



Liberty Union High School District
20 Oak Street
Brentwood, CA 94513
Phone: (925) 634-2166 Fax (925) 634-1687
Eric L. Volta, Superintendent

Anne N. Granlund, Foreperson
2019-2020 Contra Costa County Civil Grand Jury

September 10, 2020

Regarding: Grand Jury Report Index # 2008, "Do Our Public Schools Have Adequate Emergency Supplies?"

Dear Ms. Granlund,

First, the District wishes to thank the Grand Jury for its work in reviewing these important issues and for their recommendations. In accordance with California Penal Code Section 933 et seq. and per the enclosed letter dated June 10, 2020, please accept this letter as the District's response (underlined) to each finding/recommendation:

- **Findings**

- F1. *The California Education Code does not specify the type of supplies schools should maintain for emergencies.*
 - The district concurs.
- F2. *Each Contra Costa County school district determines its own emergency preparedness plans (based on California State Education Department guidelines), including the amount and type of emergency supplies to maintain at its schools.*
 - The district concurs.
- F3. *The Contra Costa County Office of Education posts on its website a recommended list (minimum standard list) of emergency supplies for school districts.*
 - The district concurs.
- F4. *Some Contra Costa County school districts did not demonstrate that they maintain supplies in conformity with the Contra Costa County Office of Education minimum standard list.*
 - The district concurs.
- F5. *Some Contra Costa County school districts fund purchasing and replenishment of emergency supplies through their annual budgets, but most school districts in Contra Costa County fund them through parent or community donations.*
 - Without speaking to what other districts in the County do, Liberty Union High School District uses its general funding source to purchase and replenish its emergency supplies and have not relied on parent or community donations for

this specific purpose. Instead, the District has typically relied on parent and community donations to directly fund classroom and extracurricular activities.

- F6. *Contra Costa County school districts can apply for federal, state, corporate or non-profit organization grants to help pay for the cost of acquiring and maintain school emergency supplies.*
 - The district concurs.
- F7. *Each Contra Costa County school district has either a designated safety/resource officer or a school administrator who fills the safety/resource officer role.*
 - Without speaking to what other districts in the County do with respect to this issue, the Liberty Union High School District is under contract with the cities of Brentwood and Oakley to assign sworn police officers as school resource officers (SRO.) The SROs are employed by their respective cities. No other district employee “fills the safety/resource officer role.” Most noteworthy, the Brentwood and Oakley Police departments, coordinated by the three District-assigned SROs, provided all District employees and students with comprehensive trainings in safety issues including active shooter drills. Each of the schools within the District have an assistant principal who oversees school safety and the District employs seventeen (17) campus supervisors to promote the safety of each school.
- F8. *There is no legal requirement that teachers renew CPR and First Aid certification training after teachers initially obtain their teaching credential.*
 - The district concurs.
- **Recommendations**
 - R1. *Each Contra Costa County school district board should consider adopting the Contra Costa County Office of Education Emergency Supplies list (minimum standard list) for its schools and identifying funding sources to purchase the supplies, by December 31, 2020*
 - This recommendation has been implemented...
 - The district staff formally recommended the Board of Trustees approve the adoption of the enclosed Contra Costa County Office of Education Emergencies Supplies list during the September 9, 2020 school board meeting. The District has already secured funding sources to procure the supplies.
 - R3. *The Contra Costa County school district boards should consider applying for federal, state, corporate, and non-profit organization grants to fund the acquisition of school emergency supplies, by June 30, 2020.*

- This recommendation has been implemented. The district is constantly researching external funding sources such as grants to promote instruction, support and safety for the District's students and employees. The District intends to continue to search for funding opportunities including ways to procure emergency supplies.
- R4. *Each Contra Costa County school district board should consider developing a plan to identify organizations that provide CPR and First Aid certification refresher training for district teachers, by December 31, 2020.*
 - This recommendation will not be implemented at this time because there is neither a legal obligation nor the resources available to implement such training Districtwide.¹
 - The District has multiple relevant job descriptions that may require CPR and First Aid training, including: special education paraprofessionals, campus supervisors, school nurses, licensed vocational nurses, all athletic coaches, school site and district administrators.
 - Education Code 49413 provides that a district **MAY** provide such trainings. The safety of our students and employees is always our top priority.
 - The district is in a contract with an agency that provides the above-referenced employees with initial and refresher CPR trainings. A component of the district's CPR training include how the above-referenced employees learn to operate the strategically stationed forty-three (43) Automated External Defibrillators (AED) across the district's five school campuses.
 - We feel confident we can continue to promote the safety of our students and employees and not require or sponsor CPR and First Aid training for our four hundred plus teachers employed by the District.
 - As for First Aid, the District has a full-time Registered Nurse who provides each school's "Health Clerk" with First Aid trainings and will continue to provide ongoing refresher trainings.
 - We will offer the four hundred plus district teachers an opportunity to voluntarily sign-up for CPR and/or First Aid trainings and refresher trainings.

¹ As an aside, it may be worth noting that when the District was approached with questions on these topics by the Grand Jury, this particular inquiry on CPR and First Aid trainings was not posed to the District.

- Moreover, in accordance with current state laws, teachers and other District employees are required to receive mandated child abuse, sexual harassment and suicide prevention trainings on an ongoing basis. The District fulfills these requirements with fidelity.
- R5. *Each Contra Cost County school district board should consider developing a plan to identifying, if necessary, to provide CPR and First Aid certification refresher training for district teachers, by December 31, 2020.*
 - This recommendation will not be implemented at this time because there is neither a legal obligation nor the resources available to implement such training Districtwide. As reference ins response to R.4., above, the district will offer teachers to voluntarily sign-up for CPR and/or First Aid trainings.

Thank you for the opportunity to respond to the Grand Jury Report. If you have any further questions or comments, please feel free to contact the undersigned.

Sincerely,



Eric Volta Superintendent, Superintendent

Enclosures:

- Grand Jury Report 2008, "Do Our Public Schools Have Adequate Emergency Supplies"
- Contra Costa County Officer of Education Emergencies Supplies List
- Liberty Union High School District September 9, 2020 Board Meeting Agenda

A REPORT BY
THE 2019-2020 CONTRA COSTA COUNTY CIVIL GRAND JURY

725 Court Street
Martinez, California 94553

Report 2008

**Do Our Public Schools Have
Adequate Emergency
Supplies?**

APPROVED BY THE GRAND JURY

Date June 9, 2020

Anne N. Granlund

ANNE N. GRANLUND
GRAND JURY FOREPERSON

ACCEPTED FOR FILING

Date JUN 09 2020

Anita Santos

ANITA SANTOS
JUDGE OF THE SUPERIOR COURT

Contra Costa County Grand Jury Report 2008

Do Our Public Schools Have Adequate Emergency Supplies?

**TO: Contra Costa County Superintendent of Schools, Office of
Education**

Contra Costa County Board of Education

Governing Boards of:

**Acalanes Union High School District, Antioch Unified
School District, Brentwood Union School District, Byron
Union School District, Canyon Elementary School District,
John Swett Unified School District, Knightsen Elementary
School District, Lafayette School District, Liberty Union
High School District, Martinez Unified School District,
Moraga School District, Mt. Diablo Unified School District,
Oakley Union Elementary School District, Orinda Union
School District, Pittsburg Unified School District, San
Ramon Valley Unified School District, Walnut Creek School
District, West Contra Costa Unified School District**

SUMMARY

Contra Costa County school districts develop and implement emergency preparedness plans used by school staff during emergencies. Depending on the nature of the emergency, students and staff may become stranded at school for extended periods. Authorities may require students to shelter outdoors if a school building suffers structural damage. During a gun-related event on a school campus, those requiring medical attention may go unattended until first responders (i.e., Police or Fire) arrive. Adequate preparation for these events includes training and the identification of on-site

items schools may need during an emergency. These items include water, food, and medical supplies and equipment.

The Grand Jury investigation focused on the following questions for public school districts:

- Does each school district have a list of emergency supplies?
- What emergency supplies do schools currently have on-site?
- Does each school district have a safety/resource officer?
- What are the funding options for purchasing school emergency supplies?
- Do teachers have Cardiopulmonary Resuscitation (CPR) and First Aid certification training?

The availability of emergency supplies at Contra Costa County schools varies widely from school to school and district to district. The Contra Costa County Office of Education has published a recommended Emergency Supplies list (minimum standard list). Some schools did not demonstrate to the Grand Jury that they have the items on this list, while others met or exceeded the recommendations.

The Grand Jury recommends that Contra Costa County school district boards consider adopting the Office of Education Emergency Supplies list (minimum standard list) for district schools and identifying funding sources to purchase the supplies. The Grand Jury also recommends that the Contra Costa County school district boards should consider developing a plan to identify organizations that provide CPR and First Aid certification refresher training for all district teachers.

METHODOLOGY

The Grand Jury used the following investigative methods:

- Reviewed emergency supply lists and other preparedness information from all 18 school districts in Contra Costa County (see Appendix A for the list of school districts)
- Interviewed representatives from the Contra Costa County Board of Education, the Contra Costa County Office of Education, and Contra Costa County school districts
- Reviewed websites of organizations that support major emergency and disaster recovery efforts

CONFLICT OF INTEREST DISCLAIMER

One or more jurors recused themselves from this investigation due to possible conflict of interest and did not participate in the investigation, preparation, or approval of this report.

BACKGROUND

Emergencies affecting Contra Costa County (County) schools could take many forms. A school in the County could be locked down due to an intruder or gunfire, requiring students to stay inside the building for many hours. A hazardous material spill could occur near a school, requiring students and staff to shelter-in-place with doors and windows closed, and heating/air-conditioning systems turned off. Following an emergency that affects the physical integrity of a building, school staff may need to care for students outside the building structure. If an emergency affects an entire community, first responders may not arrive for hours.

After a disaster, students may not be able to return home until the roads and transportation systems are restored. Teachers and school staff are legally responsible for protecting and caring for students until they are able to safely leave the school.

The California Civil Code and the California Education Code address legal requirements regarding school emergency preparedness:

- Section 3100 of the Civil Code states that all public employees are considered disaster service workers during an emergency. Depending on the circumstances, school district employees may have additional obligations as disaster service workers.
- California Education Code sections 32280-32289 cover public schools and require that:
 - All schools develop a comprehensive school safety plan that addresses disaster procedures, including earthquake response, crime, and violence committed on school premises
 - All school staff be trained on these plans and procedures

School district administrators ensure that employees meet these legal requirements by developing and implementing school emergency preparedness plans. The emergency preparedness plans typically include storing an emergency minimum supply of water, food, and medical supplies and equipment.

In addition to emergency care obligations, the State of California requires all teachers to complete Cardiopulmonary Resuscitation (CPR) training to obtain their teaching credentials. The California Education Code, Section 4422, states:

... it is the intent of the Legislature to encourage teachers to engage in an individual program of professional growth that extends their content knowledge and teaching skills and for school districts to establish professional growth programs that give individual teachers a wide range of options to pursue as well as significant roles in determining the course of their professional growth ... An individual program of professional growth may include a basic course in cardiopulmonary resuscitation ... [that] meets or exceeds the standards

established by the American Heart Association or the American Red Cross for courses in that subject or minimum standards for training programs established by the Emergency Medical Services Authority. An individual program of professional growth may also include a course in first aid that meets or exceeds the standards established by the American Red Cross for courses in that subject or minimum standards for training programs established by the Emergency Medical Services Authority.

Pending California Assembly Bill 1214 would make it mandatory for public school districts to offer CPR and First Aid certification refresher training to teachers.

This investigation examined what emergency supplies are stored at public schools in the County, excluding charter schools and other education programs directly served by the Contra Costa County Office of Education. The investigation also examined how schools fund the cost of these supplies, whether each school district has a safety/resource officer, and whether CPR and First Aid certification training is currently offered to teachers.

DISCUSSION

According to the Contra Costa County Office of Education (CCCOE) website, there are 178,000 students in the County, in 292 schools within 18 school districts. The San Ramon Valley Unified School District is the largest in the County with 32,000 students. The smallest school district is Canyon Elementary School District with 68 students.

The CCCOE is responsible for assisting individual school districts in the County. The CCCOE website states:

The CCCOE provides direct support services to the County's most vulnerable students, including adults and young people who are incarcerated, homeless, or in foster care, as well as students who have severe physical or emotional challenges. CCCOE provides support services to schools and school districts in Contra Costa County – services that can be handled most effectively and economically on a regional basis, rather than by each of the county's 18 school districts. These services range from budget approval and fiscal support, to technology infrastructure and communication support.

While the CCCOE may assist individual school districts, the school district boards are responsible for setting their own safety-related requirements. Contra Costa County schools and school districts must be prepared to care for students and staff during emergencies. California Education Code, Section 32822 mandates that comprehensive school safety plans shall include, but not be limited to:

- Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990
- A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff
- Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom

Although these plans typically include storing an emergency minimum supply of water, food, and medical supplies and equipment, the California Education Code does not specifically mandate that schools maintain minimum emergency supplies.

Since the State of California does not specify what emergency supplies schools should maintain, the CCCOE offers a list of recommended minimum standards to the County school districts. Because this list is a recommendation rather than a requirement, each school district determines which supplies it will maintain. The districts may choose to adopt all or part of the Office of Education's minimum standard list (Appendix E), or they may look to other emergency supplies lists such as:

- The American Red Cross list of school emergency supplies, developed after the California Senate Northridge Earthquake Task Force report (Appendix B)
- The list published by the Emergency Medical Services Authority, California Health & Human Services Agency (Appendix C)
- The Los Angeles Unified School District emergency supplies list (Appendix D)

The three emergency supply lists referenced above contain more items than the minimum list recommended by CCCOE.

The Grand Jury requested that each of the 18 school districts in Contra Costa County provide its list of emergency supplies and the funding source for those supplies.

All County school districts reported that they have emergency supplies in their schools. Most school districts in the County provided the list of supplies they store. However, some school districts did not identify the specific items on their list.

Based on the lists that were provided by the school districts, emergency on-site school supplies vary from district to district – from extensive to minimal – with no consistency. Furthermore, what they store does not necessarily conform to the emergency supplies list recommended by the CCCOE. San Ramon Valley Unified and Orinda Union school districts met or exceeded the supplies recommended by CCCOE.

Funding

School districts make their own decisions about the purchase of emergency supplies. Funding sources for Contra Costa County school districts to purchase emergency supplies vary by district. Some school districts fund these supplies as a line item in their annual budgets. Most school districts, however, fund them through parent or community donations.

School districts can apply for federal, state, corporate, non-profit, and local service organization grants to supplement funding for emergency supplies. Examples of organizations that may award grants include the Sandy Hook Foundation, the Federal Emergency Management Agency (FEMA), and the American Red Cross. Currently, no Contra Costa County school district funds supplies through such grants.

CCCOE may choose to apply for block grants on behalf of school districts to minimize duplication of effort. A block grant is a consolidated grant of federal funds allocated for specific programs that a state or local government can use at its discretion for such programs as education or urban development. If funded, a block grant could facilitate the bulk purchase of supplies to be distributed to school districts.

Safety/Resource Officers

The Grand Jury found that most County school districts have designated safety/resource officers. These safety officers work with school district superintendents to assist in planning, control, and direction of school security and safety projects and services. They work with school principals and local law enforcement agencies to develop school site safety plans. Some school districts do not have designated safety/resource officers due to budgetary constraints or due to the small size of the school district. In those districts, the superintendent takes the lead on safety measures and activities and works with school principals to develop and review school site safety plans.

Certification Requirements

Teachers in California are required to obtain CPR and First Aid certifications to receive their teaching credential; however, the California Education Code does not mandate that teachers renew their CPR and First Aid certifications even though they are considered disaster workers in emergencies. The California Education Code only encourages school districts to establish a basic CPR course. The Grand Jury found no evidence that CCCOE or school districts currently require CPR and First Aid certification training or renewal beyond the State teaching credential requirement.

Pending California legislation AB 1214 would make it mandatory for school districts to offer CPR and First Aid certification refresher training.

FINDINGS

- F1. The California Education Code does not specify the type of supplies schools should maintain for emergencies.
- F2. Each Contra Costa County school district determines its own emergency preparedness plans (based on California State Education Department guidelines), including the amount and type of emergency supplies to maintain at its schools.
- F3. The Contra Costa County Office of Education posts on its website a recommended list (minimum standard list) of emergency supplies for school districts.
- F4. Some Contra Costa County school districts did not demonstrate that they maintain supplies in conformity with the Contra Costa County Office of Education minimum standard list.
- F5. Some Contra Costa County school districts fund purchasing and replenishment of emergency supplies through their annual budgets, but most school districts in Contra Costa County fund them through parent or community donations.
- F6. Contra Costa County school districts can apply for federal, state, corporate or non-profit organization grants to help pay for the cost of acquiring and maintaining school emergency supplies.
- F7. Each Contra Costa County school district has either a designated safety/resource officer or a school administrator who fills the safety/resource officer role.
- F8. There is no legal requirement that teachers renew CPR and First Aid certification training after teachers initially obtain their teaching credential.

RECOMMENDATIONS

Note: The Grand Jury conducted the majority of its investigation before Contra Costa County and the State of California issued shelter-in-place orders. The Jury recognizes that County departments, agencies, and cities are currently addressing COVID-19 related matters and the Jury has adjusted implementation dates in the recommendations accordingly.

- R1. Each Contra Costa County school district board should consider adopting the Contra Costa County Office of Education Emergency Supplies list (minimum standard list) for its schools and identifying funding sources to purchase the supplies, by December 31, 2020.
- R2. The Contra Costa County Board of Education and the Contra Costa County Office of Education should consider assisting school districts by identifying and applying for federal, state, corporate, and non-profit organization grants that fund the acquisition of school emergency supplies, by June 30, 2021.
- R3. The Contra Costa County school district boards should consider applying for federal, state, corporate, and non-profit organization grants to fund the acquisition of school emergency supplies, by June 30, 2021.
- R4. Each Contra Costa County school district board should consider developing a plan to identify organizations that provide CPR and First Aid certification refresher training for district teachers, by December 31, 2020.
- R5. Each Contra Costa County school district board should consider developing a plan to identify funding, if necessary, to provide CPR and First Aid certification refresher training for district teachers, by December 31, 2020.
- R6. The Contra Costa County Board of Education and the Contra Costa County Office of Education should consider applying for federal, state, corporate, and non-profit organization grants to fund voluntary CPR and First Aid certification refresher training for teachers, by June 30, 2021.

REQUIRED RESPONSES

| | Findings | Recommendations |
|--|--------------------------------|------------------------|
| Contra Costa County Superintendent of Schools, Office of Education | F1, F2, F3, F6, F7, F8 | R2, R6 |
| Contra Costa County Board of Education | F1, F2, F3, F6, F7, F8 | R2, R6 |
| Governing Board of Acalanes Union High School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of Antioch Unified School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of Brentwood Union School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of Byron Union School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of Canyon Elementary School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of John Swett Unified School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of Knightsen Elementary School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of Lafayette School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of Liberty Union High School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of Martinez Unified School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of Moraga School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of Mt. Diablo Unified School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |

| | | |
|--|--------------------------------|----------------|
| Governing Board of Oakley Union Elementary School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of Orinda Union School District | F1, F2, F3, F5, F6, F7, F8 | R3, R4, R5 |
| Governing Board of Pittsburg Unified School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of San Ramon Valley Unified School District | F1, F2, F3, F5, F6, F7, F8 | R3, R4, R5 |
| Governing Board of Walnut Creek School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |
| Governing Board of West Contra Costa Unified School District | F1, F2, F3, F4, F5, F6, F7, F8 | R1, R3, R4, R5 |

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to ctadmin@contracosta.courts.ca.gov and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson
725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

APPENDICES

Appendix A – School Districts in Contra Costa County

- Acalanes Union High School District
- Antioch Unified School District
- Brentwood Union School District
- Byron Union School District
- Canyon Elementary School District
- John Swett Unified School District
- Knightsen Elementary School District
- Lafayette School District
- Liberty Union High School District
- Martinez Unified School District
- Moraga School District
- Mt. Diablo Unified School District
- Oakley Union Elementary School District
- Orinda Union School District
- Pittsburg Unified School District
- San Ramon Valley Unified School District
- Walnut Creek School District
- West Contra Costa Unified School District

Appendix B – American Red Cross Emergency School Supply Lists

https://www.ok.gov/okohs/docs/Recommended_Emergency_Supplies_Schools.pdf

American Red Cross Recommended Emergency Supplies for Schools (drawn from lists created by the California Senate Select Committee on the Northridge Earthquake, Task Force on Education, August 1994)

Appendix C – Emergency Medical Services Authority Emergency School Supply List

https://emsa.ca.gov/wp-content/uploads/sites/71/2017/07/EMSA_196-SchoolGuidelines_Final.pdf

Emergency First Aid Guidelines for California Schools

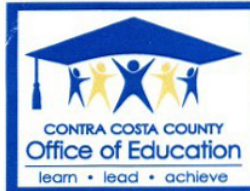
Emergency Medical Services Authority, California Health and Human Services Agency

Appendix D Los Angeles Unified School District Emergency School Supply List

<https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/416/36.2%20BUL-5451.1%20School%20Emergency%20Disaster%20Supplies.pdf>

Los Angeles Unified School District Reference Guide
13 April 11, 2013
TITLE: School Site Emergency/Disaster Supplies
NUMBER: REF- 5451.1

**Appendix E Contra Costa County Office of Education Emergency Supplies List
(minimum standard list)**



**CONTRA COSTA COUNTY
Office of Education
Emergency Supplies (minimum standard list)**

School Office Evacuation Supplies

- Student roster, emergency contact information, and staff roster in the form of a sign-in/sign-out sheet
- Safety Team reflective vests
- Whistles
- List of emergency telephone numbers (public safety, hospital, school district, etc.)
- COE-provided walkie-talkies/radios
- Pens, pencils, or wax markers
- Copy of school's "Standard Response Protocol"
- First aid kit
- First aid instruction manual
- Medical gloves
- Battery-operated flashlight or light sticks
- Extra batteries
- Speaker or megaphone
- Utility turnoff wrench/procedures

School Storage Container (Evacuate/Shelter)

- Water supply [55-gallon drum/AquaBlox (25% of enrollment)]
- Battery-operated or crank radio
- Folding table/folding chairs
- Space/protective blankets
- Caution Tape
- Duct Tape
- Portable toilets/makeshift toilets
- Garbage bags/plastic disposal bags for toilets
- Sanitary items (toilet paper & towelettes)
- Work gloves
- Plastic sheeting or standard tarps
- Hard hats/safety glasses
- Dust masks
- Lighter

- Sledge hammer/regular hammer
- Pry bar/wonder bar/bolt cutters/screwdriver set
- Broom/dust pan
- Multipurpose tool/wrench or pliers/utility knife
- Privacy screen(s)
- Rope
- Stretcher/full-body rigid backboard

Classroom Supplies (Evacuation Supplies)

- Bucket/portable container for supplies (bucket may also act as makeshift toilet)
- Clipboard with—
 - List of classroom students
 - List of students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential.
- Whistle and vest for teacher
- First aid kit (1)
- Medical gloves (2 pair, latex-free)
- Garbage bags (5)
- Battery-powered flashlight
- Batteries
- Space blankets (2)
- Copy of school's "Standard Response Protocol"

Classroom Supplies (Shelter)

- Food (i.e. food bars/self-supplied food bags)
- Water
- Sanitary items (towelettes & toilet paper)
- Work gloves (1 pair)
- Breathing masks (30)
- Duct tape (1 roll)
- Emergency candles/matches (or lightstick)



Wednesday, September 9, 2020

LUHSD Regular Board Meeting (This meeting is being held pursuant to Executive Order N-29-20 issued by California Governor Newsom on March 17, 2020. Any and all Board members may attend by phone or teleconference.) A link to the live video conference will be available below with the "video" icon at the start of the meeting on the day of the Board Meeting. Persons wishing to make a public comment must email at: bakerc@luhsd.net prior to the meeting. Public comments will be read aloud by the Superintendent.

**Liberty Union High School District
20 Oak Street
Brentwood, CA 94513**

1. NOTICES

1.01 PUBLIC RECORDS NOTICE: Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 20 Oak Street, Brentwood, California during normal business hours.

1.02 AMERICANS with DISABILITIES ACT NOTICE: In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids, or services, in order to access the Board meeting room, access written documents being discussed at the Board meeting, or to otherwise participate in the public meetings of the District's governing board, please contact the office of the Superintendent at (925) 634-2166 x2025. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Please turn off any electronic paging device or cell phone.

1.03 TITLE IX: The Liberty Union High School District does not discriminate on the basis of race, color, national origin, sex, or disability.

2. CALL TO ORDER - 5:30 PM

2.01 Roll Call

3. SPECIAL SESSIONS

3.01 GENERAL PUBLIC COMMENT ON ANY CLOSED SESSION ITEM: DUE to COVID-19 the following procedures are in place: Persons wishing to make a public comment on closed session items must email bakerc@luhsd.net prior to the meeting. Public comments will be read aloud by the Superintendent. The Board may limit public comments to 5 minutes per speaker and 30 minutes total per subject pursuant to Board Policy 9323. The Board values all input from the public; however, the practice is to not respond immediately to public comments. An additional opportunity is provided later in the agenda for public comment on remaining agenda items or non-agenda items.

3.02 Public Comments

3.03 Closed Session

3.04 Open Session

4. OPENING PROCEDURES - 7:00 PM

4.01 Call to Order

4.02 Roll Call

4.03 Report Out of Closed Session

4.04 Pledge of Allegiance

4.05 DUE to COVID-19 the following PROCEDURES FOR PUBLIC COMMENT are in place: The public is welcomed and encouraged to address the Liberty Union High School Board of Trustees. Persons wishing to make a public comment must email bakerc@luhsd.net prior to the meeting. Public comments will be read aloud by the Superintendent. The Board may limit public comments to 5 minutes per speaker and 30 minutes total per subject pursuant to Board Policy 9323. The Board values all input from the public; however, the practice is to not respond immediately to public comments.

4.06 Consider Agenda

4.07 Consider Approval of Regular Board Meeting Minutes of August 26, 2020

5. COMMUNICATIONS

5.01 Public Comments

5.02 Student Board Representatives

5.03 Staff Comments

5.04 Superintendent's Report

5.05 Board Comments

6. RECOGNITION(S)

6.01 Recognition of Liberty High School's Volunteer of the Quarter, Tammy Ikeoka

6.02 Recognition of Heritage High School Leadership Students

6.03 Recognition of Freedom High School Leadership Students

7. PRESENTATION(S)

7.01 Presentation of District's 2019-2020 Unaudited Actuals

7.02 Presentation of the Liberty Union High School District's Online Distance Learning from a Teachers' Perspective

7.03 Presentation of the Learning Continuity and Attendance Plan

8. PUBLIC HEARING (S)

8.01 Conduct Public Hearing of the Liberty Union High School Learning Continuity and Attendance Plan

8.02 Conduct Public Hearing of Resolution 2020-22: Sufficiency of Instructional Materials

9. CONSENT AGENDA

9.01 Consider Approval of the Personnel Report No. 09 09 2020

9.02 Consider Approval of Resolution No. 2020-26: Teacher on Committee on Assignment

9.03 Consider Approval of Resolution No. 2020-27: Placement of Classified Employee on a 39-Month Reemployment List

9.04 Consider Approval of Resolution No. 2020-22: Sufficiency of Instructional Materials

9.05 Consider Approval of Resolution No. 2020-25: Adopt the GANN Limit

9.06 Consider Approval of Affiliation Agreement between the Liberty Union High School District and USC Rossier School of Education to provide Placement Opportunities for Student Teaching and School Counselor Students

9.07 Consider Approval of an Individual Service Agreement for Nonpublic School Services with Spectrum School

9.08 Consider Approval of an Individual Service Agreement for Nonpublic School Services with A Better Chance School

9.09 Consider Approval of a Short Form Service Contract with Center for Accessible Technology

9.10 Consider Approval of Mandate Block Grant (MBG) Application Request for Fiscal Year 2020-21

9.11 Consider Approval of Prime Contract Change Order #005 from SW Allen Construction for the Heritage High School Culinary Arts Building

9.12 Consider Approval of Prime Contract Change Order #007 from SW Allen Construction for the Liberty High School Aquatic/Tennis Facilities

9.13 Consider Approval of Prime Contract Order #008 from SW Allen Construction for the Liberty High School Aquatic/Tennis Facilities

9.14 Consider Approval of Prime Contract Change Order #010 from SW Allen Construction for the Stadium Improvements at Liberty High School

9.15 Consider Approval of Prime Contract Change Order #010 from SW Allen Construction for the Maintenance & Operation/Transportation Facility

9.16 Consider Approval of Prime Contract Change Order #011 from SW Allen Construction for the Stadium Improvements at Liberty High School

9.17 Consider Approval of the Notice of Completion for the Liberty High School Stadium Improvements

9.18 Consider Approval of the Notice of Completion for the Heritage High School Culinary Arts Building

9.19 Consider Approval of the Notice of Completion for the Transportation, Maintenance and Operations Facility

9.20 Consider Approval of Warrants Issued in August 2020

9.21 Consider Action of 2020-21 Interdistrict Transfer Requests as Recommended by the Superintendent

10. ADMINISTRATIVE ACTION

10.01 Consider Approval of the 2019-20 Unaudited Actuals

10.02 Consider Approval of Prime Contract Change Order #011 from SW Allen Construction for the Maintenance & Operation/Transportation Facility

10.03 Consider Approval of the Resolution Pertaining to the District Adopting the Contra Costa County Office of Education's Emergency Supplies List

10.04 Consider Approval of the District's Response to the Contra Costa Grand Jury Report: "Do our Public Schools Have Adequate Emergency Supplies?"

11. DISCUSSION

11.01 The Board will have an opportunity to discuss topics for future agendas.

12. SPECIAL SESSION(S) CONTINUED

12.01 Closed Session

12.02 Open Session

13. ADJOURNMENT

13.01 Meeting Adjourned