase number of yard duty at EMS 10 hours per week	Date Added 2/8/2018
Paraprofessional at EMS who is Bilingual	2/8/2018
Implement Revised Discipline handbooks at each site.	2/8/2018
Gather discipline data and evaluate in March. Use data plan improvement.	2/8/2018
Implement student Gallop survey and utilize results to guide improvement.	2/8/2018
Continue to implement Celebrations of Reclassification for ELL.	2/8/2018
Change JD of counselor to focus more on behavioral health.	2/8/2018
Plan and implement homework help training sessions for parents	2/8/2018
Plan and present parent trainings on Illuminate and Infinite Campus	2/8/2018
10. Implement action items resulting from differentiated assistance with CCOE	2/8/2018
Examine how we can increase security in the barn area.	2/8/2018
Digital signs at EMS, BPS, DO	2/8/2018
Information Night	2/28/2018
Increase home to school participation at events: MORE INFORMATION IN SPANISH FROM CHS	2/28/2018
CHS / CAHS Discipline Clear, yearly revision and review of behavior policy	2/28/2018

#3 Improve access to and use of instructional technology and modern facilities

	Date Added
Web site update/upgrade - ada compliant	2/8/2018
Continue with monthly Admin Assistant trainings	2/8/2018
Continue scanning old student records	2/8/2018
Plan / Roadmap how we will transition from hardcopy to all electronic student cumulative files	2/8/2018
Audio system tied to speakers in the classroom - is this something we want to install?	2/8/2018
Improve access to and use of instructional technology and modern facilities	2/8/2018
Add 1 FTE at BPS day shift for MOT	2/8/2018
Add FTE for NS	2/8/2018
Continue to expand purchase of devices until district wide ratio of students / devices reaches 1/1 2.	2/8/2018
Implement incentives for parents to attend trainings on Social Media, Internet safety,etc.	2/8/2018
Continue to implement weekend technology lab access.	2/8/2018
Increase electronic communication except for items mandated to be supplied in hard copy.	2/8/2018
Pursue one grant opportunity for technology - STEM/STEAM/Robotics/Coding, ETC.	2/8/2018
New Gym at BPS, CHS ...All weather track, etc. BOND!!!!	2/8/2018
Expand Camera system	2/8/2018
Projectors and smart boards & staff training for use	2/8/2018
Water testing and system upgrades to comply with Lead limit requirements	2/8/2018
Instructional space needed at EMS - finish filling the 2 open slots	2/8/2018
Instructional space needed at BPS - finish filling the 2 open slots	2/8/2018
Instructional space needed at CHS - 2 spaces	2/8/2018
Expand BPS cafeteria	2/8/2018
Ask Leasa for NS needs...	2/8/2018
Upgrade road/access to parking by stadium area.	2/8/2018
Examine utility of remodeling server room at DO	2/8/2018
Examine idea of remodel K building sliding door	2/8/2018
Sound system at 800 wing and barn	2/8/2018
Re-Key District - Wide	2/8/2018
1 to 1 computer to students at all levels	2/28/2018

Multi-Year Projection Summary - February 13, 2018

INCOME	14/15 ACTUALS	15/16 ACTUALS	16/17 ACTUALS	17/18 BUDGET	18/19 BUDGET	19/20 BUDGET	20/21 BUDGET	21/22 BUDGET
8011-8089 TOTAL LCFF	10,874,660	12,397,758	13,101,675	13,684,233	14,652,206	15,083,269	15,501,804	15,989,818
TOTAL FEDERAL REVENUE	514,766	554,244	418,802	359,281	296,545	296,545	296,545	296,545
TOTAL STATE REVENUE	1,015,848	2,109,700	1,541,213	1,863,809	1,209,985	1,209,985	1,209,985	1,209,985
TOTAL LOCAL REVENUES	387,830	388,312	640,600	245,942	230,467	230,467	230,467	230,467
TOTAL REVENUES	12,793,104	15,450,014	15,702,290	16,153,265	16,389,203	16,820,266	17,238,801	17,726,815
EXPENDITURES								
TOTAL CERTIFICATED	5,939,658	6,468,062	6,364,096	6,561,584	6,627,200	6,693,472	6,760,407	6,828,011
TOTAL CLASSIFIED	1,847,681	2,047,601	2,129,828	2,490,082	2,544,983	2,600,433	2,656,437	2,713,001
TOTAL BENEFITS	<u>2,620,009</u>	<u>2,952,259</u>	<u>3,229,247</u>	<u>3,576,334</u>	<u>3,856,732</u>	<u>4,055,514</u>	<u>4,209,283</u>	<u>4,239,581</u>
SUBTOTAL SALARIES/BENEFITS	10,407,348	11,467,922	11,723,171	12,628,000	13,028,915	13,349,419	13,626,127	13,780,593
TOTAL BOOKS AND SUPPLIES	770,436	1,104,360	790,480	1,002,009	650,000	650,000	650,000	650,000
TOTAL TRAVEL, REPAIRS, UTILITIES, INS, OTHER	1,102,341	1,223,294	1,409,654	1,461,560	1,192,411	1,212,411	1,232,411	1,252,411
BUDGET FOR EXPENDITURES FROM SPECIAL RESERVE					40,000	185,000	40,000	110,000
TOTAL CAPITAL OUTLAY	56,177	402,140	636,702	570,297				
TOTAL SELPA, COMMUNITY SCH, DEBT PYMT	603,624	765,140	1,002,669	1,080,689	1,090,000	1,110,000	1,130,000	1,150,000
TOTAL EXPENDITURES	12,939,926	14,962,856	15,562,676	16,742,555	16,001,326	16,506,830	16,678,538	16,943,004
TOTAL REVENUES LESS EXPENDITURES	-146,822	487,158	139,614	-589,290	387,877	313,436	560,263	783,811
Notes to Rev Less Exp Line above		\$441,014 will carryover to be spent 16-17	Exp budget from 15-16 Income \$441,014	Exp budget from 16-17 Income College Readiness \$69K Plus Prop 39 \$33K=\$102K				
GENERAL FUND BEGINNING BALANCE	1,347,994	1,201,172	1,688,330	1,827,944	1,238,654	1,626,531	1,939,967	2,500,231
LESS AMOUNT ABOVE REVENUES LESS EXP	-146,822	487,158	139,614	-589,290	387,877	313,436	560,263	783,811
Less Reserve for Revolving Cash		-30,350	-30,350	-30,350	-30,350	-30,350	-30,350	-30,350
less Reserves for Van/Bus, Tech, Textbooks		-125,000	-140,000	-185,000	-295,000	-195,000	-240,000	-220,000
UNDISTRIBUTED GENERAL FUND RESERVE	1,201,172	1,532,980	1,657,594	1,023,304	1,301,181	1,714,617	2,229,881	3,033,692
% UNDISTRIBUTED RESERVE	9.28%	10.25%	10.65%	6.11%	8.13%	10.39%	13.37%	17.91%
5% UNDISTRIBUTED RESERVE IS	646,996	748,143	778,134	837,128	800,066	825,341	833,927	847,150
AMOUNT ABOVE (-BELOW) 5%	554,176	784,837	879,460	186,176	501,115	889,276	1,395,954	2,186,541
Percent of Budget for Personnel (includes SELPA)	84.3%	81.4%	78.0%	81.9%	88.2%	87.6%	88.5%	88.1%
TOTAL ADA	1386.33	1404.81	1402.99	1423.00	1423.00	1423.00	1423.00	1423.00
multiply x Average Amount per ADA	\$ 7,844	\$ 8,825	\$ 9,338	\$ 9,616	\$ 10,297	\$ 10,600	\$ 10,894	\$ 11,237
Total LCFF Funding Budgeted	\$ 10,874,660	\$ 12,397,756	\$ 13,101,675	\$ 13,684,233	\$ 14,652,206	\$ 15,083,269	\$ 15,501,804	\$ 15,989,818
Dollar Increase over Prior Year for LCFF Funding	\$ 1,057,310	\$ 1,523,096	\$ 703,919	\$ 582,558	\$ 967,973	\$ 431,063	\$ 418,535	\$ 488,014
% Increase over Prior Year LCFF Funding	10.77%	14.01%	5.68%	4.45%	7.07%	2.94%	2.77%	3.15%
	8.88% STRS 11.7% PERS	10.73% STRS 11.847% PERS	12.58% STRS 13.888% PERS	14.43% STRS 15.531% PERS	16.28% STRS 17.7% PERS	18.13% STRS 20% PERS	19.10% STRS 22.7% PERS	20.1% STRS 23.7% PERS
<i>Impact of Minimum Wage Increase for Classified is not budgeted as it is unknown-must be negotiated</i>								
	Min. Wage \$9	Min. Wage \$10	Min. Wage \$10.50	Min. Wage \$11	Min. Wage \$12	Min. Wage \$13	Min. Wage \$14	Min. Wage \$15

2015-2016 Fiscal year

- Installation of a district-wide fire alarm system.
- Installation of a district-wide intercom, bell and safety system.
- District-wide window tinting to enhance student and staff safety during lockdowns.
- New, district-wide, computer network cable system with upgrades in speed and reliability.
- Replacement of Egling Middle School (EMS) gym floor.
- Replacement of Colusa High School (CHS) cafeteria floor.
- Renovation of restrooms in the CHS gym foyer and in the locker rooms.
- Americans with Disabilities Act (ADA) required sidewalk replacement at BPS and EMS.
- Removal and abatement of asbestos / hazard containing materials at various sites.
- Flashing signs at BPS and EMS crosswalks.
- Replacement of a failing 200 wing HVAC multi-zone unit at EMS with single zone units.
- Installation of two new modular classrooms at EMS
- Installation of one new modular classroom at Burchfield Primary School (BPS).
- Construction of a new Agriculture Education barn at CHS.
- Renovations of EMS 4th / 5th Grade student restrooms and adjacent staff restrooms.
- Renovations of student restrooms in Ford Wing and Annex at BPS.
- Installation of new Heating, Venting and Air Conditioning (HVAC) system in CHS gym.
- Renovation of staff restrooms adjacent to the BPS office.
- Replacement of play area surfaces at BPS and EMS, with improvements to drainage.
- Security fencing improvements at CHS, EMS and BPS.
- Replacement of EMS Music Room windows and refurbishment of the wood floor.
- EMS Music Room HVAC replacement.
- Remove two failing 2,000,000 Btu boilers and replace with water heaters, CHS.

2016-2017 Fiscal year

- Install asphalt between play area and P-28 at BPS.
- Install asphalt in two areas between Annex and west Portables BPS.
- Remove and replace roof over CHS gym, kitchen and cafeteria, and cafeteria restrooms, this was Phase 1 of our CHS roofing project.
- Add plumbing then install sinks in P-28 BPS, P-4 and P-11 EMS.
- Install new siding South side P-801 CHS.
- Install new exterior doors north side 400 wing CHS.
- Install fence behind Annex. BPS.
- Pour sidewalk west side of CHS band room.
- Pour sidewalk west side of Portable 1 EMS.
- Abate asbestos tiles and install new flooring 500 wing CHS.
- Install new heaters in Girl's and Boy's locker rooms CHS.
- Add safety rail on ramp, ADA upgrades at EMS.
- Install cabinets in P-4 & P-11 at EMS and P-28 at BPS.

- Replace 100 wing multi-zone unit AC-3 with split systems EMS.
- Camera project.
- Cable replacement project.
- Roof repairs EMS (main buildings)
- Roof repairs BPS (main office building and Ford building).

2017-2018 Fiscal year

- Install new HVAC in the kitchen CHS.
- Replace failed sewer pipe under CHS kitchen.
- Grind 350' of trip hazards CHS, EMS, DO & BPS.
- Install new roof over girl's coach's area, cafeteria walkway and the 100 wing CHS. (Phase 2 of the roofing project).
- Pour new floor in farrowing room in the CHS Ag barn.
- Replace 3 multi-zone units (#1, 2 & 18) with 19 split system HVAC units EMS.
- Abate Asbestos floor from Rm 401, (part of prep for new Ag Lab Classroom).

Bond projects scheduled for 2018

- CHS roofing project Phase 3: Seal coat the roof over 500 wing. Trying to accomplish Easter Break, 2018.
- CHS Roofing project Phase 4: Remove and replace roof over 300 Wing and locker rooms. Scheduling for summer 2018.

Colusa USD

Board Policy

Recruitment And Selection

BP 4111

Personnel

The Governing Board desires to employ the most highly qualified and appropriate person available for each open position in order to improve student achievement and efficiency in district operations.

(cf. 4000 - Concepts and Roles)
(cf. 4100 - Certificated Personnel)
(cf. 4200 - Classified Personnel)
(cf. 4300 - Administrative and Supervisory Personnel)

The Superintendent or designee shall recruit candidates for open positions based on an assessment of the district's needs for specific skills, knowledge and abilities. He/she shall develop job descriptions that accurately describe all essential and marginal functions and duties of each position, and shall disseminate job announcements to ensure a wide range of candidates.

The Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations and recommendations from previous employers. He/she may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4112.2 - Certification)
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4312.1 - Contracts)

Recruiting Incentives for Teachers

Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers to teach in any district school ranked in the bottom half of the state Academic Performance Index. Such incentives may include, but are not limited to, signing bonuses, improved work conditions, teacher compensation or housing subsidies. (Education Code 44735)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex
44066 Limitations on certification requirement
44259 Teaching credential; exception; designated subjects; minimum requirements
44735 Incentive grants for recruiting teachers for low-performing schools
44740-44741 Personnel Management Assistance Teams
44750-44754.5 Regional teacher recruitment centers
44830-44831 Employment of certificated persons
44858 Age or marital status in certificated positions
44859 Prohibition against certain rules and regulations re residency
45103-45138 Employment (classified employees)
49406 Examination for tuberculosis
52051 Academic Performance Index

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, including:
12940-12956 Discrimination prohibited; unlawful practices

UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens
1324b Unfair immigration related practices

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Human Resources, 1996

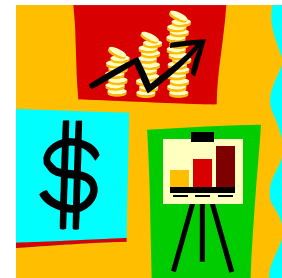
WEB SITES

Equal Employment Opportunity Commission: <http://www.eeoc.gov>
Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
CalTeach: <http://www.calteach.org>
Education Job Opportunities Information Network: <http://www.edjoin.org>

Policy COLUSA UNIFIED SCHOOL DISTRICT
adopted: September 15, 2009 Colusa, California

Colusa Unified School District

Measure A Update and Funding Future Facilities Needs



Lori Raineri and Matt Kolker
February 13, 2018

Our Agenda for Today



- ◆ Review of Measure A
- ◆ Funding Additional Facilities Needs
 - ▶ Potential New Bond Measure
- ◆ For Reference
 - ▶ Assessed Value
 - Assumptions - Historical Tests
 - ▶ Additional Information Regarding General Obligation Bonds

Debt Portfolio & Ongoing Monitoring

<u>Election Date</u>	<u>Measure</u>	<u>Vote Required</u>	<u>Authorization Amount</u>	<u>Issuance Amount</u>	<u>Remaining Authorization</u>
Nov 4, 2014	A	55%	\$5,900,000	\$5,900,000	\$0

General Obligation Bonds - Election of 2014, Measure A - \$5,900,000

<u>Series</u>	<u>Dated Date</u>	<u>Type</u>	<u>Issuance - New Money</u>	<u>Total Issuance</u>	<u>Net Debt Service</u>	<u>Debt Service to Principal at Issuance</u>	<u>Principal Paid & to be Paid as of Jan 1, 2018</u>	<u>Debt Service Paid & to be Paid as of Jan 1, 2018</u>	<u>Outstanding Principal as of Jan 1, 2018</u>	<u>Final Maturity</u>	<u>Able to Call?</u>	<u>Next Call Date</u>	<u>Callable Principal</u>	<u>Weighted Average Callable Coupon</u>	<u>Next Call Premium</u>
2015	May 2015	CIBs	\$5,900,000	\$5,900,000	\$9,246,183	1.57 : 1	\$5,900,000	\$9,246,183	\$5,710,000	May 1, 2040	Yes	May 1, 2025	\$4,605,000	3.91%	0%
			<u>\$5,900,000</u>	<u>\$5,900,000</u>	<u>\$9,246,183</u>		<u>\$5,900,000</u>	<u>\$9,246,183</u>	<u>\$5,710,000</u>						

Debt Service to Principal Ratios

Debt service of new \$ issuances to new money principal: 1.57 : 1

[1] Net debt service reflects application of \$334,635 deposited to Interest & Sinking Fund

- ◆ Ongoing monitoring of the debt portfolio for stewardship and compliance.

Measure A

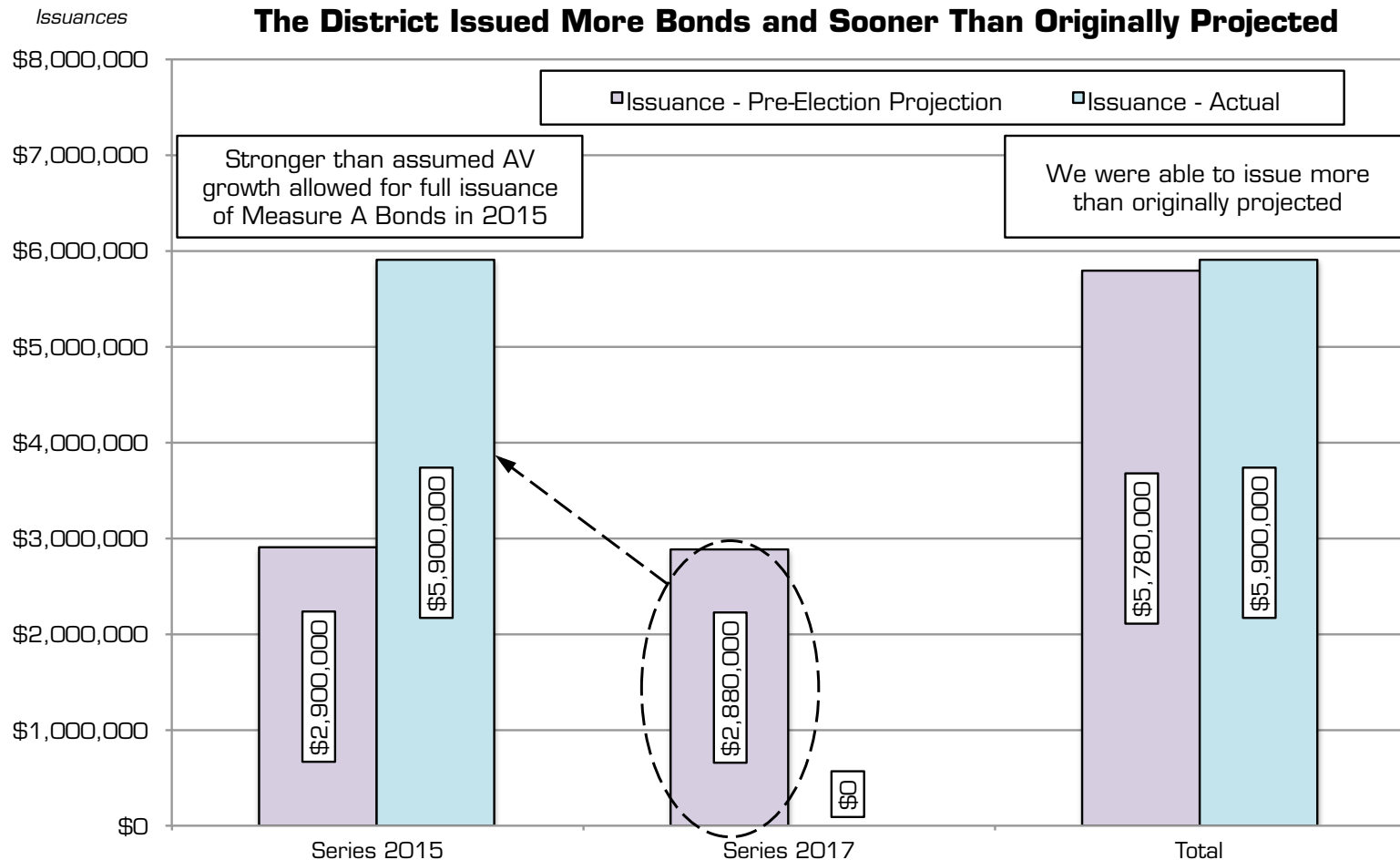
MEASURE A:

“To improve Colusa students’ math, science, reading, and writing skills, by repairing leaky roofs, deteriorating restrooms, plumbing, heating, wiring; providing modern computer technology; renovating outdated classrooms, libraries, agricultural/vocational facilities, science and computer labs; improving fire alarms and school safety; removing asbestos/hazardous materials; acquiring, renovating, constructing, equipping accessible classrooms, sites and facilities; shall Colusa Unified School District issue \$5,900,000 in bonds at legal rates, using independent citizen oversight, no money for administrators, all funds benefitting local schools?”

BONDS-YES

BONDS-NO

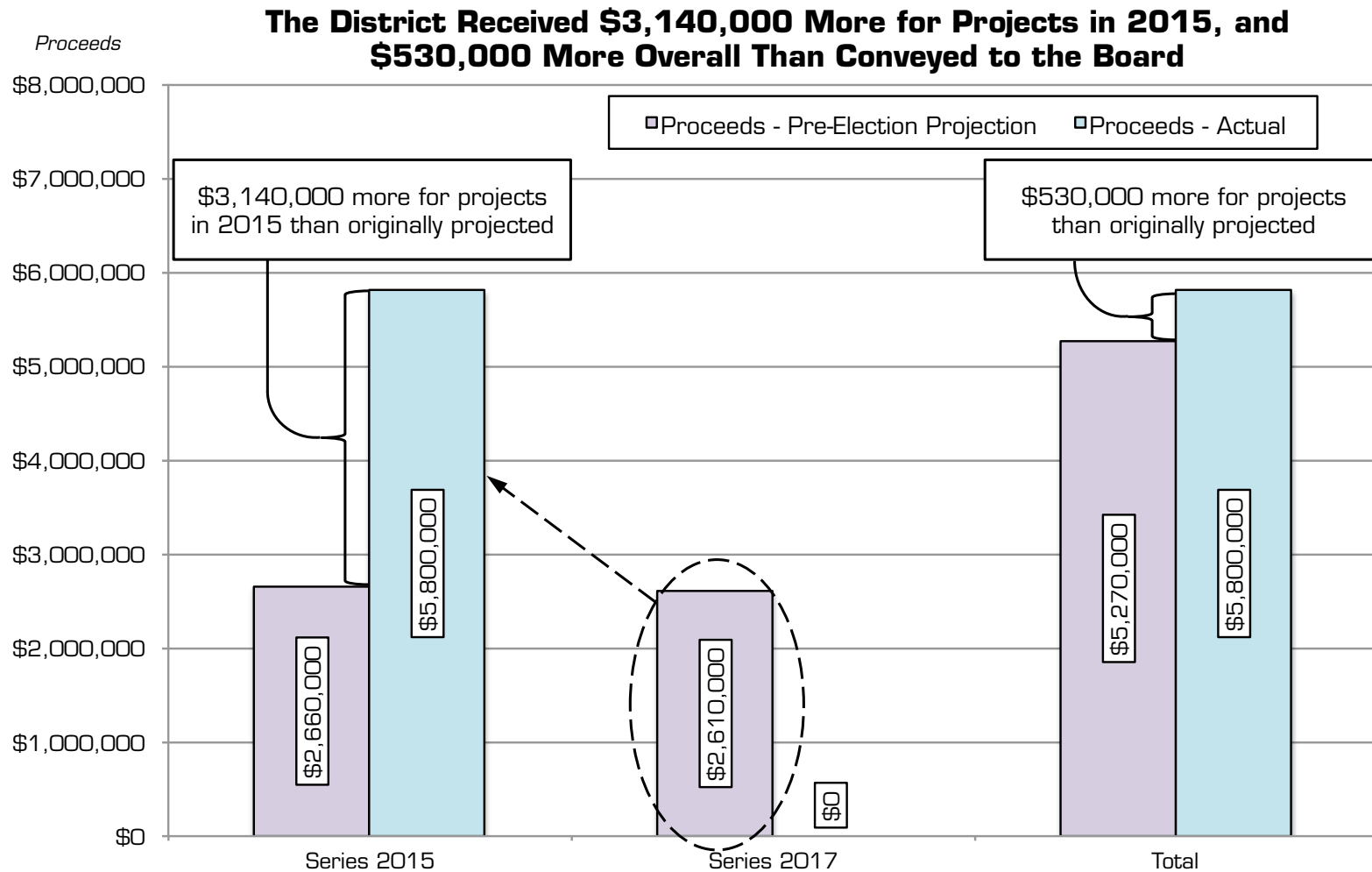
More Issued, and Faster



The pre-election bond plan called for issuing \$5.78 million in bonds, based on conservative tax base growth assumptions. Allowing for the possibility of greater than projected tax base growth, the Measure A ballot indicated \$5.9 million, and due to better than projected tax base growth and lower than expected interest costs, the District was able to issue the full \$5.9 million in bonds.

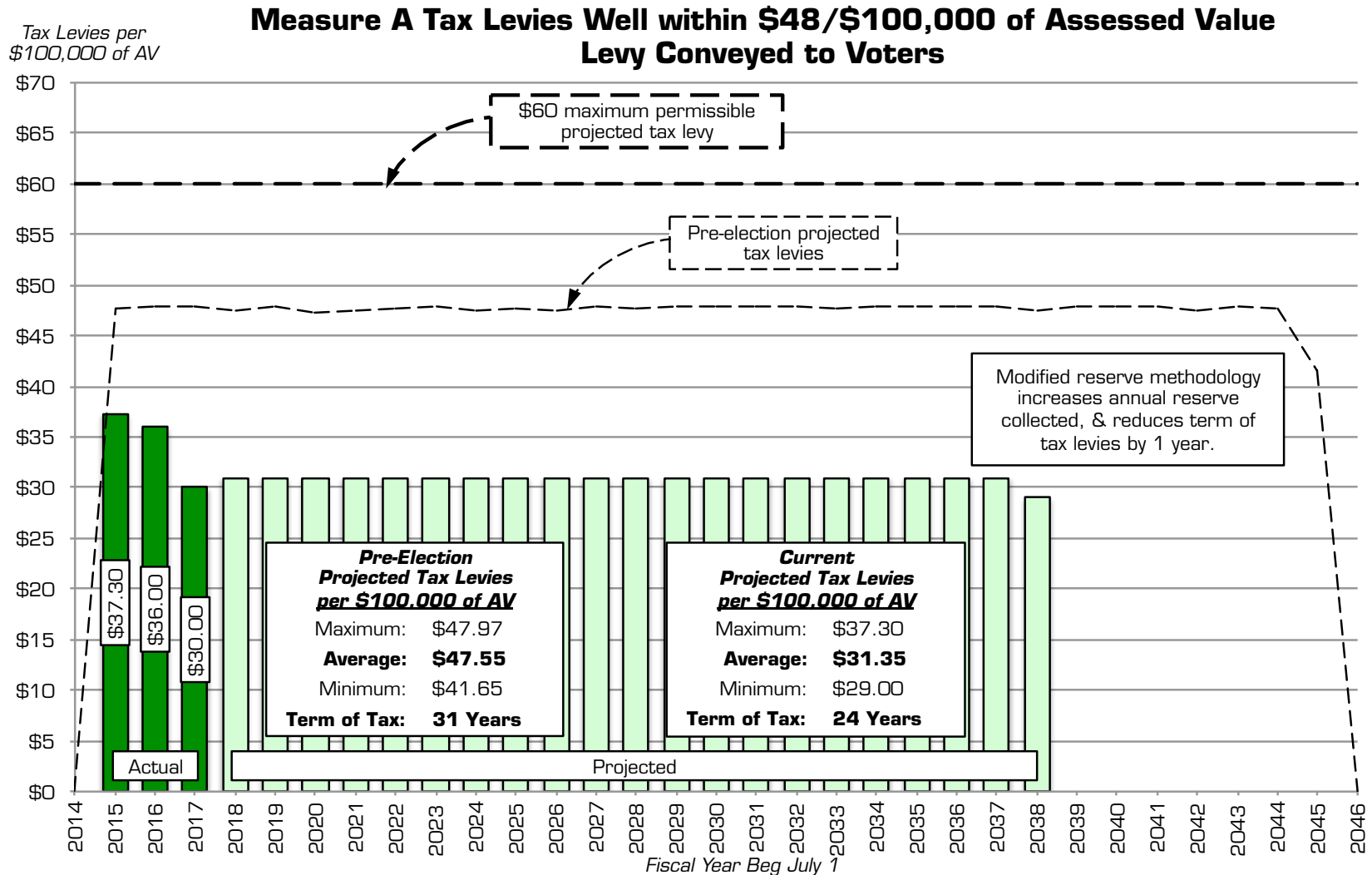
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More \$ for Projects and Sooner



The pre-election bond plan called for issuing \$5.78 million in bonds, based on conservative tax base growth assumptions. Allowing for the possibility of greater than projected tax base growth, the Measure A ballot indicated \$5.9 million, and due to better than projected tax base growth and lower than expected interest costs, the District was able to issue the full \$5.9 million in bonds.

Measure A Tax Rates



Tax levies based on assumed AV increases of 2% annually for net local secured, while all other AV types are assumed to remain unchanged. County revised reserve methodology to increase reserves on hand. For 2017-18, debt service is collected for calendar year 2018 (for cash flow purposes), with a reserve of calendar year 2019.

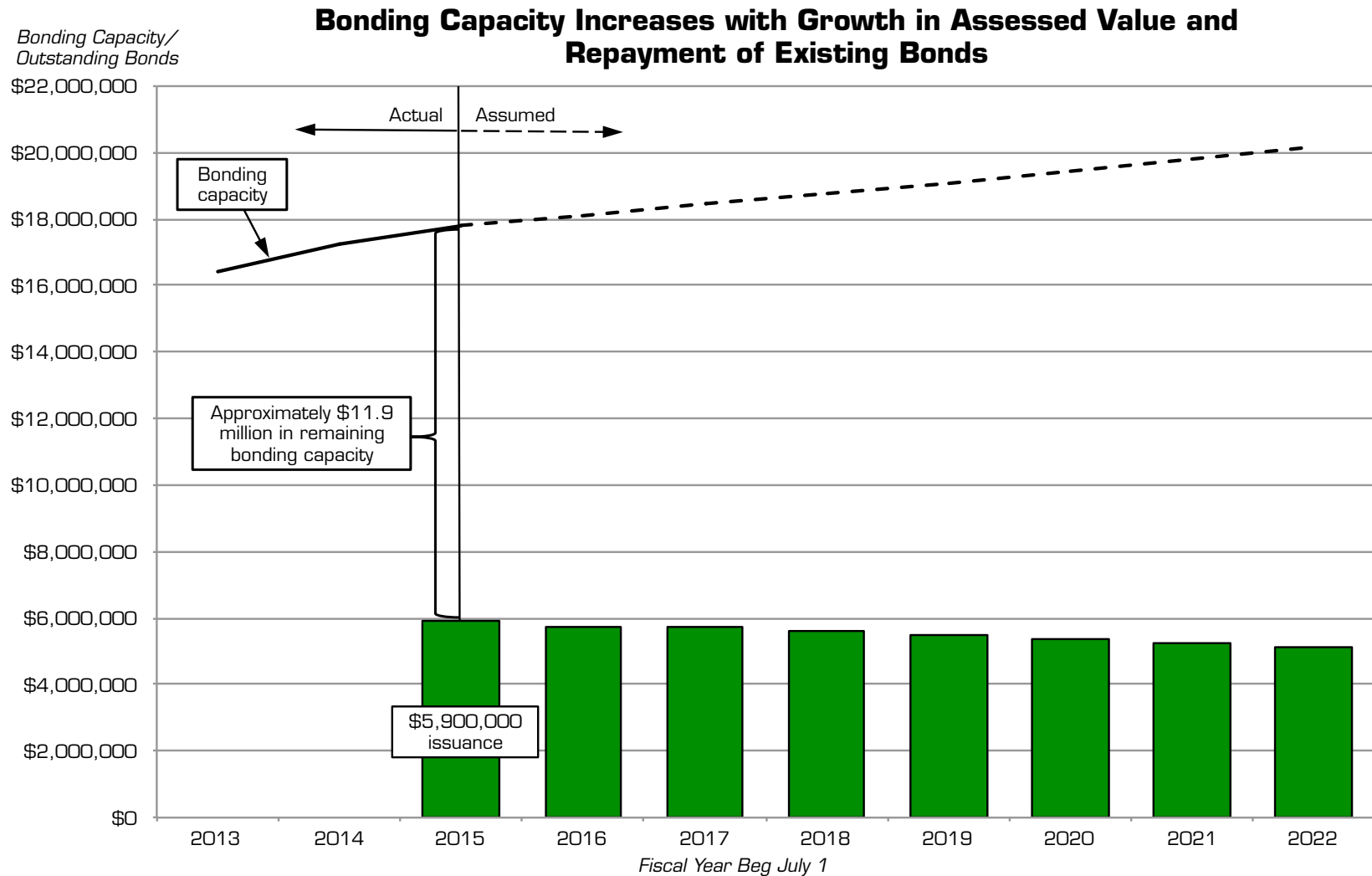
More Needs than Measure A Could Fund



2018 Offers Opportunity

- ◆ Since 2000, school districts may put forward a general obligation bond measure requiring a 55% voter approval with additional oversight
 - ▶ A 55% voter approval measure must be on a general election ballot and the next opportunity is the Statewide general election in November 2018.
 - If there were a general election, e.g. a County election, that fully included all of the District's boundaries, that would be another opportunity.

Opportunity for Additional Measure



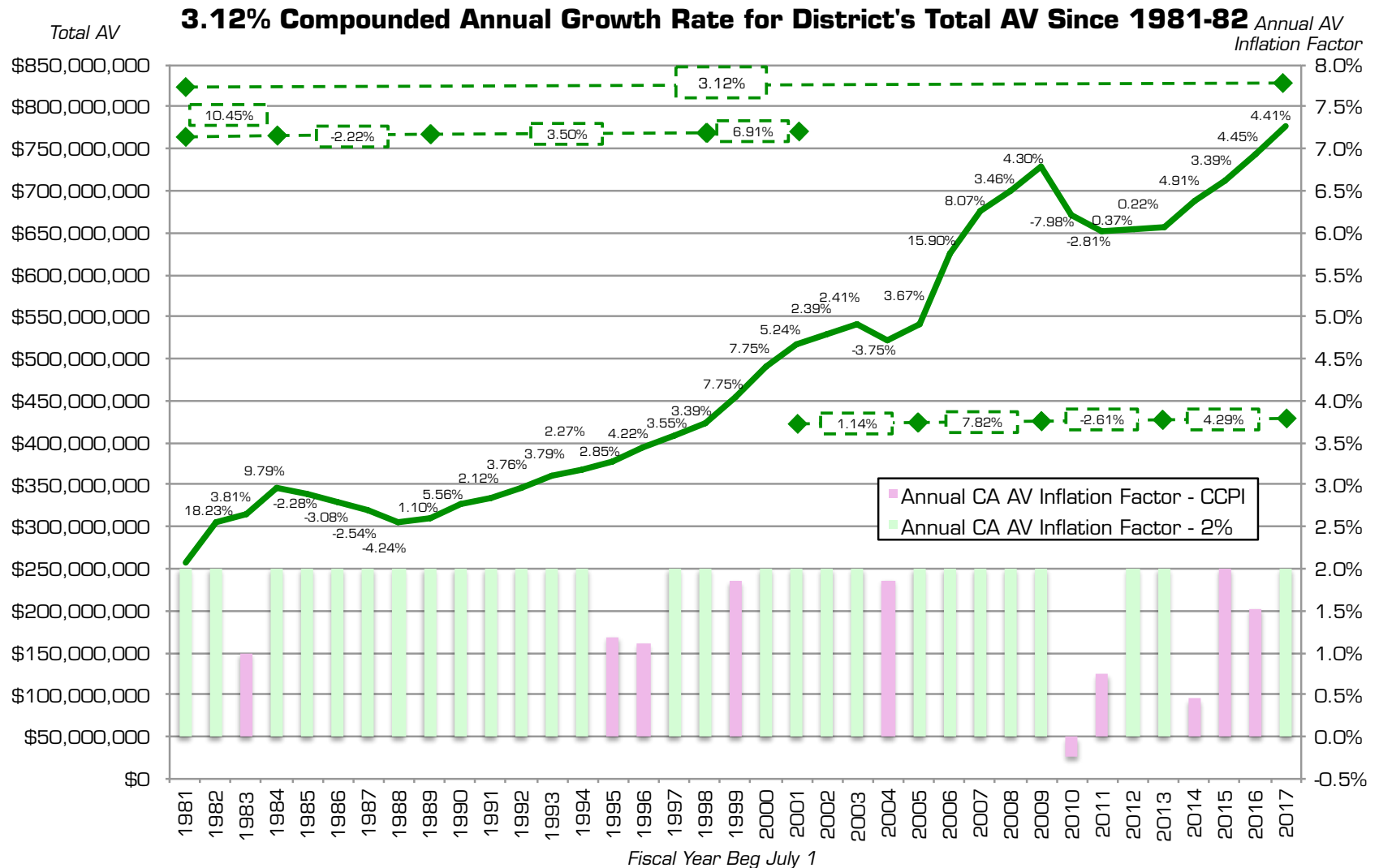
Bonding capacity based on assumed AV increases of 2% annually for net local secured, while all other AV types are assumed to remain unchanged. Annual bonding capacity is as of August 20 when AV becomes "equalized."

General Obligation Bond Tax Rates

- ◆ Bond tax rate \approx debt service \div assessed value
- ◆ Each property in the District pays its pro rata share, based on its individual assessed value (not market value)

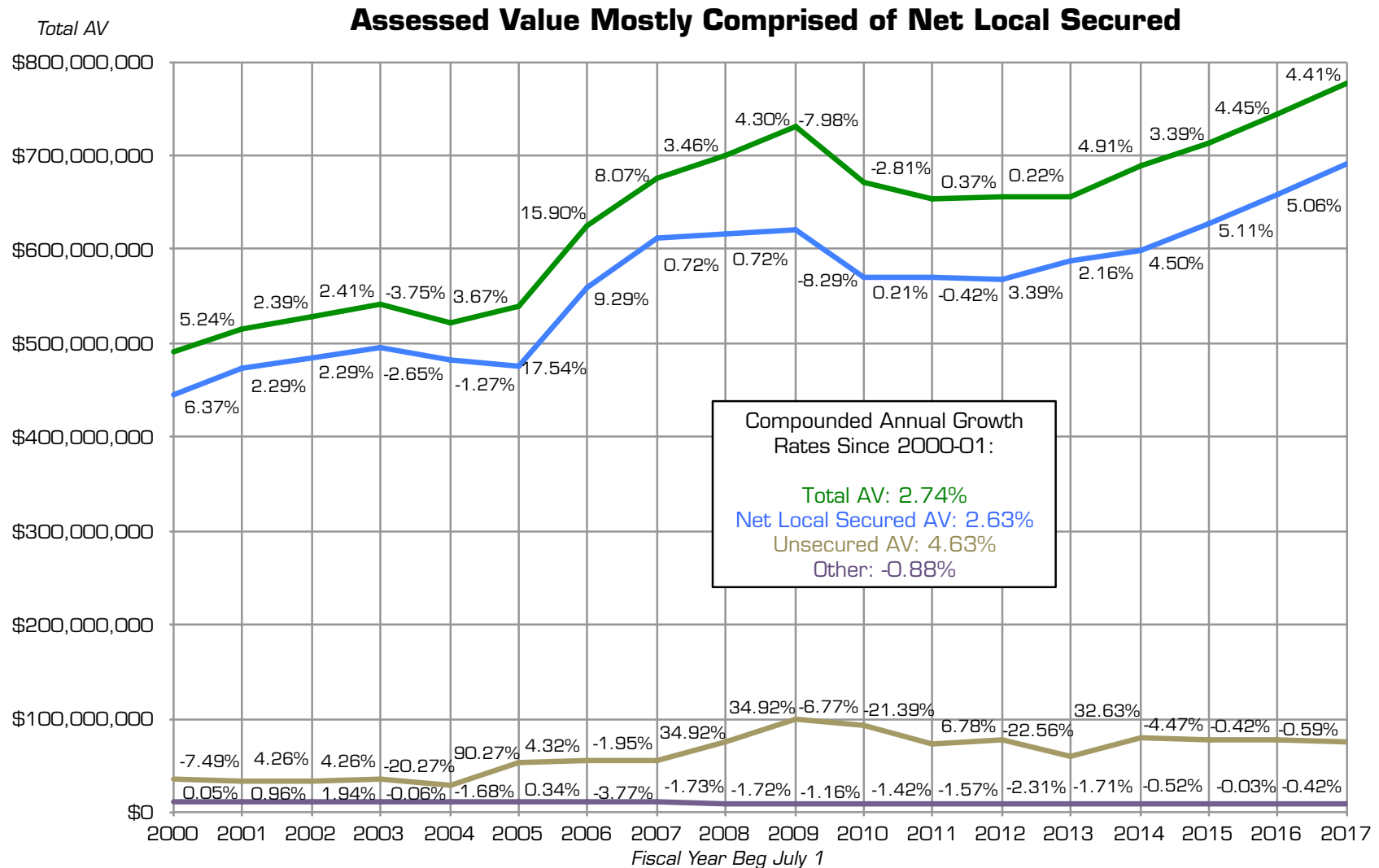


Historical Assessed Value



Assessed values for all years except 1999-00, 2002-03 and 2008-09 provided by Colusa County Auditor-Controller's Department. Roughly consistent growth assumed over missing years. Values show annual changes, while ranges show compounded annual growth rates over the time period.

A Closer Look at AV Since 2000-2001

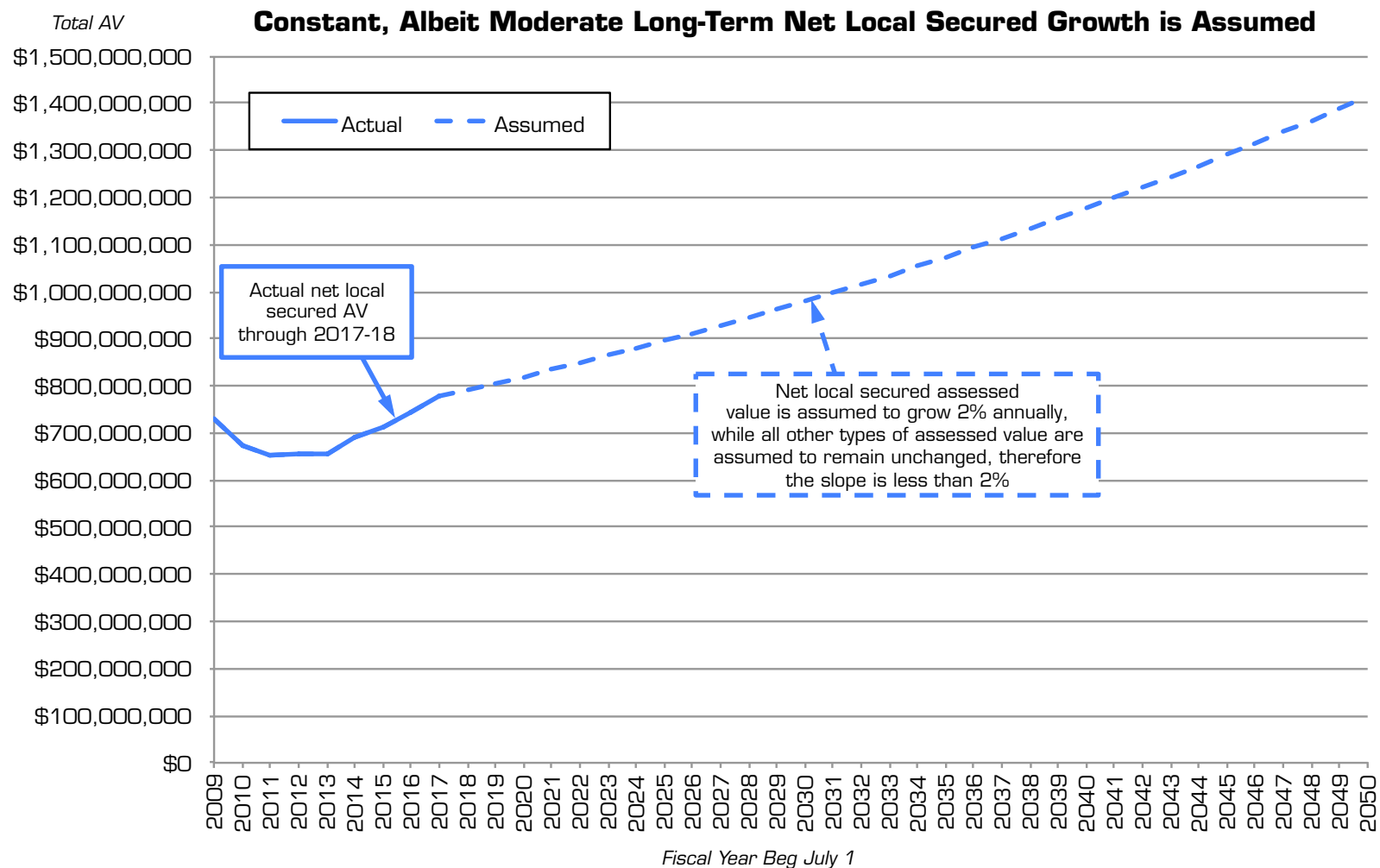


Assessed values for all years except 2002-03 and 2008-09 provided by Colusa County Auditor-Controller's Department. Roughly consistent growth assumed over missing years. Total AV comprised of net local secured, net unsecured and other (comprised of utility and homeowner's exemption).

Reasons Assessed Value Can Change

- ◆ Pursuant to Proposition 13 (and embodied in Article 13A of the California Constitution), a school district's property tax base can change for four reasons:
 - ▶ Properties are sold (and reassessed at the sale price).
 - ▶ Properties are improved (and reassessed with the value of the improvement).
 - ▶ A year passes (each property's assessed value increases by the lesser of 2% or the change in the California Consumer Price Index).
 - ▶ Market value of one or more properties declines below assessed value - assessed value can be adjusted downward to the market value. If market value subsequently increases, assessed value can "catch up" to pre-decline AV plus allowable adjustments (e.g. 2% annual increase).

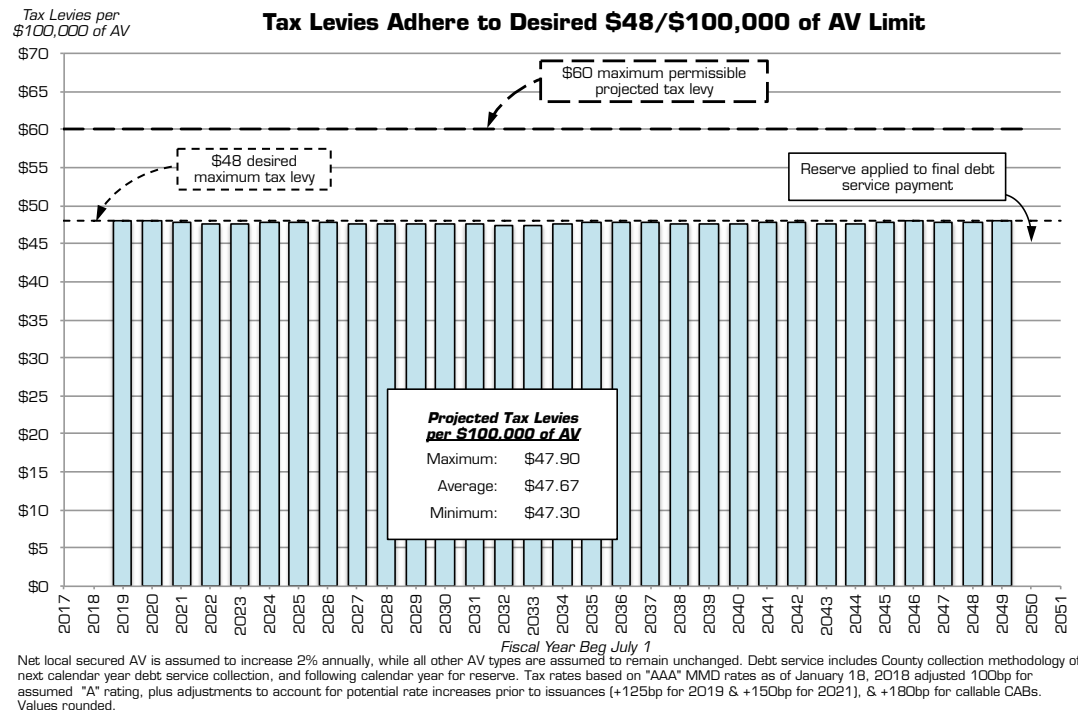
Currently Assumed Future Assessed Value



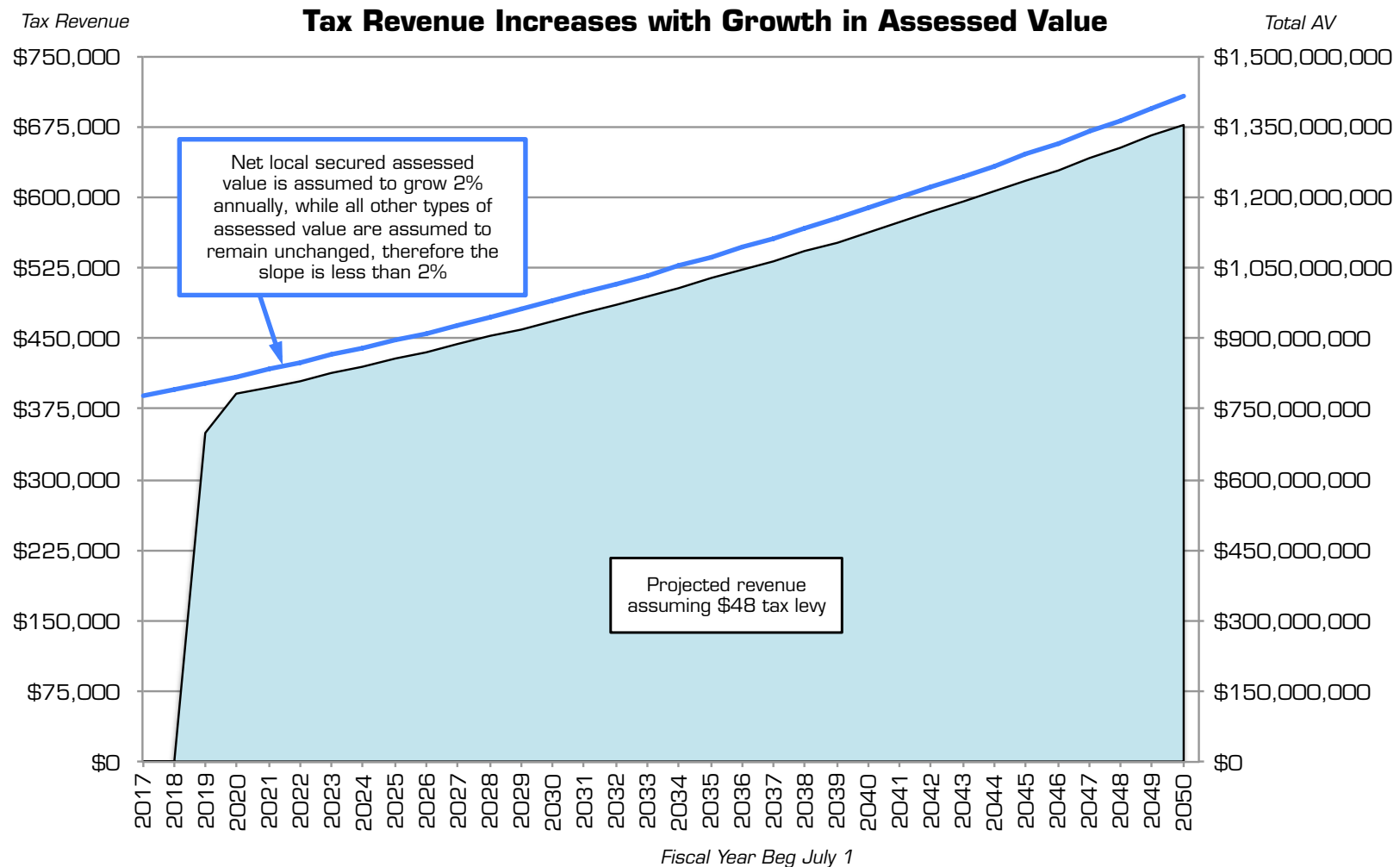
Historic assessed values provided by Colusa County Auditor-Controller's Department.

\$48 Tax Parameter

- ◆ The projected \$48 tax rate per \$100,000 of assessed value parameter is less than the statutory maximum of \$60, but what the public information survey taken in 2014 suggested.
 - ▶ This may no longer represent voters' threshold, but it's a place to start.

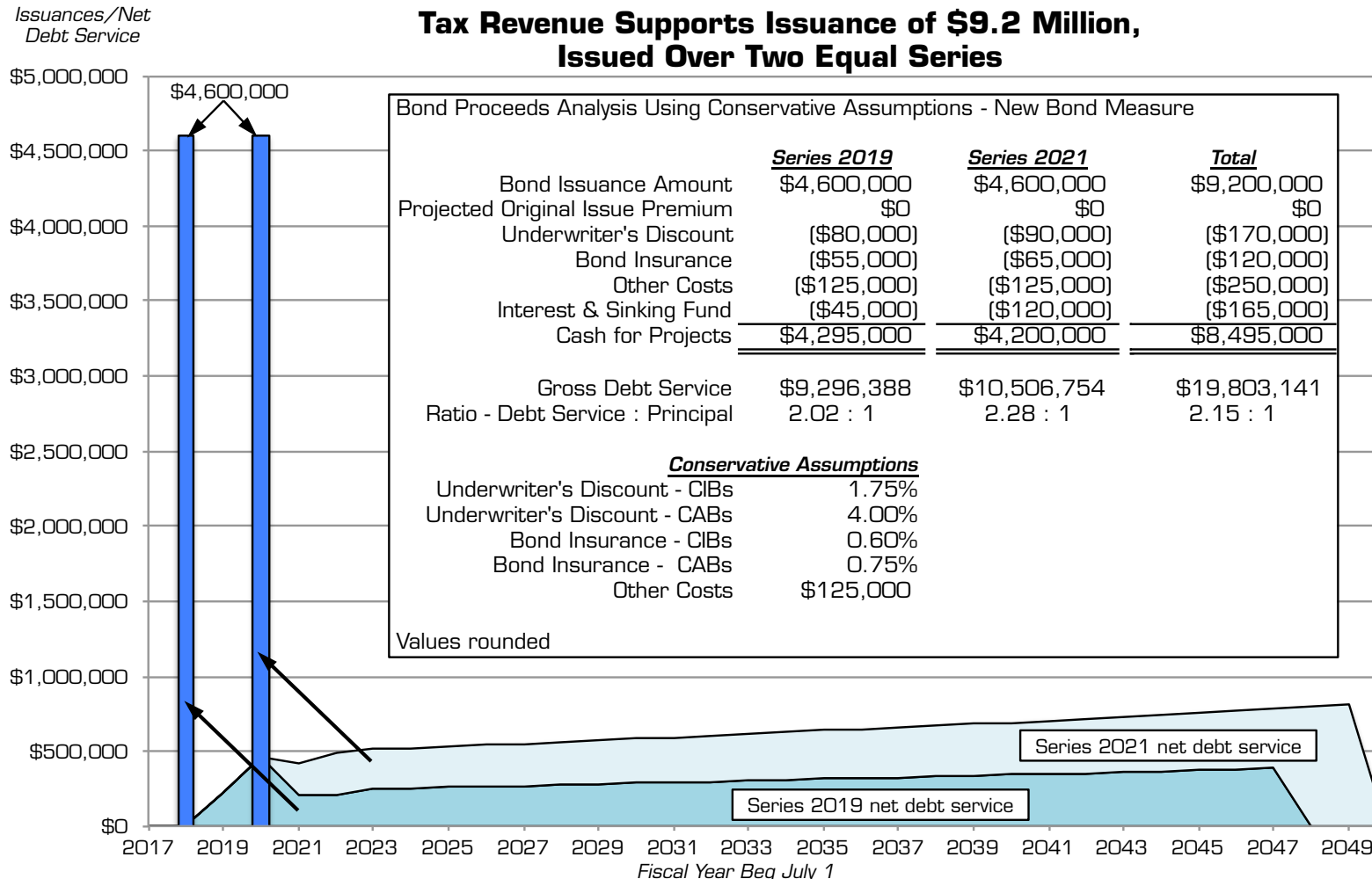


Stable Tax Rate → Payments Grow w/ Proj AV



2017-18 assessed value is actual as provided by Colusa County Auditor-Controller's Department. Projected revenue assumes \$48 annual levy.

\$8.5 Million For Needs Is Achievable

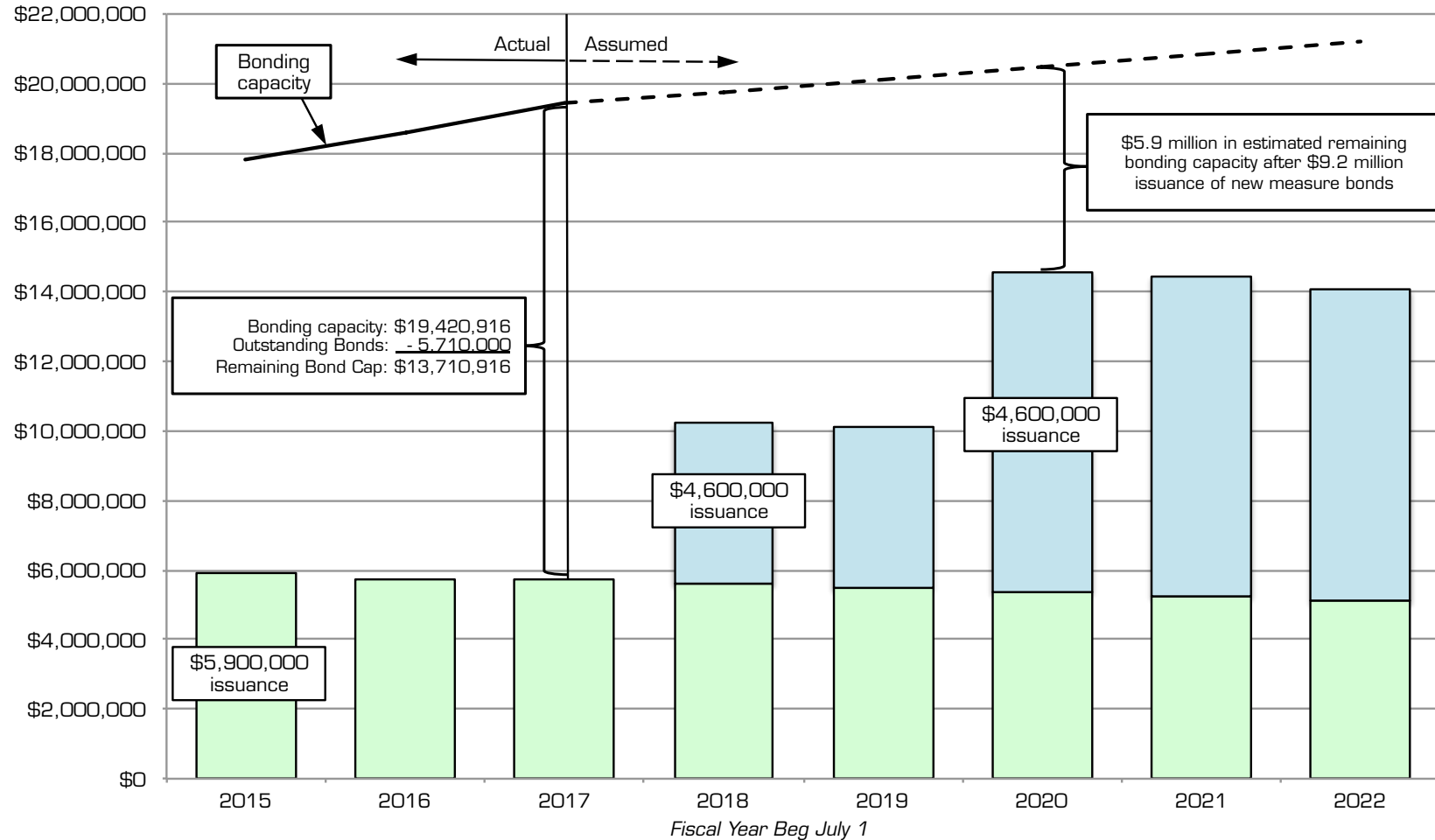


Net local secured AV is assumed to increase 2% annually, while all other AV types are assumed to remain unchanged. Debt service includes County collection methodology of next calendar year debt service collection, and following calendar year for reserve. Tax rates based on "AAA" MMD rates as of January 18, 2018 adjusted 100bp for assumed "A" rating, plus adjustments to account for potential rate increases prior to issuances (+125bp for 2019 & +150bp for 2021), & +180bp for callable CABs. Values rounded.

Bonding Capacity Sufficient

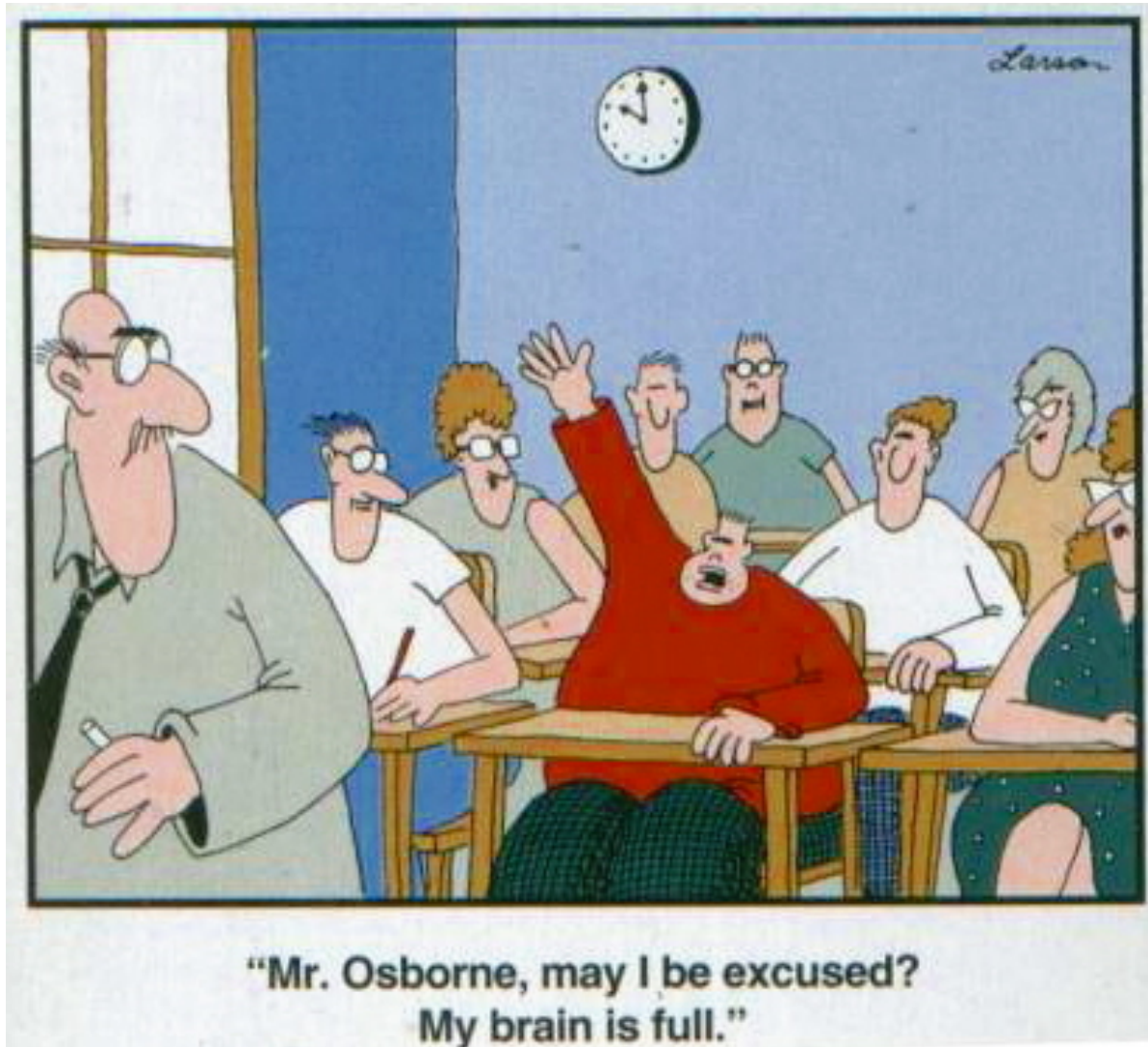
Bonding Capacity/
Outstanding Bonds

Bonding Capacity is Not a Hindrance for \$9.2 Million New Bond Measure



Bonding capacity based on assumed AV increases of 2% annually for net local secured, while all other AV types are assumed to remain unchanged. Annual bonding capacity is as of August 20 when AV becomes "equalized."

Questions or Comments?



For Reference

- ◆ Assessed Value
 - ▶ Assumptions - Historical Tests

- ◆ Additional Information Regarding General Obligation Bonds

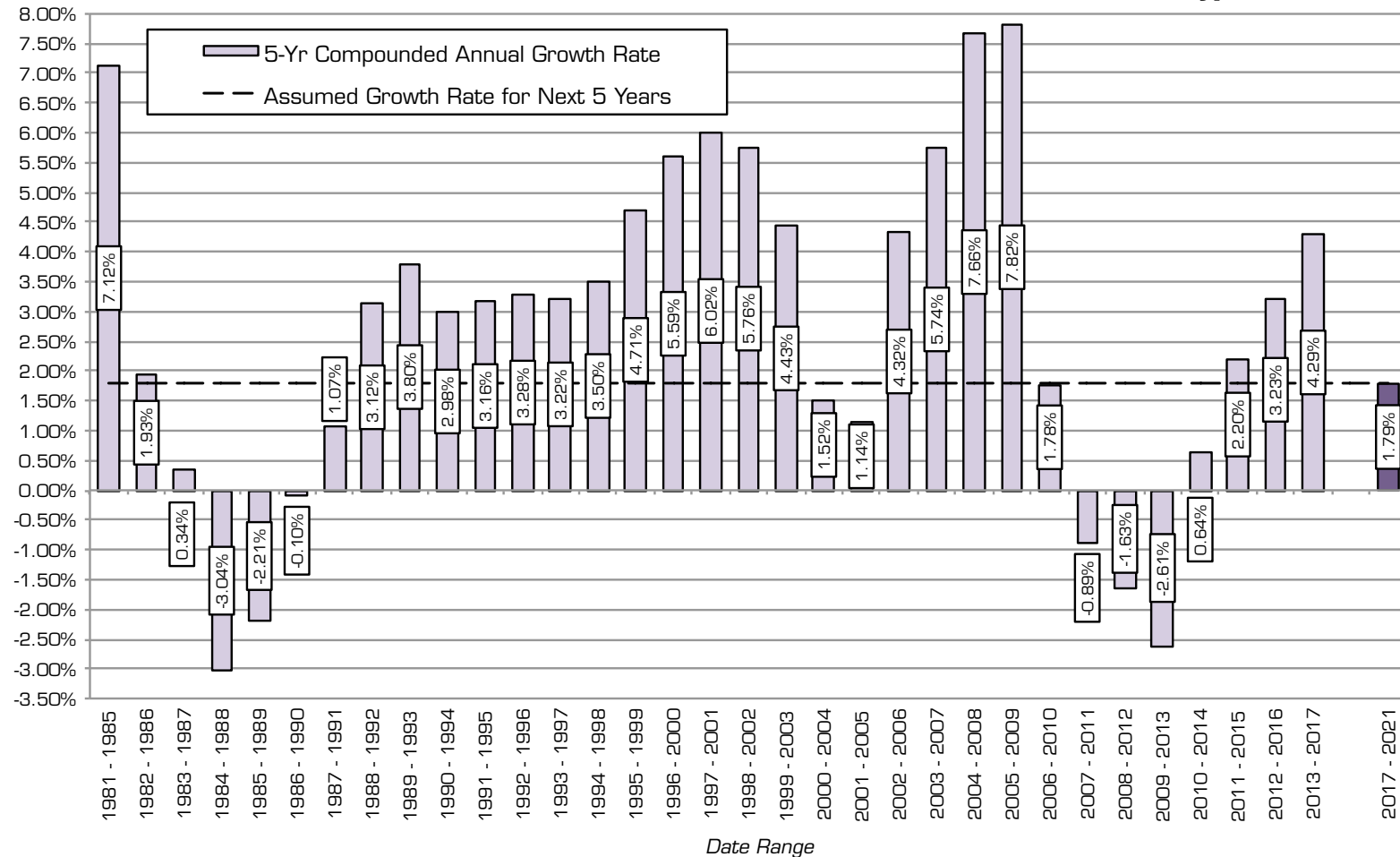
Assessed Value

◆ Assumptions - Historical Tests

Historical AV Analysis - 5 Year Periods

Compounded Annual
Growth Rate -
Total AV

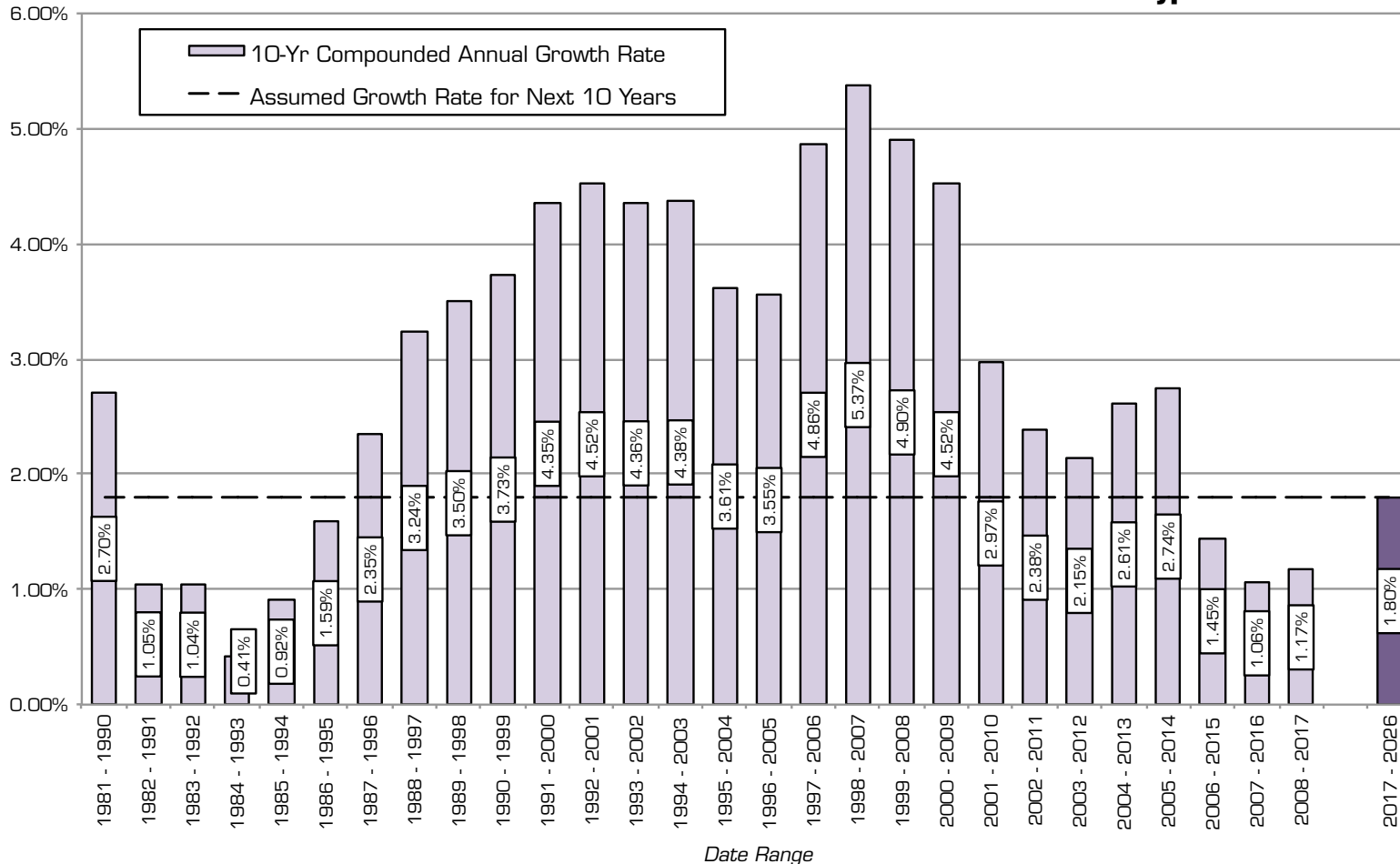
**1.79% 5-Year Growth Rate for Total AV Resulting from 2% Annual Net
Local Secured Growth Rate & 0% for All Other AV Types**



Historical data from Colusa County Auditor-Controller's office. Net local secured AV is assumed to increase 2% annually, while all other AV types are assumed to remain unchanged.

Historical AV Analysis - 10 Year Periods

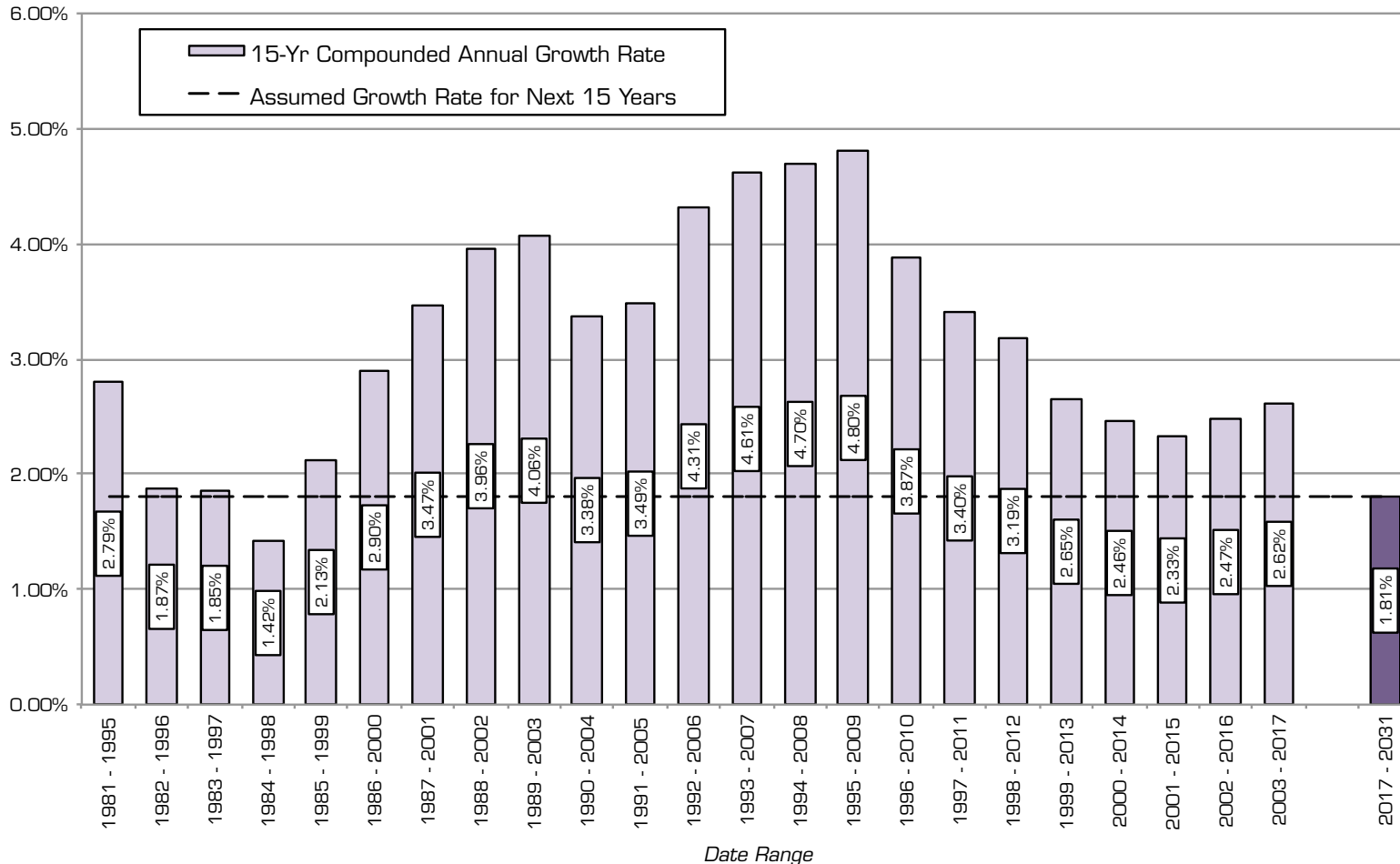
Compounded Annual Growth Rate - Total AV **1.80% 10-Year Growth Rate for Total AV Resulting from 2% Annual Net Local Secured Growth Rate & 0% for All Other AV Types**



Historical data from Colusa County Auditor-Controller's office. Net local secured AV is assumed to increase 2% annually, while all other AV types are assumed to remain unchanged.

Historical AV Analysis - 15 Year Periods

Compounded Annual Growth Rate - Total AV **1.81% 15-Year Growth Rate for Total AV Resulting from 2% Annual Net Local Secured Growth Rate & 0% for All Other AV Types**

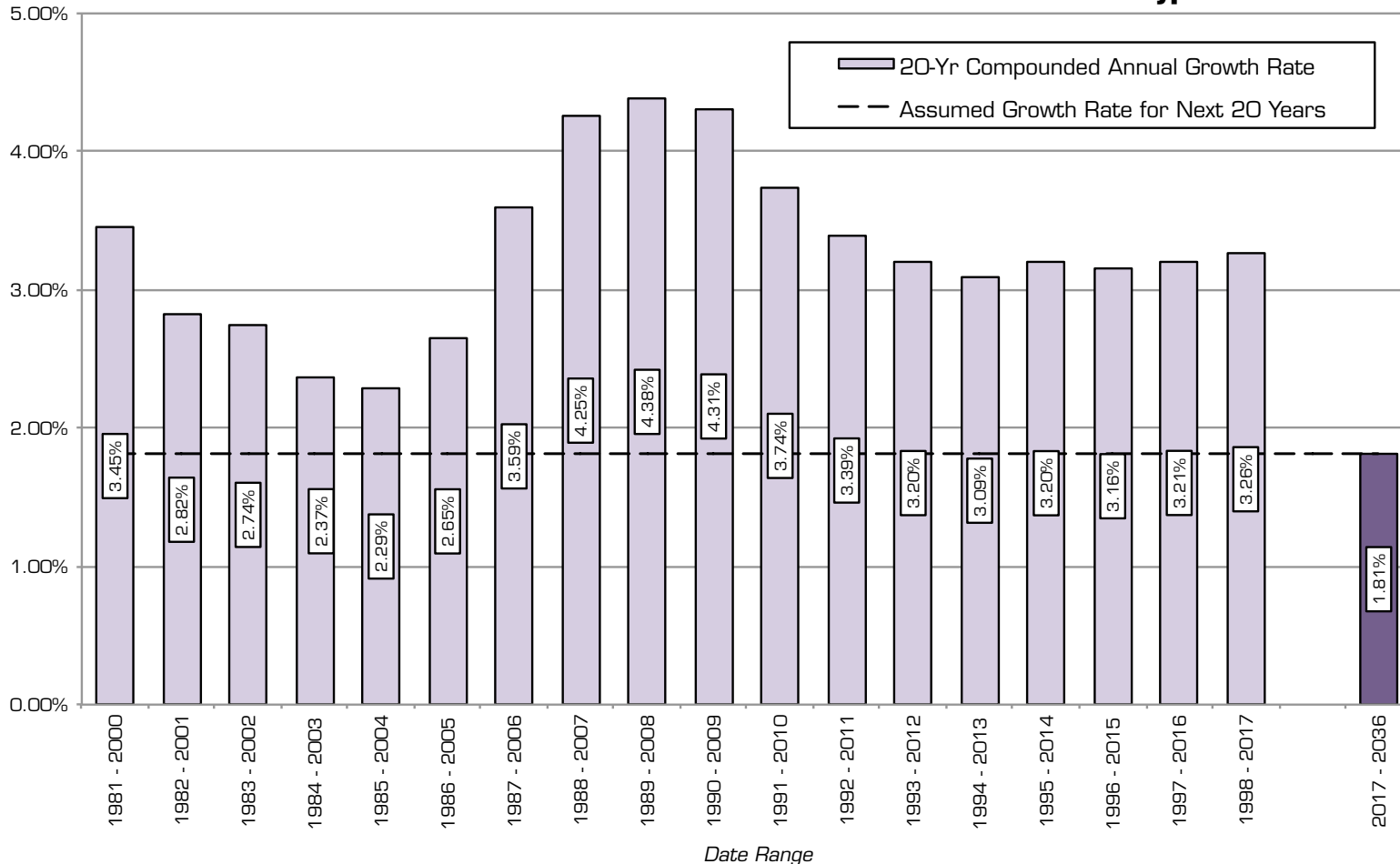


Historical data from Colusa County Auditor-Controller's office. Net local secured AV is assumed to increase 2% annually, while all other AV types are assumed to remain unchanged.

Historical AV Analysis - 20 Year Periods

Compounded Annual
Growth Rate -
Total AV

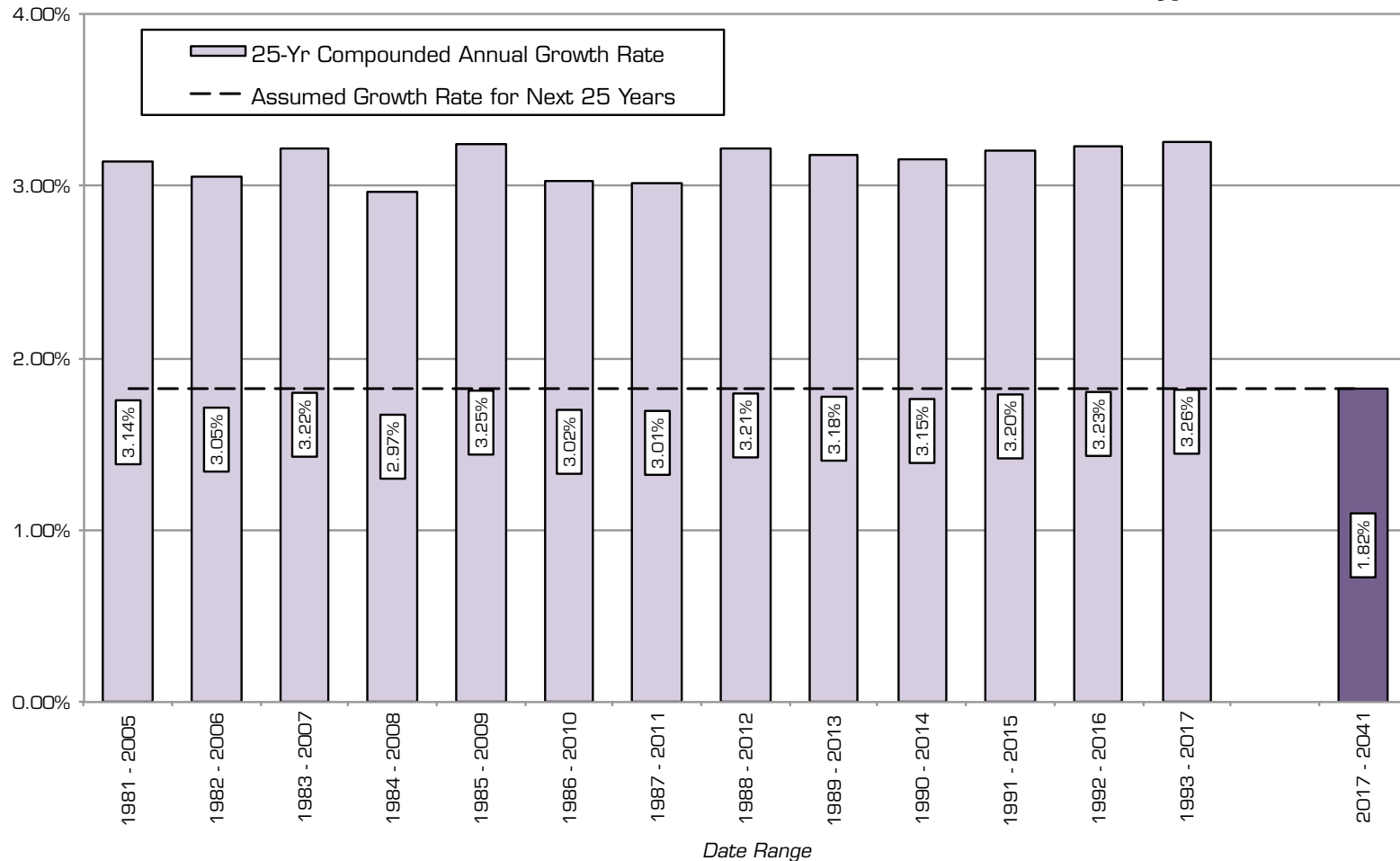
**1.81% 20-Year Growth Rate for Total AV Resulting from 2% Annual Net
Local Secured Growth Rate & 0% for All Other AV Types**



Historical data from Colusa County Auditor-Controller's office. Net local secured AV is assumed to increase 2% annually, while all other AV types are assumed to remain unchanged.

Historical AV Analysis - 25 Year Periods

Compounded Annual Growth Rate - Total AV **1.82% 25-Year Growth Rate for Total AV Resulting from 2% Annual Net Local Secured Growth Rate & 0% for All Other AV Types**



Historical data from Colusa County Auditor-Controller's office. Net local secured AV is assumed to increase 2% annually, while all other AV types are assumed to remain unchanged.

Additional Info. Regarding G.O. Bonds

- ◆ Overview of General Obligation Bonds
- ◆ Comparison of 2/3 vs. 55% Voter Approval Bonds

Overview of General Obligation Bonds

- ◆ Common in California since the early 20th Century
 - ▶ In 1978, Proposition 13 superseded authority
 - ▶ In 1986, restored at 2/3 voter approval level
 - ▶ In 2000, 55% voter approval measures allowed with additional accountability requirements
 - Maximum projected tax levy and specified citizens' oversight
- ◆ "Full Faith and Credit Bond" - Unlimited taxing authority
- ◆ "Ad Valorem" taxation
- ◆ Bonding capacity limited to 1.25% of AV for union districts (2.50% of AV for unified districts)
- ◆ County is responsible for ongoing administration
- ◆ No political discretion

2/3 vs. 55% Voter Approval G.O. Bonds

Subject	55% Voter Approval	Two-Thirds Voter Approval
Board Approval Required To Place Measure on Ballot	Two-thirds	Majority
Allowable Election Dates	Primary or general election, regularly scheduled local election, or statewide special election	Any Tuesday that is not the day before or the day after a State holiday, or within 45 days of a regularly scheduled election
Maximum Projected Tax Rates/Levies	For unified district, \$60 per \$100,000 of assessed value; for union district, \$30 per \$100,000 of assessed value	No projected maximum tax rate
Bonding Capacity (i.e. Maximum Bonds Outstanding)	2.5% of assessed value for unified districts and 1.25% of assessed value for union districts	2.5% of assessed value for unified districts and 1.25% of assessed value for union districts
Audits	Independent financial and performance audits must be conducted annually	None specifically required
Oversight Committee	If election is successful, Board must establish independent citizens oversight committee within 60 days of Board adoption of resolution declaring election results	None specifically required
Allowable Expenditures	Construction, reconstruction, rehabilitation, or replacement of school facilities, including furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities	Acquisition or improvement of real property
Facilities List	State Constitution requires a list of the specified school facilities project(s) to be funded	No requirement for a specific facilities list

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, California 95932

RESOLUTION #2017-18.06

Resolution Calling for Full & Fair Funding of California's Public Schools

WHEREAS, California has the sixth largest economy in the world, and the largest Gross Domestic Product (GDP) of any state in the nation; and

WHEREAS, despite California's leadership in the global economy, the state falls in the nation's bottom quintile on nearly every measure of public K-12 school funding and school staffing; and

WHEREAS, California ranks 45th nationally in the percentage of taxable income spent on education, 41st in per-pupil funding, 45th in pupil-teacher ratios and 48th in pupil-staff ratios; and

WHEREAS, K-12 school funding has not substantially increased, on an inflation-adjusted basis, for more than a decade; and

WHEREAS, under the Local Control Funding Formula (LCFF), state funding for K-12 schools has only recently returned to levels predating the Great Recession of 2007; and

WHEREAS, the modest revenue increases since the implementation of LCFF have been eroded by rapidly increasing costs for health care, pensions, transportation and utilities; and

WHEREAS, 58 percent of California's public school students are eligible for free and reduced-price lunch – 13 percent above the national average – and 23 percent of California students are English learners, more than twice the national average; and

WHEREAS, California's investment in public schools is out of alignment with its wealth, its ambitions, its demographics and the demands of a 21st-century education; and

WHEREAS, in 2007, a bipartisan group of California leaders commissioned a report titled *Getting Down to Facts*, which stated it would take an additional \$17 billion annually to meet the State Board of Education achievement targets for K-12 schools; and

WHEREAS, in 2016, a California School Boards Association (CSBA) report, *California's Challenge: Adequately Funding Education in the 21st Century*, updated the *Getting Down to Facts* data and determined that, adjusting for inflation, an additional \$22 billion to \$40 billion annually would be required to provide all public school students with access to high-quality education; and

WHEREAS, California funds schools at roughly \$1,961 per student less than the national average, which translates to approximately \$3,462 per student when adjusted for California being a high-cost state; and

WHEREAS, California trails the average of the top 10 states by almost \$7,000 in per pupil funding; and

WHEREAS, in *Robles-Wong v. State of California*, a group of plaintiffs led by CSBA argued that California’s school funding system violated Article IX of the State Constitution by denying all students access to an education that prepares them for economic security and full participation in our democratic institutions; and

WHEREAS, the California Supreme Court declined to hear the case by a 4-3 margin, prompting Justice Goodwin H. Liu to write: “It is regrettable that this court, having recognized education as a fundamental right in a landmark decision 45 years ago [*Serrano v. Priest* (1971) 5 Cal.3d 584], should now decline to address the substantive meaning of that right,”; and

WHEREAS, in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must fund schools at a level sufficient to support student success; and

WHEREAS, despite its vast wealth, California has consistently underfunded public education while widening its scope, adding new requirements and raising standards without providing appropriate resources to prepare all students for college, career and civic life; and

WHEREAS, if California is to close opportunity and achievement gaps and create a public school system that offers consistently high levels of education, the State must provide schools with the resources to meet the needs of their specific populations;

NOW, THEREFORE BE IT RESOLVED, that the governing board of the Colusa Unified School District urges the State Legislature to fund California public schools at the national average or higher by the year 2020, and at a level that is equal to or above the average of the top 10 states nationally by 2025 and to maintain, at a minimum, this level of funding until otherwise decreed.

Adopted this 13th day of the month of March in 2018.

Motion made by: _____

Second made by: _____

List members voting “aye:” _____

List members voting “no:” _____

List members abstaining: _____

List members not present: _____

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, California 95932

RESOLUTION #2017-18.07

Resolution for School Safety

WHEREAS, our public schools are charged not only with supporting student achievement, but also providing a foundation for mental and physical health, personal growth and civic engagement; and

WHEREAS, student safety is a prerequisite for consistently high levels of academic and social development; and

WHEREAS, violence and harassment can not only alienate students from their peers and their environment, thereby impeding learning, but also cause injuries and fatalities; and

WHEREAS, in its May 2017 study, Indicators of School Crime and Safety: 2016, the National Center for Education Statistics found that 21 percent of students aged 12 to 18 said they were bullied at school; and

WHEREAS, in the same study, 16 percent of high school students reported carrying a weapon at any point during the previous 30 days and 4 percent reported carrying a weapon on campus during the previous 30 days; and

WHEREAS, the study also noted that 4 percent of students had access to a loaded gun without adult permission, either at school or away from school, during the school year; and

WHEREAS, the horrific prospect of school shootings made an indelible impression on the national consciousness with the Columbine massacre of 1999; and

WHEREAS, more than 150,000 Americans have experienced a shooting on campus since the Columbine tragedy and hundreds of lives have been lost as result; and

WHEREAS, gun violence on school campuses, while relatively rare, represents a particularly egregious and unacceptable threat to the lives of students, teachers and staff across the country; and

WHEREAS, the recent massacre at Parkland Florida's Marjory Stoneman Douglas High School took 17 lives and shocked the conscience of the nation; and

WHEREAS, gun violence in schools occurs in America with a frequency and a severity that is unparalleled anywhere in the world; and

WHEREAS, exposure to trauma can adversely affect a child's health for the rest of their life; and

WHEREAS, Colusa Unified School District supports the right of students and staff to attend schools that are safe and free from violence and harassment, especially life-threatening forms of violence; and

WHEREAS, all students, regardless of background, deserve access to services that support and enhance their physical, mental and emotional health; and

WHEREAS, safe schools provide an environment where teaching and learning can flourish; disruptions are minimized; violence, bullying and fear are absent; students are not discriminated against; expectations for behavior are clearly communicated and standards of behavior are maintained; and consequences for infractions are consistently and fairly applied; and

WHEREAS, the most effective approach to creating safe school environments is a comprehensive, coordinated effort including school wide, districtwide and communitywide strategies supplemented with legislation, resources and support at the state and federal legislation level;

NOW, THEREFORE BE IT RESOLVED, that the governing board of the Colusa Unified School District has completed and holds regular drills as prescribed in both school site and district emergency plans and that said plans involve all school district personnel, law enforcement, fire and medical rescue personnel, emergency management personnel and others essential to preventing, mitigating or resolving any potential crisis.

BE IT FURTHER RESOLVED, that Colusa Unified School District reviews school site discipline rules and procedures to ensure they are appropriately enforced and that student handbooks explaining codes of conduct, unacceptable behavior and disciplinary consequences are given to all students, parents and caregivers.

BE IT FURTHER RESOLVED, that Colusa Unified School District will continue to work with a broad spectrum of local community stakeholders, local law enforcement, mental health professionals, parents, students, teachers and staff to take any threats of violence seriously and to develop, implement and monitor

policies and programs that foster and support a positive school climate, free from harassment and violence.

BE IT FURTHER RESOLVED, that Colusa Unified School District urges the state of California and the United States Congress to invest in wraparound services to prevent bullying, harassment, discrimination and violence in our schools and to provide funding for programs and staff such as counselors, nurses and psychologists, that support students' mental, physical and emotional health.

BE IT FURTHER RESOLVED, that Colusa Unified School District asks the United States Congress to pass specific legislation that reduces the risk and severity of gun violence on school campuses and repeals the prohibition against data collection and research on gun violence by the U.S. Center for Disease Control (CDC).

BE IT FURTHER RESOLVED, that Colusa Unified School District urges the state of California and the United States Congress to implement commonsense measures that prioritize student safety and environments where all students have the opportunity to learn, grow and thrive.

Adopted this 13th day of the month of March in 2018.

Motion made by: _____

Second made by: _____

List members voting "aye:" _____

List members voting "no:" _____

List members abstaining: _____

List members not present: _____

COLUSA UNIFIED SCHOOL DISTRICT - WARRANTS TO BE RELEASED FEBRUARY 16, 2018 - BATCH 30					
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
780	ALHAMBRA	\$ 174.91	01	DO/MOT	WATER
785	MALLORY ALVES	\$ 285.00	01	BPS	REIMBURSE TRAVEL EXPENSES
774	CHRISTINA BAILEY	\$ 37.28	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
782	NIKOLE BURG	\$ 17.64	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
790	CA DEPT OF JUSTICE	\$ 81.00	01	DO	FINGERPRINT FEE
777	COLUSA COUNTY FARM SUPPLY	\$ 768.33	01	MOT	GROUND SUPPLIES
786	COLUSD USD STUDENT BODY FUND	\$ 424.01	01	EMS	REIMBURSE ASB FOR PURCHASE
787	COLUSA USD CAFETERIA FUND	\$ 31.50	01	CHS	CATERING
RC44	CUSD EMER FD- VARIOUS STUDENTS	\$ 96.00	95	CHS	REFUND CSF DUES - DID NOT MAKE G.P.A.
RC44	CUSD EMER FD-SOPHIE KEENAN	\$ 21.20	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
RC44	CUSD EMER FD-SAM STOCKS	\$ 61.69	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
772	CUSD GENERAL FUND	\$ 1,192.00	95	CHS	ASB FIELD TRIP - BUS EXPENSE
776	CROSS ELECTRIC	\$ 786.98	01	MOT	ELECTRICAL REPAIR
796	CRYSTAL DAIRY	\$ 3,387.51	13	CAFET	FOOD
792	DANIELSEN CO	\$ 6,349.84	13	CAFET	FOOD
783	FAN CLOTH	\$ 193.93	95	CHS	FUNDRAISER
784	FRANZ FAMILY BAKERIES	\$ 1,382.01	13	CAFET	FOOD
779	FRONTIER	\$ 14,884.17	01	ALL	DATA LINE/PHONE LINES MONTHLY BILL
794	GAGER DISTRIBUTING	\$ 604.76	13	CAFET	SUPPLIES
791	GENERAL PRODUCE	\$ 5,185.55	13	CAFET	FOOD
793	GOLD STAR FOODS	\$ 10,219.85	13	CAFET	FOOD
775	GRIFFS	\$ 65.87	01	MOT	GROUND SUPPLIES
773	MARIBEL HUGHES	\$ 75.72	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
798	JODY JOHNSTON	\$ 217.56	01	EMS	REIMBURSE TRAVEL EXPENSES
781	SHERYL PARKER	\$ 145.16	01	DO	REIMBURSE MILEAGE
771	JESSE RODRIGUEZ	\$ 68.53	01	BPS	REIMBURSE TRAVEL EXPENSES
799	MELISSA SLOCUM	\$ 535.87	95	EMS	REIMBURSE FOR SUPPLIES PURCHASED
788	SPORTSMEN DEN	\$ 377.71	01	SPORTS	SUPPLIES
797	SPURR	\$ 5,265.65	01	ALL	NATURAL GAS BILLING
789	SVSCO	\$ 1,776.20	13	CAFET	FOOD
RC43	US BANK CALCARD VISA	\$ 7,889.98	ALL	ALL	SEE ATTACHED
778	VALLEY TRUCK AND TRACTOR	\$ 381.44	01	MOT	REPAIR/MAINTENANCE SUPPLIES
TOTAL ALL FUNDS		\$ 62,131.42			

US BANK CALCARD VISA

Rosemary Hicks

FD DESCRIPTION

9-Feb	APPEAL-DEMOCRAT	\$820.00	01	AD IN PAPER/KINDERGARTEN REGISTRATION
8-Feb	HORNBLOWER CRUISES & EVENT	\$313.00	01	BPS FIELD TRIP

Sheryl

7-Feb	ADVANCED DOCUMENT CONCEPT	\$1,602.46	01	ALL COPIER MAINTENANCE AGREEMENT
7-Feb	INLAND BUSINESS SYSTEMS	\$616.69	01	ALL PRINTER MANAGEMENT MONTHLY FEE
6-Feb	MESSICK ACE HDWE	\$758.82	01	MOT MAINTENANCE SUPPLIES
6-Feb	HILLYARD INC SACRAMENTO	\$2,526.64	01	MOT CUSTODIAL SUPPLIES

Melissa Ericsson

9-Feb	SCHOOL SERVICES OF CALIFO	\$215.00	01	DO WORKSHOP REGISTRATION
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Jesse Rodriguez

5-Feb	STARBUCKS STORE 23916	\$4.45	01	BPS MEALS AT ILLUMINATE CONFERENCE
5-Feb	GASLAMP ROCKIN BAJA	\$16.42	01	BPS MEALS AT ILLUMINATE CONFERENCE
5-Feb	TGI FRIDAY'S #1950	\$15.57	01	BPS MEALS AT ILLUMINATE CONFERENCE
5-Feb	MONKEY KING	\$17.61	01	BPS MEALS AT ILLUMINATE CONFERENCE
2-Feb	STARBUCKS STORE 23916	\$4.45	01	BPS MEALS AT ILLUMINATE CONFERENCE
2-Feb	MARRIOTT GASLAMP F&B	\$20.44	01	BPS MEALS AT ILLUMINATE CONFERENCE
1-Feb	MCCORMICK AND SCHMICK	\$28.00	01	BPS MEALS AT ILLUMINATE CONFERENCE
1-Feb	THE TIN FISH	\$8.57	01	BPS MEALS AT ILLUMINATE CONFERENCE
31-Jan	SQ *SAN DIEGO SHUTT	\$13.80	01	BPS SHUTTLE AT ILLUMINATE CONFERENCE

REBECCA

5-Feb	SACRAMENTO THEATRE CO	\$450.00	01	CHS DRAMA CLUB FIELD TRIP
9-Feb	QUILL CORPORATION	\$84.37	01	CHS SUPPLIES
6-Feb	AMAZON.COM	\$373.69	01	CHS SUPPLIES

\$7,889.98

US BANK CALCARD VISA

Jody Johnston

13-Feb	AMAZON MKTPLACE PMTS WWW.	WWW.AMAZON.CO, WA	\$12.09
9-Feb	AMAZON MKTPLACE PMTS WWW.	WWW.AMAZON.CO, WA	\$31.29
9-Feb	AMAZON MKTPLACE PMTS WWW.	WWW.AMAZON.CO, WA	\$258.47
9-Feb	AMAZON MKTPLACE PMTS WWW.	WWW.AMAZON.CO, WA	\$36.99
5-Feb	FIRST BOOK	202-393-1222, DC	\$53.20

Rebeca Changus

15-Feb	SSI*SCHOOL SPECIALTY	888-388-3224, WI	\$498.14
14-Feb	QUILL CORPORATION	800-982-3400, SC	\$285.48
13-Feb	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	\$48.97
13-Feb	SPORT DECALS INC	800-435-6110, IL	\$91.53
12-Feb	AMAZON.COM	AMZN.COM/BILL, WA	\$564.41
12-Feb	W SACTO RIVERCATS TIX	916-376-4753, CA	\$240.00
12-Feb	W SACTO RIVERCATS TIX	916-376-4753, CA	\$10.00
13-Feb	TEACHER'S DISCOVERY	248-3407210, MI	\$34.06
5-Feb	TEACHER'S DISCOVERY	248-3407210, MI	\$56.59
9-Feb	HOME SCIENCE TOOLS	800-8606272, MT	\$119.75

Jeremy Miller

13-Feb	REPLACEMENTLAPTOPKEYS	REPLACEMENTLA, CA	\$8.90
12-Feb	UPS*1ZFP07T00334558442	800-811-1648, GA	\$9.85
12-Feb	CDW GOVT #LQT6716	800-808-4239, IL	(\$1,519.74)

Sheryl Parker

15-Feb	AMAZON.COM	AMZN.COM/BILL, WA	\$31.70
15-Feb	VZWRLSS*MY VZ VB P	800-922-0204, FL	\$152.04
15-Feb	QUILL CORPORATION	800-982-3400, SC	\$2,147.32

Melissa Ericsson

14-Feb	REALLY GOOD *	800-366-1920, CT	\$191.92
14-Feb	REALLY GOOD *	800-366-1920, CT	\$191.92
14-Feb	REALLY GOOD *	800-366-1920, CT	\$359.92
14-Feb	CASBO	916-447-3783, CA	\$610.00
14-Feb	BEL AIR #521	YUBA CITY, CA	\$55.18
12-Feb	SCHOOL SERVICES OF CALIFO	916-4467517, CA	\$175.00
12-Feb	SCHOOL SERVICES OF CALIFO	916-4467517, CA	\$645.00
12-Feb	STAPLES 00102863	YUBA CITY, CA	\$183.33

Zeba Hone

15-Feb	OFFICE DEPOT 1135	FREMONT, CA	(\$116.89)
14-Feb	NEW HORIZONS COMPUTER	949-6424632, CA	\$100.00
7-Feb	USPS PO 0517280932	COLUSA, CA	\$26.43

\$5,592.85

Honors Performance Series at Sydney Opera House

In July of 2017, Junior Josh Arce prepared an audition for the Sydney Opera House Honors Performance. In October of 2017, we found out that Josh (now a senior) had been accepted! This is the first time a student has been accepted to this event! We have fundraised for this event since November of 2017 to help raise funds for this event and continue to do so.

Kelli Arce (mother) and Josh Arce (Student) fly out of Sacramento for Sydney Honors Performance Series to fly to Sydney, Australia.
Wednesday, July 18, 2018

- **Morning:** Arrive in Sydney (note: depending on your city of origin, you may need to leave home as early as Wednesday, July 5, to arrive in Sydney for the start of the program)
- **Afternoon:** Meet your Chaperone and explore Sydney, including a stop at Bondi Beach
- **Evening:** Hotel check-in and welcome meeting

Thursday, July 19, 2018

- **Morning & Afternoon:** Seating and rehearsals
- **Evening:** Explore and take a ghost tour of Sydney's famous historic district, the Rocks

Friday, July 20, 2018

- **Morning & Afternoon:** Rehearsals
- **Evening:** Finalist Celebration Cruise in Sydney Harbour (includes breathtaking views of your performance venue!)

Saturday, July 21, 2018

- **Morning:** Final rehearsal
- **Afternoon:** Concert preparation and sound check
- **Evening:** Opera House performance

Sunday, July 22, 2018

- **All Day:** Blue Mountains day tour (ride the steepest passenger railway in the world, drive to Echo Point to view the Three Sisters rock formation, encounter Australian wildlife up-close at a wildlife park, and more)

Monday, July 23, 2018

- **Morning:** Farewell and return to the airport
- **Afternoon:** Depart for home

TOTAL COST of \$3220, which has so far, been mostly raised through Friends of Music and donations. No funding assistance requested from the board.

**COLUSA UNIFIED SCHOOL DISTRICT
SUPERINTENDENT EMPLOYMENT AGREEMENT**

This contract extension is entered into as of the 1st day of July, 2018 between the Governing Board (hereinafter “Board”) of the Colusa Unified School District (“hereinafter “District”) and Dwayne Newman (hereinafter “Superintendent”).

1. TERM

The District hereby extends the Superintendents employment for a period of 3 years, beginning on July 1, 2018 and terminating on June 30, 2021. Further contract extensions, if any, shall be based on Superintendent’s successful performance as determined by the Board of Trustee’s and contract extensions or contract renewals shall not automatically occur and shall require formal action of the Board of Trustee’s to extend the term of this Agreement, from year to year or otherwise.

2. SALARY

The Superintendent’s salary shall be _____ thousand (\$_____) for the 2018-2019 school year payable in twelve (12) equal installments on the last day of each month.

The Board reserves the right to adjust the annual salary rate for the current contract year or any subsequent year. Such adjustment shall not result in a net decrease or lowering of the salary from the prior year without the consent of the Superintendent. Any change in salary made during the life of this Agreement shall be in the form of an amendment and shall become a part of this Agreement.

3. CONTRACT YEAR

Superintendent shall be required to render twelve (12) months of full and regular service to the District during each annual period by this Agreement. The year is defined as 224 actual working days and is normally exclusive of Saturdays, Sundays and holidays, unless work on such days is otherwise pre-approved by the Governing Board. Work performed by the Superintendent while at his/her residence shall not be considered a workday unless approved in advance by the Governing Board.

4. FRINGE BENEFITS

The Superintendent shall be afforded such fringe benefits of employment as are granted to the District’s certificated employees, and payment of annual dues and membership to the Association of California School Administrators (ACSA). The District may pay membership fees for the Superintendent in other various professional organization and committees subject to prior approval by the Board. The Superintendent, when authorized by the Board, shall also attend appropriate professional meetings at local, state and national levels. Expenses incurred shall be reimbursed to the Superintendent in accordance with applicable District policy.

5. TRANSPORTATION ALLOWANCE

The Superintendent shall be paid a five hundred dollar (\$500.00) per month car allowance, with no right to reimbursement for mileage unless any one single trip on District business exceeds 100 miles round trip. In that event, the Superintendent shall be entitled to be reimbursed at the District rate of reimbursement for mileage in effect at the time of travel.

6. EXPENSE REIMBURSEMENT

The District shall reimburse the Superintendent for all necessary and authorized expenses incurred by him within the scope of his employment, in accordance with applicable District policy.

7. SICK LEAVE

The Superintendent shall accrue sick leave at a rate of twelve (12) days per contract year. Days not used shall accrue and carry over to the next contract year, without limitation. Upon termination of this Agreement, the Superintendent shall not be entitled to be compensated for any unused and accrued sick days.

8. DUTIES

The Superintendent shall perform the duties of District Superintendent as prescribed by the laws of the State of California. Superintendent shall at all times hold a valid California Administrative Credential and meet all other requirements of state law with respect to service as a Superintendent. In addition to the powers and duties set forth in Education Code Section 35035, Superintendent shall have such powers and duties which are delegated to him by the Board. The Superintendent shall execute all powers and duties in accordance with the policies adopted by the Board and rules and regulations of the State Board of Education, as well as state and federal law.

9. SUPERINTENDENT AND BOARD RESPONSIBILITIES

The Superintendent shall be the chief executive officer for the District. As such, the Superintendent shall have the primary responsibility for execution of Board policy, whereas the Board shall retain the primary responsibility for formulating and adopting policies.

10. SUPERINTENDENT'S PERFORMANCE OBJECTIVES

As soon as practicable after execution of this Agreement, the parties shall meet to establish the Superintendent's performance objectives for the first year under this Agreement. The performance objectives shall be reduced to writing and shall be based on the duties and responsibilities expected to be performed by the Superintendent under the terms of this Agreement, as well as any other criteria mutually agreed to by the parties. On or prior to June 1st of each succeeding school year, the parties will meet to establish performance objectives for the next succeeding school year.

11. EVALUATION

The Board shall evaluate and assess in writing the performance of the Superintendent at least once each year, on a date to be determined annually by the Board and Superintendent. The evaluation and assessment shall be reasonably related to the position description and performance objectives. The evaluation format shall be reasonably objective and shall contain at least the following evaluation criteria: Board-

Superintendent relations, staff and personnel management, education/curriculum programs, business and financial matters, facilities management, and professional and leadership development. The parties anticipate utilizing an evaluation format developed by the California School Board Association and may modify the format from time to time to meet the party's specific needs.

In the event that the Board determines that the performance of the Superintendent is not acceptable in any respect, it shall describe in writing in reasonable detail, indicating specific instances where appropriate, of unsatisfactory performance. The evaluation shall include a written response to each area evaluated. A copy of the written evaluation shall be delivered to the Superintendent and the Superintendent shall have the right to make a written response to the evaluation, which shall become a permanent attachment to the Superintendent's personnel file. Within 45 days of the delivery of the written evaluation to the Superintendent, the Board shall meet with the Superintendent to discuss the written evaluation and endeavor to assist the Superintendent in improving his performance as to such matters.

12. TERMINATION OF AGREEMENT

a. Termination for Cause

In the event that the Board of Trustees determines that the Superintendent has breached a material obligation of this Agreement or that good cause for termination of the Superintendent's employment exists, and the Board seeks to terminate this Agreement prior to its expiration, the Board shall, prior to taking such action give the Superintendent written notice of the proposed action to terminate the Superintendent's contract, the reasons therefore and a reasonably detailed statement of the facts, circumstance and causes for the action. The Board will also provide the Superintendent with any documents or other material upon which the proposed action is based.

The Superintendent shall have a right to respond either orally or in writing to the Board to address the basis and causes for the Board's determination. The Superintendent shall have the right to meet with the Board in closed session under the personnel exception of the Brown Act to respond to the Board's action and to present any information the Superintendent believes necessary to respond to the Board's proposed action. The meeting to respond to the proposed action shall be conducted informally, is not a formal hearing or an evidentiary hearing, but rather an opportunity for the Superintendent to respond to the proposed action. The Superintendent may be represented by counsel. The decision of the Board shall be final and the Superintendent shall be notified of the Board's final decision in writing.

Discharge for cause shall include, but is not limited to, the Superintendent's breach of a material obligation of this contract, any grounds enumerated in state law, District policy, rule or regulation, the Superintendent's failure to perform responsibilities as set forth in this Agreement, failure to perform responsibilities as specified by District policy, rules and regulation of the District, the laws of the State of California or the violation of any federal or state law affecting the Superintendent's fitness for continued service under this Agreement.

b. Termination for Convenience

In the event the Board of Trustees determines that the Superintendent shall not be re-employed upon the expiration of the Superintendent's term of employment, he/she shall be given written notice thereof by the Board at least 45 days in advance of the expiration of the term of his/her contract. At any time during the term of the Superintendent's contract, the Board may terminate the contract without cause, for matters of convenience, by providing Superintendent with reasonable notice that the Board intends to terminate the

contract for convenience upon payment of, or agreement to pay reasonable termination for convenience compensation in an amount to be agreed upon by the parties. In no event shall the termination for convenience compensation exceed the amount of compensation due under the remaining term of the contract, or any statutory cap or limitation on payment of severance compensation in effect at the time, which ever is less. Regardless of the remaining term of the contract, if the contract is terminated for convenience, the maximum cash payment that the Superintendent may receive shall be an amount equal to the monthly salary of the Superintendent multiplied by the number of months left on the unexpired term of the contract, or if the unexpired term of the contract is greater than 12 months, the maximum cash settlement shall be an amount equal to the monthly salary of the Superintendent multiplied by 12. Any termination for convenience shall be subject to Government Code Section 53260.

13. ENTIRE AGREEMENT/MODIFICATIONS

This Agreement is the full and complete contract between the parties hereto, and it can be changed and modified only by writing, signed by the parties.

14. APPLICABLE LAW

This Agreement is subject to all applicable laws of the State of California, rules and regulations of the State Board of Education, and rules, regulations, and policies of this Board, all of which are made a part of the terms and conditions of this Agreement.

Dated: GOVERNING BOARD OF THE
COLUSA UNIFIED SCHOOL DISTRICT

By: _____
_____, President

Dated: By: _____
_____, Clerk

I HEREBY ACCEPT this offer of employment and agree to comply with the condition thereof and to fulfill all of the duties of employment of Superintendent of the Colusa Unified School District.

Date of Acceptance _____, 2018
Dwayne Newman

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street
Colusa, CA 95932

UNOFFICIAL MINUTES Board of Trustees Board Meeting

February 13, 2018

CALL TO ORDER	The meeting was called to order at 5:15 p.m. in the District Office Board Room by Charles Yerxa, who established a quorum was present. Attending were Kathie Whitesell, Kelli Griffith-Garcia, Melissa Ortiz, and Michael Phenicie. Superintendent Dwayne Newman, Lori Rainer & Matthew Kolker of Government Financial Strategies, and various staff members were also present.
PLEDGE OF ALLEGIANCE	Lori Raineri led the pledge of allegiance.
DISCUSSION ONLY	Lori Raineri and Matthew Kolker presented information on a possible bond issuance for the November 2018 election. The district continues to have modernization needs and an additional bond would help facilitate continued progress. A decision must be made by late July if CUSD would like to have another measure on the 2018 ballot.
HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA	No information was presented.
HEARING OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA	Roberta James provided information on the upcoming Virginia Read event. Bobbi Weiglein extended an invitation to the BPS Patriotic Program.
RECOGNITIONS & CELEBRATIONS	Melissa Ericsson recognized the Nutrition Services Department for their superior service to the students and staff of CUSD. Jeremy Miller recognized Lisa Nilsen Raymond for her exemplary service in the short time she has been with CUSD.
PRESIDENT'S REPORT	<p>CRAF – No information provided.</p> <p>FOM – Mr. Phenicie reported out on the previous Friends of Music meeting and the achievement of students.</p> <p>FOA – Kelli Griffith-Garcia reported out on FFA and the achievement of students.</p> <p>SELPA – No meeting took place.</p> <p>DELAC – Melissa Ortiz provided information on the previous DELAC meeting. A review of the Local Control Accountability Plan occurred at that meeting with the DELAC committee and members participating in a brainstorming session.</p> <p>Monthly Activities Report: Kathie Whitesell – Mrs. Whitesell attended various sporting events.</p> <p>Michael Phenicie – Mr. Phenicie attended various band events and the CSBA's a Masters in Governance workshop.</p>

Board of Trustees Meeting
February 13, 2018

	<p>Melissa Ortiz – Mrs. Ortiz attended a site visit at Burchfield Primary. She was very impressed with the rigor and enthusiasm of the students. She also attended a CSEA training and was pleased to report that CUSD is compliant with the regulations that were being discussed.</p> <p>Kelli Griffith-Garcia – Mrs. Griffith-Garcia attended various sporting events and the EMS student academic awards night.</p> <p>Charles Yerxa – Mr. Yerxa attended various sporting events.</p> <p>Dwayne Newman – Mr. Newman recently attended a training on the California Dashboard. He also attended the oversight meeting for the Redevelopment Authority, as well as two trainings to better assist him with writing the Migrant Education grant for the upcoming year, and various sporting events. He continues to hold monthly DART meetings and is providing ELPAC training to staff.</p>
SUPERINTENDENT'S REPORT	<p>Improving Achievement</p> <ul style="list-style-type: none"> Review Local Control Accountability Plan Goals – Mr. Newman reviewed the LCAP goals and asked the board for any possible suggestions on changes to those goals. Kelli Griffith-Garcia suggested CUSD work on transportation for after school interventions as well inserting a condensed version of site level discipline matrix in the student handbooks. Melissa Ortiz suggested more challenges for our high achieving students. <p>Budget Discussion</p> <ul style="list-style-type: none"> Budget Update - Mr. Newman explained that in future months, Melissa Ericsson, Chief Business Official will be presenting the budget updates to the board and will include a narrative to better clarify the actual numbers. Mr. Newman would like to continue a conservative approach in regards to the percentage of the district's reserve funds. Possible Developer Fee Change – Mr. Newman will be adding a resolution to the March meeting to allow for a developer fee increase. An additional developer fee study is not necessary.
ACTION ITEM #1718125	<p>Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the warrants: batch #24-29.</p> <p>Yerxa – Aye Griffith-Garcia – Abstain Ortiz - Aye Phenicie – Aye Whitesell – Abstain</p> <p>Vote: (3 Ayes, 2 Abstain)</p>

Board of Trustees Meeting
February 13, 2018

ACTION ITEM #1718126	<p>Motion was made by Michael Phenicie, seconded by Kelli Griffith-Garcia to approve financial assistance for the upcoming FBLA State Conference in the amount \$425.00 per student and staff member.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
DISCUSSION ONLY	<p>Agenda item G.3. Discussion of Districtwide Cameras and Discipline: Mr. Newman reported out on recent vandalism that has occurred. Mr. Newman asks the board to consider the need for additional cameras.</p>
DISCUSSION ONLY	<p>Agenda item G.4. – Discussion of Possible Candidates for Appointment on Citizen’s Bond Oversight Committee: Mr. Newman asked for assistance in recruiting members to serve on the bond oversight committee.</p>
ACTION ITEM #1718127	<p>Motion was made by Melissa Ortiz, seconded by Michael Phenicie to approve the Business Services/Human Resources Technician I Job Description.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718128	<p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve the Business Services/Human Resources Technician II Job Description.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718129	<p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve the 2017-18 Confidential/ASES Coordinator Salary Schedule.</p> <p>Yerxa – Aye Griffith-Garcia – Aye</p>

Board of Trustees Meeting
February 13, 2018

	<p>Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718130	<p>Motion was made by Michael Phenicie, seconded by Kelli Griffith-Garcia to approve and adopt the second reading of BP 1325 – Advertising & Promotion. The board opted to select option 2 as follows: The Board desires to promote positive relationships between district schools and the community in order to enhance community partnerships, support, and involvement in the schools.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718131	<p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 3100 – Budget.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718132	<p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 3515.7 – Firearms on School Grounds.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718133	<p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 3517 – Facilities Inspection</p>

Board of Trustees Meeting
February 13, 2018

	<p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718134	<p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of 4119.21, 4219.21, and 4319.21 – Professional Standards.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718135	<p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of AR 4144, 4244, and 4344 – Complaints.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718136	<p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 4200 & AR 4200 – Classified Personnel.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>

Board of Trustees Meeting
February 13, 2018

ACTION ITEM #1718137	<p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 5144 – Discipline.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718138	<p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of BP 5144.1 & AR 5144.1 – Suspension & Expulsion/Due Process.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718139	<p>Motion was made by Kathie Whitesell, seconded by Michael Phenicie to approve and adopt the second reading of AR 5148.2 – Before/After School Programs.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718140	<p>Motion was made by Kelli Griffith-Garcia, seconded by Michael Phenicie to approve the following consent agenda items:</p> <ol style="list-style-type: none"> 1. January 9, 2018 Board Meeting Minutes 2. January 23, 2018 Special Board Meeting Minutes 3. January 25, 2018 Special Board Meeting Minutes 4. Coaching Certification 5. January Payroll 6. Personnel Assignment Order 7. General Fund 01 Budget Revision

Board of Trustees Meeting
February 13, 2018

		<p>8. 2017-18 2nd Interim Report</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
HEARING OF THE PUBLIC FOR MATTERS ON THE CLOSED SESSION AGENDA		None.
		<p>The board adjourned to closed session at 7:55 PM to consider the following items:</p> <ol style="list-style-type: none"> 1. Negotiations Pursuant to Government Code 54957.6 <u>Agency Designated Representatives:</u> Dwayne Newman, Superintendent <u>Employee Organizations:</u> California Teachers Association, California State Employee Association, and Unrepresented Employees <i>Instruction to District Negotiators (Executive Session of School Board and its designated representatives for the purpose of discussing its position regarding matters within the scope of representation and instructing its designated representatives)</i> 2. Personnel Matters Pursuant to Government Code 54957 <u>Administrative Representatives:</u> Dwayne Newman, Superintendent <ol style="list-style-type: none"> a. Consider Approval of Extended Leave Request for Certificated Staff Member. b. Consider Approval of Leave Request for Certificated Staff Member c. Consider Approval of Leave Request for Classified Staff Member d. Consider Approval of Leave Request for Classified Staff Member e. Consider Approval of Leave Request for Classified Staff Member f. Consider Approval of Leave Request for Classified Staff Member g. Consider Approval of Leave Request for Classified Staff Member h. Recommendation of Probationary Teacher Non-reelection in Accordance with California 3. Student Matters Pursuant to Government Code 48918 <u>Administration Representatives:</u> Dwayne Newman, Superintendent <ol style="list-style-type: none"> a. Consider Approval of Stipulated Expulsion Recommendation Regarding EH #2017-18.01.
		The board reconvened from Closed Session at 8:42 PM.

Board of Trustees Meeting
February 13, 2018

ACTION ITEM #1718141	<p>Motion was made by Melissa Ortiz, seconded by Kelli Griffith-Garcia to approve the Extended Leave Request for Certificated Staff Member.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718142	<p>Motion was made by Melissa Ortiz, seconded by Kelli Griffith-Garcia to approve the Leave Request for Certificated Staff Member.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718143	<p>Motion was made by Melissa Ortiz, seconded by Kelli Griffith-Garcia to approve the Leave Request for Classified Staff Member.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718144	<p>Motion was made by Melissa Ortiz, seconded by Kelli Griffith-Garcia to approve the Leave Request for Classified Staff Member.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718145	<p>Motion was made by Melissa Ortiz, seconded by Kelli Griffith-Garcia to approve the Leave Request for Classified Staff Member.</p> <p>Yerxa – Aye</p>

Board of Trustees Meeting
February 13, 2018

	<p>Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718146	<p>Motion was made by Melissa Ortiz, seconded by Kelli Griffith-Garcia to approve the Leave Request for Classified Staff Member.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718147	<p>Motion was made by Melissa Ortiz, seconded by Kelli Griffith-Garcia to approve the Leave Request for Classified Staff Member.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718148	<p>Motion was made by Melissa Ortiz, seconded by Kelli Griffith-Garcia to approve the Recommendation of Probationary Teacher Non-reelection in Accordance with California Education Code Provisions Including, but Not Limited to §44929.21 and §44954.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye Whitesell – Aye</p> <p>Vote: (Unanimous)</p>
ACTION ITEM #1718149	<p>Motion was made by Melissa Ortiz, seconded by Kathie Whitesell to approve the Stipulated Expulsion Recommendation Regarding EH #2017-18.01.</p> <p>Yerxa – Aye Griffith-Garcia – Aye Ortiz - Aye Phenicie – Aye</p>

Board of Trustees Meeting
February 13, 2018

		Whitesell – Aye Vote: (Unanimous)
	ADJOURNMENT	The meeting adjourned at 8:50 PM.

Respectfully submitted by Zeba Hone,
Executive Administrative Assistant

APPROVED BY:

COLUSA UNIFIED SCHOOL DISTRICT

TRUSTEES:
MRS. KATHIE WHITESELL
MRS. KELLI GRIFFITH-GARCIA
MR. CHARLES YERXA
MRS. MELISSA YERXA ORTIZ
MR. MICHAEL PHENICIE

745 TENTH STREET, COLUSA, CA 95932
PHONE: (530) 458-7791 • FAX: (530) 458-4030

DWAYNE NEWMAN
DISTRICT SUPERINTENDENT



Payroll totals for the month of: FEBRUARY 2018

Issued 2/9/2018: (SUP)	\$ 14,676.05	Total getting paid: 40
Issued 2/28/2018: (EOM)	<u>\$779,293.33</u>	Total getting paid: 193
Monthly total	\$793,969.38	

Colusa Unified School District
Personnel Assignment Order
March 13, 2018

EMPLOYMENT, RESIGNATIONS, AND OTHER

CERTIFICATED

Employment / Appointments:

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
Matt Vedo	JV Baseball Coach		\$2,410.00	2/25/2018

Retirement:

Resignation:

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
Christopher Bailey	7/8 Math	Prob I	\$49,878	06/01/2018

Leaves:

Terminated:

Non-Reelection:

Transfers:

(Requests approved by Superintendent)

CLASSIFIED

Employment / Appointments:

<u>Name</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
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Retirement:

<u>Name</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
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Resignation:

<u>Name</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
-------------	-----------------	-------------	-------------

Leaves:

Increase of Hours:

Job transfer:

Terminated:

Colusa Unified School District

The following teachers are recommended for tenure for the 2018-19 school year:

BPS	EMS	CHS
	Carly Kolpin Kaylee Zwald Mary Colligan	John Wirt Samantha Brooks Matthew Jessee Vernon Badaluco

July 1, 2017
Thru
June 30, 2022

Memorandum of Understanding for Colusa County Students Enrolling in Coastal Buttes Academy

MOU for Colusa County Students in CBA

Introduction

Coastal Buttes Academy provides for the individual needs of the child using a full continuum of educationally beneficial services. Our services are designed to support the reintegration into the individual child's least restrictive environment. Providing individualized education to students with unique needs and skills. We believe in building on the inherent resiliency within each child using a combination of behavioral and social emotional evidence based practices while developing individual strengths and skills.

Coastal Buttes Academy is a County run special education school that will target K-8 students with a primary or secondary disability of Emotional Disturbance, or significant behaviors that impede academic progress in their current placement.

The district will provide documents required for enrollment (i.e., California Statewide Student Identifier number, cumulative file, expulsion-rehabilitation plan) at the time of referral from the placement team. Coastal Buttes Academy will provide districts with progress reports and notification of a student's change in residence, termination from the program or completion of requirements for exit. District administrators will be provided data necessary to meet all reporting requirements of Ed Code 48916.

Any student referred to the Coastal Buttes Academy must have active Individual Education Plan, must include IEP language that identifies how the provisions of the IEP will be implemented at the new placement. Prior to placement at the Coastal Buttes Academy, the IEP team, with representatives from Coastal Buttes Academy School and the district, will determine that the Coastal Buttes Academy is an appropriate placement and the IEP can be implemented at that site. SELPA coordination will be necessary to insure that the student's needs can and will be addressed by appropriately credentialed staff. Every effort must be made to insure compliance with PL 101476 in the event of a special education student expulsion. It is anticipated that Colusa County Office of Education and the Special Education staff at the referring district site will coordinate the efforts to determine the most appropriate placement and continuity of IEP implementation.

Should it become necessary to reevaluate the appropriateness of services and/or placement as mandated in a student's IEP, while the student is in attendance at the Coast Buttes Academy program, representatives from the referring district will be invited to participate in any meetings where change of services or placement will be discussed.

Revenue generated by the student ADA while in attendance at Coastal Buttes Academy and any special one-time funds, constitute the source of funding for the Coastal Buttes Academy. District of Residence will transfer funds to Colusa County Office of Education via electronic transfer as set forth by the California Department of Education.

Excess costs as agreed to by the county office and districts will be billed back to the county office and districts as per formula in the Local Plan.

Although this is a five year Memorandum of Understanding, any party may request a review of this agreement during its course.

Your signatures below indicate your acknowledgement and acceptance of the terms set forth in this document.

Michael P. West 2/8/2018

Michael P. West, Superintendent Date

Colusa County Office of Education

Dwayne Newman 2/8/18

Dwayne Newman, Superintendent Date

Colusa Unified School District

Zach Thurman 2-8-18

Zach Thurman, Superintendent Date

Maxwell Unified School District

Carol Geyer 2/8/18

Carol Geyer, Superintendent Date

Pierce Joint Unified School District

 2/8/18

Edgar Lampkin, Superintendent Date

Williams Unified School District

INJURY & ILLNESS PREVENTION PROGRAM
FOR
COLUSA UNIFIED SCHOOL DISTRICT

Reviewed by Board: March 13, 2018

INJURY & ILLNESS PREVENTION PROGRAM FOR COLUSA UNIFIED SCHOOL DISTRICT

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INTRODUCTION

In order to maintain a safe and healthful work environment the Colusa Unified School District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Colusa Unified School District.

GOALS

Diligent implementation of this program will reap many benefits for Colusa Unified School District. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

STATUTORY AUTHORITY

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with Colusa Unified. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under the superintendent's (his or her) final authority.

It is the responsibility of Site Administrators Supervisors and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Site Administrators, Supervisors and Managers, are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting

acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each Site Administrator, Supervisor, and Manager must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The superintendent is responsible for developing and managing this Injury & Illness Prevention Program.

COMPLIANCE

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors, and Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
3. Site Administrators, Supervisors, and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. Site Administrators, Supervisors, and Managers will establish appropriate means of recognition for employees who demonstrate safe work practices.

Colusa Unified School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of Colusa Unified to ensure that appropriate, systematic safety inspections are conducted periodically.

Scheduled Safety Inspections

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.
2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. Superintendent will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

ACCIDENT INVESTIGATIONS

Superintendents, Site Administrators, Supervisors, and Managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure Form and District Accident Investigation Form available at the District Office or school site.

HAZARD CORRECTION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Site Administrator or Superintendent.

TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

General Safe Work Practices

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures
2. Hazard Communication (Use of Material Safety Data Sheets)
3. Bloodborne Pathogens
4. Injury & Illness Prevention Program

Specific Safe Work Practices

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. All training will be documented and kept in employee files. The attached Employee Training Checklist Form (or equivalent) will be used for this purpose.

COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site Administrators, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet should be used to document attendance and topics covered. Additional communication methods to be used are:

_____ Posters _____ Meetings _____ Manuals
_____ Newsletters _____ Bulletins _____ Warning Labels

Other, please specify:

Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

Compliance will be reinforced by:

_____ Appropriate comments on performance evaluations.

Other, please specify:

Non-compliance will be addressed by:

_____ An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner.

_____ Appropriate disciplinary action up to dismissal.

Other, please specify:

The District will pursue readily understandable health and safety communications for all affected employees.

DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.
2. Copies of all Accident Investigation Forms. Retain 5 years.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.
4. Copies of all Safety Meeting Agendas. Retain 5 years.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Superintendent during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at Colusa Unified School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at 530-458-7791.

APPENDIX A

ACCIDENT INVESTIGATION CHECKLIST

ACCIDENT INVESTIGATION CHECKLIST

When you are involved in an accident investigation, the notes you take will be important to determine what happened and to give clues for avoiding future incidents. The information that you record should focus on **who, what, when, where, how**, and **why** facts of the accident. This list of sample questions that you may need to ask during an investigation will help you document many aspects of the accident scene.

Who...

- ☐ Was involved in the accident?
- ☐ Was injured?
- ☐ Witnessed the accident?
- ☐ Reported the accident?
- ☐ Notified emergency medical services personnel?

What...

- ☐ Happened?
- ☐ Company property was damaged?
- ☐ Evidence was found?
- ☐ Was done to secure the accident scene?
- ☐ Was done to prevent the recurrence of the accident?
- ☐ Level of medical care did the victims require?
- ☐ Was being done at the time of the accident?
- ☐ Tools were being used?
- ☐ Was the employee told to do?
- ☐ Machine was involved?
- ☐ Operation was being performed?
- ☐ Instructions had been given?
- ☐ Precautions were necessary?
- ☐ Protective equipment should have been used?
- ☐ Did others do to contribute to the accident?
- ☐ Did witnesses see?
- ☐ Safety rules were violated?
- ☐ Safety rules were lacking?
- ☐ New safety rules or procedures are needed?

When...

- ☐ Did the accident happen?
- ☐ Was it discovered?
- ☐ Was the accident reported?
- ☐ Did the employee begin the task?
- ☐ Were the hazards pointed out to the employee?
- ☐ Did the Supervisor last check the employee's progress?

Where...

- θ Did the accident happen?
- θ Was the employee's Supervisor when the accident occurred?
- θ Were co-workers when the accident occurred?
- θ Were witnesses when the accident occurred?
- θ Does this condition exist elsewhere in the facility?
- θ Is the evidence of this investigation going to be kept?

How...

- θ Did the accident happen?
- θ Was the accident discovered?
- θ Were employees injured?
- θ Was the equipment damaged?
- θ Could the accident have been avoided?
- θ Could the Supervisor have prevented the accident from happening?
- θ Could co-workers avoid similar accidents?

Why...

- θ Did the accident happen?
- θ Were employees injured?
- θ Did the employees behave that way?
- θ Was protective equipment not used?
- θ Weren't specific instructions given to the employee?
- θ Was the employee in that specific position or place?
- θ Was the employee using that machine or those tools?
- θ Didn't the employee check with the supervisor?
- θ Was the Supervisor not there at the time?

APPENDIX B

EMPLOYEE SAFETY RECOMMENDATION FORM

COLUSA UNIFIED SCHOOL DISTRICT

EMPLOYEE SAFETY RECOMMENDATION FORM

LOCATION:	Classroom / Area
-----------	------------------

Principal / Supervisor: _____

DATE:

IDENTIFICATION OF SAFETY OR HEALTH HAZARD	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD	
---	--

DO NOT WRITE BELOW THIS LINE

Investigated by:

Action taken:

--

Date Action was reported to the employee:

Comments:

APPENDIX C

OFFICE SAFETY INSPECTION CHECKLIST

COLUSA UNIFIED SCHOOL DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Have all of the employees attended an IIPP training class? If not, what percentage has received training? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Does the department have a completed Emergency Action Plan? Percentage completed? Is training being provided to employees on its contents? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Are chemical products used in the office? (Are Material Safety Data Sheets maintained?) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are annual workplace inspections being performed? Are records being maintained? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident? BM |

GENERAL SAFETY

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are all aisles/corridors unobstructed to allow unimpeded evacuations? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.) |

GENERAL SAFETY (CONTINUED)

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Are ergonomic issues being addressed for administrative personnel using computers? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Is a fully stocked first-aid kit available? Do all employees in the area know its location? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. Is the office kept clean of trash and other recyclable materials removed promptly? |

ELECTRICAL/MECHANICAL SAFETY

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Are all circuit breaker panels accessible with each breaker appropriately labeled? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Is lighting adequate throughout the work environment? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aiseways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.) |

Comments

APPENDIX D

CLASSROOM INSPECTION CHECKLIST

CLASSROOM INSPECTION CHECKLIST

WORKSITE: _____ **DATE:** _____

BUILDING: _____ **ROOM:** _____

NAME: _____

Instructions: Check each item below as "Satisfactory or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory."

	Satisfactory	Unsatisfactory	N/A	Comment/Location
FLOORS				
No wet/slip, fall hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No trip hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No cords across walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STAIRS - RAMPS				
Lighting adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-slip surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handrails - available and secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL SAFETY				
No Aisles Obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Area free of falling hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid material available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Lighting functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting okay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders/Stools in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping is good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone numbers posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE EQUIPMENT/EXITS				
Fire extinguishers accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers - tagged, serviced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits - properly illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE HAZARDS				
Flammable aerosols and liquids - Stored and handled properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No Defective electrical cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ELECTRICAL HAZARDS				
Cords are put away after use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No improper use of extension cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No energized extension cords without Load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outlets at sinks are GFI Protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All outlet and switch covers in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical panels are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

HAZARDOUS MATERIALS				
MSDS's available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Containers properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Containers properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER (Use this space for additional comments)				

Inspector's signature

INSTRUCTION FOR COMPLETING THE INSPECTION

FLOORS:

Look for source of continual slip fall hazards such as leaking doorways, water draining from under sinks, refrigerators or other equipment.

Look for trip hazards such as buckling or torn carpet, or cords across walkways.

STAIRS AND RAMPS

Look at outside of immediate work area and surrounding areas frequently used. Look to see if ramps are outlined to indicate change in elevation.

Check if stair edges are chipped or rounded off making it easy to slip off the edge of steps.

Check if hand rails are secure and not loose.

Look at outside of immediate work area and surrounding areas for adequate lighting at stairs and ramps.

GENERAL SAFETY

Check if top of bookshelves or cabinets are overloaded with stored items. If so remove items.

Check if stack of store items are stable. If not remove unstable stacks.

Remove or make secure any stored items that may fall and hit students or employees in the event of an earthquake.

Check the location of the nearest First Aid Station. Check if the Station is properly stocked.

Ask custodial or administration staff for the location of the emergency lighting in the immediate work area or surrounding areas. Most emergency lighting will be in the interior halls or windowless rooms.

Ask custodial or administration staff how to test battery operated emergency lighting in the area.

Check light fixtures for any exposed wires, any flickering (may indicate an electrical short), any smoking or odor.

Check stools and step ladders for stability. All rubber feet should be in place to prevent slipping. There should be no bend parts. Damaged stools and ladder should be removed from use immediately. NEVER USE THE TOP STEP!!!!

All areas should be neat and orderly. Hallway should not be used for storage. Walkway should be clear of trip fall or slip fall hazards.

Emergency phone numbers for the local contact in addition to 911 should be posted in the classrooms.

Check with the local administration staff for emergency procedures.

FIRE EQUIPMENT/EXITS

Know the location of the nearest fire extinguisher.

No items should be hung on or block fire extinguishers.

Fire extinguishers should be hung in a easily accessible location approximately 5 feet above the floor.

The location of the fire extinguisher should be marked with a sign.

Check the fire extinguisher tag to see if it has been serviced within the last year. If it has not, the extinguisher is in need of service.

Check the pressure gauge to see if the needle is in the green area of the gauge. If it is not, the extinguisher is in need of service.

Check if exits are marked with exit signs.

Check if the natural light during normal operating hours provides enough light to illuminate the exit sign in the event of a power failure. If not the exit sign should be battery powered.

Remove any obstructions from the exits.

FIRE HAZARDS

Remove any flammable aerosols and liquids from the classrooms.

Flammable aerosols and liquids should be stored in a flammable liquid storage cabinet in the custodian area only.

Check for any frayed, cut or otherwise damaged electrical cord. If a light or appliance has a damaged cord, the light or appliance should be removed from the classroom.

ELECTRICAL HAZARDS

Extension cord should not be used for permanent power to equipment; additional permanent electrical outlets should be provided.

Eliminate use of multiple extension cords and surge bars.

Never use multiple extension cords and surge bars end to end.

Check that extension cords are unplugged when there are no appliance or equipment attached.

Check if all electrical outlets at sinks are equipped with GFI, that is “Test” and “Reset” buttons. Push the “Test” and “Reset” buttons to see if they work. When the “Test” button is pushed there should be no electrical power to the outlet. After testing, push the “Reset” button to resume power to the outlet.

Check that all outlet and switch plate covers are in place and not broken thereby exposing live electrical wires.

Check that the electrical panel is not blocked by signs or art work and the panel is easily accessible to emergency response personnel.

HAZARDOUS MATERIALS

There should be no hazardous materials (cleaning supplies, commercial paints, solvents, etc.) in the classrooms.

Hazardous materials should be stored in the custodial areas.

Material Safety Data Sheets (MSDS) should be in a predetermined location for all hazardous materials.

All containers, especially secondary containers (containers used for smaller amounts of materials) should be clearly labeled with the content name. EVEN WATER!!!

APPENDIX E

FACILITY SAFETY INSPECTION CHECKLIST

COLUSA UNIFIED SCHOOL DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Are all employees familiar with the use of MSDSs? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are all training records up to date for each employee? BM |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted? |

FIRE SAFETY

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are all fire exits clearly marked and unobstructed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths? |

FIRE SAFETY (continued)

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?

ELECTRICAL SAFETY

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21. Are all circuit breaker panels accessible with labels identifying each switch's function?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24. Are Ground Fault Circuit Interrupters available for use in wet areas?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25. Are the wheels on rolling files or other mobile equipment free from binding when rolled?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.)

MECHANICAL SAFETY

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37. Are potable water, soap, and towels available for hand washing?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40. Are excessive noise levels adequately controlled?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41. Is an approved first aid kit available and its location known to all employees?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and

leaking backflow protection devices promptly repaired?

HAZARDOUS MATERIALS/PERSONAL PROTECTION

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44. Are chemicals stored to prevent spills?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	45. Are carcinogens handled safely to reduce employee exposure?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	47. Are chemicals inventoried with copies provided to the Personnel Office?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	49. Are all hazardous wastes disposed of and not poured into the sewer system?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	54. Is hearing protection suitable for the hazards warranting protection available?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

COMMENTS

APPENDIX F

CODES OF SAFE PRACTICES

- *BUS DRIVERS*
- *CUSTODIANS*
- *FOOD SERVICE*
- *MAINTENANCE*
- *NOON SUPERVISORS*
- *TEACHERS/AIDES*

CODES OF SAFE PRACTICES – BUS DRIVERS

Personal Safety Rules

Often bus drivers work alone at night, or in the early morning. Special safety precautions may be necessary.

- A. **Pay attention to your surroundings.** Your work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Report inoperative outside security lights to your supervisor. Obtain a flashlight if it would be useful.
- C. **Know where co-workers are working.** Know where to get help if you need it. To communicate with co-workers, bus drivers can use two-way radios or cell phones.
- D. **Get help with heavy or awkward objects.** Don't try to do a job by yourself if it requires two people to do it safely.
- E. **Be sure you know the locations of fire extinguishers.** Fire extinguishers should only be used on relatively small fires. If a fire is too big you should call 911, and move everyone to a safe area. Be sure you know how to operate the extinguisher properly, and always aim at the base of the fire with a sweeping motion.
- F. **Use good judgment.** You are not a police officer or security guard. Only approach a situation when you feel comfortable doing so. Don't hesitate to call 911 for help.

Ladder Safety Rules

Bus drivers often need to clean the windows, check fluids, check lights, etc. Some tasks may require the use of a ladder.

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. When using a straight ladder, be sure to secure the ladder *before* standing on it. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight

ladder at a four-to-one ratio – means every four feet of the ladder’s length to one foot away from the support point. Never lean a ladder against an unstable surface.

- D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don’t take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don’t skip steps.
- E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don’t climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don’t place tools on the rungs or top of the ladder.

Lifting Rules- Proper Body Mechanics

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don’t lift properly and your “tool” is not in shape for the job. Lifting is a thinking person’s job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don’t twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don’t pull.** Whenever you have to move something that’s on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don’t store heavy objects higher than your waist.** If heavy objects aren’t stored higher than your waist than you won’t have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It’s one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It’s not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

Most repairs should only be performed by a qualified/ certified mechanic; however, routine maintenance and some minor repairs may require the use of a tool, chemicals etc. Your bus is a large, and potentially hazardous piece of machinery. These safety procedures should also be considered when operating the bus, and any machinery on the bus (i.e. automated lifts).

- A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.
- B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of your supervisor.
- C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking, and excessive heat.
- F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.
- G. **Follow lockout/tag out procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

Electrical Repairs Safety Rules

- A. **Take charge of the source of power.** Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating "Person at Work". Remove the padlock or sign when the task is completed.

- B. **Do not perform electrical repairs around water.**
- C. **Never put your hands into an area that you cannot see.** Live wires may be there.
- D. **Always replace a fuse with one that is of the same type and size.**
- E. **All electrical installations should be made in compliance with the National Electric Code.**

Bus Yard/ Shop Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.
- C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.
- E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Wheelchair Loading and Unloading

If you have passengers who require special loading and unloading procedures, be sure you know the proper way to move, secure and respond to the special needs of your passengers.

- A. **Know your equipment.** There are many different types of lift gates, ramps, and safety devices on school busses. Be sure you know the capacity, and proper operating procedures for each piece of equipment you use.
- B. **Tie it down properly.** Always use proper procedures when restraining wheelchairs. Always use the correct four-point restraint system for any wheelchair/ passenger you intend to transport.

CODES OF SAFE PRACTICES – CUSTODIANS

Personal Safety Rules

Often custodians work alone at night. Special precautions must be taken against unwanted visitors.

- A. **Pay attention to your surroundings.** Custodial work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Replace burnt bulbs and clean lenses when necessary. Report inoperative outside security lights to your supervisor. Adjust cleaning schedules to include unlit areas during daylight hours when possible. Obtain a flashlight if it would be useful.
- C. **Know where co-workers are working.** Know where to get help if you need it. To communicate with co-workers, custodians can use two-way radios. Just the sight of the radio may be a deterrent to unwanted visitors.
- D. **Get help with heavy or awkward objects.** Don't try to do a job by yourself if it requires two people to do it safely.
- E. **When working inside, make sure entrances are secured.** Check doors to make sure they are locked from the inside when cleaning interiors. Make sure you can promptly exit the room in an emergency.
- F. **Use good judgment.** You are not a police officer or security guard. Only approach unwanted visitors when you feel comfortable doing so. Don't hesitate to call 911 for help.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for

storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

- D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Ladder Safety Rules

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.
- E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have

an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.

- B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).
- C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply.
- D. **Charging batteries can be dangerous.** Take special precautions when charging batteries on electric carts. Read the manual before beginning. Charge the batteries only in a well-ventilated area away from any sources of ignition and where there is an eye wash station and deluge shower.
- E. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Fuel Powered Tool Safety Rules

These tools have potential risks that must not be ignored. Oscillating blades on hedge trimmers can cut and maim. High velocity air from blowers can kick up dust and debris into the eyes and lungs. The cutting surfaces of chain saws are capable of gnawing chunks of skin and bone. Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think “safety” when using your tools.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. **Take care when refueling and storing the equipment.** Using a safety can, refuel on a hard surface in a well ventilated area. Refuel when the tool or equipment is cool and let the piece cool before transporting and storing it. If storing for long periods, drain the liquids. Fuel must be kept in and dispensed from an Underwriters Laboratory (UL) listed safety container and stored in a properly vented flammable liquids cabinet.
- C. **Prepare the tool and yourself for work.** Examine the equipment for safety defects before you use them. Examine the tool for cracks and safety defects. Check for

loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

- D. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Be mindful of pedestrians, wire fences and objects hidden in the grass and hedges. Shut off the tool when not using it. Remember, hot tools can cause severe burns.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Riding Equipment Safety Rules

Not only the operator of riding equipment is at risk, but also other staff and students in the area. Awareness of safety must be high at all times when using this equipment.

- A. **All riding equipment comes equipped with manuals.** Read the manuals and become completely familiar with the equipment before using it. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice on a small area before taking the equipment out on the job.
- B. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor. Wear protective clothing. (See Protective Clothing Reference Chart).
- C. **Avoid hazards while operating the equipment.** Before you start to use the equipment clear the work area of potential hazards. Check the area for rocks and small objects that could be hurled by the blades. Remove other obstructions. Designate the work areas with safety cones or barrier tape when possible.
- D. **Keep alert.** While using some riding equipment, it is possible to lose concentration. You must guard against becoming unaware of your surroundings. Keep staff and students at a safe distance from the equipment and work area. Never allow other riders on the equipment when you are operating it. Students are never allowed on any riding equipment.
- E. **Do not leave the equipment unattended.** After turning off the equipment according to the manual instructions, remove the ignition key. The equipment must never be left unattended in an area where students have access – children may think it is an interesting toy, not the potentially dangerous piece of equipment it is.
- F. **Follow shutdown instructions in the manual.** Carefully follow the post-operating instructions contained in the manual. Always clean the equipment after use and store it in a secure area.

PROTECTIVE CLOTHING REFERENCE CHART

Note: This is a general reference chart only. Always consult the tool/equipment manual or your supervisor for the required protective clothing before using any tool or equipment.

TOOL/EQUIPMENT	Hard Hat	Goggles	Gloves	Hearing	Mask
LINE TRIMMER		X	X	X	
EDGER		X	X	X	
HEDGE TRIMMER		X	X	X	
CHAIN SAW	X	X	X	X	
BLOWER		X	X	X	X
PRESSURE WASHER			X	X	
POWER AUGER			X	X	
TRENCHER			X	X	
LITTER VACUUM			X	X	
ROTOTILLER			X	X	
PAINT STRIPER		X	X	X	X
MOWERS (WALK BEHIND)		X	X	X	
EQUIPMENT (RIDING)			X	X	
PESTICIDE/HERBICIDES		X	X		X
ELECTRIC POWER TOOLS		X	X	X	X
AR= As recommended in manual					
OTHER TOOLS/EQUIPMENT	AR	AR	AR	AR	AR

CODES OF SAFE PRACTICES – FOOD SERVICE WORKERS

General Kitchen Safety Rules

- A. Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out “Caution, Wet Floor” signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
- B. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the fire extinguisher now, before you need to use it.
- C. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
- D. Know the general layout of the kitchen and the location of the nearest exit in case you have to leave the area in a hurry.
- E. Assume heat-producing equipment, such as stoves and steamers, are hot.
- F. Don’t use wet potholders or mittens. The moisture will transmit heat to your hands.
- G. Water and hot grease can be a burn hazard. Don’t put a wet basket into a hot deep fryer. This could cause splattering which results in a burn.
- H. Be cautious of loose clothing when operating equipment. It could get caught in the equipment.
- I. Be sure others are aware of what you are doing. This awareness could help prevent accidental or careless movements that could result in an injury.
- J. Rolling carts should be pushed, not pulled. If carts don’t move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don’t overload carts and don’t load them top heavy.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored food and cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies and food must always be stored separately.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

- C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.
- D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Ladder Safety Rules

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Tools/Equipment Safety Rules

Because you use your tools and equipment daily, you can begin to take them for granted. This is a safety hazard to be avoided. Always think "safety" when using kitchen tools and equipment.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. **Prepare both the equipment and yourself for work.** Examine the tool/equipment for safety defects before you use it. Check electrical cords for frayed wires and

defective plugs. Make sure the ground plug is in place. Keep safety guards in place at all times. Make sure the ground fault interceptor is working properly. Wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

- C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. When working with electric equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Students should not be allowed to operate tools or equipment.
- D. **Keep tools and equipment clean.** Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.
- E. **Report any inoperative or unsafe equipment to your supervisor.** Take any unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist then you won't have to lift them higher than your waist. Lifting

objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

CODES OF SAFE PRACTICES – MAINTENANCE WORKERS

Electrical Repairs Safety Rules

- A. **Take charge of the source of power.** Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating “Person at Work”. Remove the padlock or sign when the task is completed.
- B. **Do not perform electrical repairs around water.**
- C. **Never put your hands into an area that you cannot see.** Live wires may be there.
- D. **Always replace a fuse with one that is of the same type and size.**
- E. **All electrical installations should be made in compliance with the National Electric Code.**

Plumbing Repairs Safety Rules

- A. **Be careful with P.V.C cement.** When using P.V.C cement, make sure the work area is well ventilated and there are not sources of ignition nearby. Always wash your hands after using P.V.C cements and solvents.
- B. **Inspect the immediate work area prior to performing brazing operations.** Ensure that no flammable liquids or combustible materials are present.
- C. **Ensure that a fire extinguisher is available.** If brazing is done in or near wall studs or other flammable material, a Class A portable fire extinguisher should be immediately available.

Ladder Safety Rules

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an “A” frame ladder in this situation – it’s not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. “A” frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.

- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.
- E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think “safety” when using your tools.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).
- C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply.
- D. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist then you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

- A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.
- B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.

- C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.
- F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.
- G. **Do not wear loose fitting clothes or jewelry.** Long hair also needs to be confined.
- H. **Follow lockout/tagout procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.
- C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in

rooms with water heaters.

- E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

CODES OF SAFE PRACTICES – NOON-TIME SUPERVISORS

General Safety Rules

- A. **Be aware of your surroundings.** Be sure to check in at the office before going to your assigned location. In case of emergency, someone should be able to find you. Only enter areas where you have been authorized to visit.
- B. **Carry a source of immediate communication.** Keep a walkie-talkie or cell phone on your person. Make sure it is charged and ready to use at all times.
- C. **Be aware of strangers.** Report unauthorized visitors immediately.
- D. **Be aware of where you are walking.** Walk on walkways, pathways and designated routes and avoid un-level or cracked pathways, if possible.
 - 1. When assisting in the playground, watch for gopher holes, clumps of grass and muddy areas. Wear good shoes with rubber soles and good traction.
 - 2. Trip and slip hazards are common in the kitchen. Always put out “Caution, Wet Floor” signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
 - 3. Walkways both outdoors and indoors should be kept free of standing water or sand to avoid slipping hazards and notify maintenance for corrections.
- E. **Keep latex gloves on hand.** Gloves are required whenever contact with bodily fluids is possible.
 - 1. Wear latex gloves and other appropriate personal protective equipment.
 - 2. Remove visible soil with a detergent solution. Rinse in water.
 - 3. Wash area with or dip toys in a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is ¼ cup bleach to 1 gallon of water. The solution must be mixed fresh daily to ensure the solution is not weakened by the evaporation of chlorine. Air dry.
 - 4. Remove gloves and wash hands immediately.
- F. **Noon aides are required to renew first aid certifications and CPR certifications on a regular basis.**

These certifications must be current.

 - 1. First aid assistance should be done using latex gloves and other appropriate personal protective equipment.
 - 2. After removing the gloves properly to ensure not to contaminate yourself or the surrounding areas, wash your hands.
 - 3. If clothes are contaminated, then remove clothing immediately and wash skin area with soap and water.
 - 4. Always report first aid assistance.
- G. **Aides are encouraged to wear comfortable clothing and shoes with rubber soles.**

- H. **Report faulty equipment.** If Aides become aware of a faulty piece of equipment, indoors or outdoors, it should be taken out of service immediately and reported to appropriate individuals.
- I. **Familiarize yourself with the emergency exit procedures.** An emergency plan should be posted near the evacuation emergency exit. Ask what your role will be in assisting in assembly or evacuation. Learn your role in of how to exit the room, the evacuation route and where they are to assemble after.
 - 1. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
 - 2. Know the general layout of the area you have volunteered for and know the location of the nearest exit in case you have to leave the area in a hurry.
- J. **Be aware of the location of the nearest fire extinguisher.** Know your responsibilities in case of emergency and only use if authorized. Fire extinguishers should be located near the exit door used for evacuation.
 - 1. Assist in keeping this area clear from obstructions and should always be readily available.
 - 2. Don't post notices and decorative paper that may obscure its location.
 - 3. Report discharged or expired fire extinguishers.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

CODES OF SAFE PRACTICES – TEACHERS/AIDES

General Classroom Safety Rules

- A. **Be aware of where you are walking.** Trip and slip hazards – stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in the classroom.
- B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- D. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- E. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.
- F. **Flammable and combustible liquids may not be stored in classrooms.** These liquids are the third most common cause of school fires.
- G. **Be cautious with flammable materials.** They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.

Office Ergonomic Safety Rules

Teachers and Aides don't spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury.

- A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).
- B. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.
- C. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.

- D. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).
- E. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.
- F. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.
- G. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

- A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.
- B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.
- C. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.
- D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.
- F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

Materials Storage Safety Rules

- A. **Store materials in an organized way.** Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.

- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.
- C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.
- D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
- E. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

OFFICE WORKSTATION EVALUATION

Date:
Employee Name:
Location:
Reason:

Evaluator:
Title:
Department:
Hours a day at VDT:

CHAIR

	<i>Yes</i>	<i>No</i>
Does employee know how to make adjustments to chair position?	<input type="checkbox"/>	<input type="checkbox"/>
Is employee sitting at a height they find comfortable?	<input type="checkbox"/>	<input type="checkbox"/>
Are employee's feet resting on the floor?	<input type="checkbox"/>	<input type="checkbox"/>
(If not, is there a footrest available?)	<input type="checkbox"/>	<input type="checkbox"/>
Is the backrest at an angle and height that provides optimum lumbar support?	<input type="checkbox"/>	<input type="checkbox"/>
Does employee use backrest while typing (i.e., no tilting forward)?	<input type="checkbox"/>	<input type="checkbox"/>
Are thighs parallel to the floor or better still, sloping down slightly?	<input type="checkbox"/>	<input type="checkbox"/>
Is there pressure on the back of the employee's knees?	<input type="checkbox"/>	<input type="checkbox"/>
Are armrests used just for rest periods, and not while typing?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

KEYBOARD

	<i>Yes</i>	<i>No</i>
While typing, are upper arms within contact of torso?	<input type="checkbox"/>	<input type="checkbox"/>
Are shoulders relaxed?	<input type="checkbox"/>	<input type="checkbox"/>
Are forearms parallel to the floor (i.e., 90° angle at the elbow)?	<input type="checkbox"/>	<input type="checkbox"/>
Are wrists and hands straight and in-line with the forearm?	<input type="checkbox"/>	<input type="checkbox"/>
Are wrist rests used just for rest periods, and not while typing?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

MONITOR

	<i>Yes</i>	<i>No</i>
Is the top of the monitor at or slightly below eye level?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor between 18 and 24 inches from the eyes?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor directly behind keyboard?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor clean and free of glare?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor at right angles to windows?	<input type="checkbox"/>	<input type="checkbox"/>
Is a document holder used when appropriate?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

KEYING/MOUSE TECHNIQUE

	Yes	No
Is a light keying touch used?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee move arms, not wrists when reaching for distant keys?	<input type="checkbox"/>	<input type="checkbox"/>
Do the hands and wrists "float" over the keys?	<input type="checkbox"/>	<input type="checkbox"/>
Is the numeric pad used for cursor control?	<input type="checkbox"/>	<input type="checkbox"/>
Are keystroke alternatives used instead of the mouse whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse held gently (instead of the death grip)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse moved with the arm rather than the wrist?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse as close to the keyboard as possible?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse switched periodically to the other hand?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee use a light touch when clicking?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

SCHEDULE/BREAKS/EXERCISE

	Yes	No
Has employee recently worked more than 8 hours a day for an extended period?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee stop typing for 10 minutes after typing uninterrupted for 2 hours?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee take micro breaks (2-3 minutes) every half-hour?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee vary their posture regularly during the day?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee stand up and walk around during the micro breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee regularly stretch (particularly the hands and wrists)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee focus on distant objects at least every 7 minutes?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

DESK ORGANIZATION

	Yes	No
Is the floor around the desk cluttered (preventing leg movement)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the desktop cluttered (resulting in cramped typing positions)?	<input type="checkbox"/>	<input type="checkbox"/>
Is other needed equipment (e.g., 10-key machine) accessible without reaching?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee use a headset if required to use phone while typing?	<input type="checkbox"/>	<input type="checkbox"/>
Is there minimal reaching above the shoulder and below the waist?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

OTHER

	Yes	No
Does the employee feel informed about the hazards of computer use?	<input type="checkbox"/>	<input type="checkbox"/>
Are they knowledgeable about controlling those hazards through correct workstation setup, modifying their schedule, and using better technique?	<input type="checkbox"/>	<input type="checkbox"/>
Do they know the procedure for reporting physical problems?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:
