

**HAPPY VALLEY SCHOOL DISTRICT
BOARD OF TRUSTEES
June 18, 2024
3:30 pm, Multi-Purpose Room
Agenda**

A. Approval of Agenda

B. Approval of Minutes-Regular Board Meeting, June 12, 2024

C. Community Input

Members of the audience are welcome to address the Board of Trustees at this time during the meeting regarding items not listed on this agenda. The Trustees may ask questions for clarity but cannot take action on those matters, if desired, until such matters are appropriately placed on a future agenda, according to law. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter (Board bylaws 9323).

D. Board Report

E. Superintendent's Report

F. Information Items

1. Construction Update

The Board will receive an update regarding construction.

G. Action Items

1. Approval of the 2024/2025 Local Control and Accountability Plan (LCAP)

The Board will consider approval of the 2024/2025 Local Control and Accountability Plan, which includes LCFF Budget Overview for Parents (BOP).

2. Approval of the 2024/2025 Budget

The Board will consider approval of the 2024/2025 Budget.

3. Local Indicators

The Board will consider approval of Local Indicators.

4. 2024 Workplace Violence Prevention Plan

The Board will consider approval of the 2024 Workplace Violence Prevention Plan.

5. 19Six Architects

The Board will consider approval of an updated contract with 19Six Architects.

6. Proposal for New Portable Restrooms

The Board will consider approval of a proposal for new portable restrooms with a piggyback contract.

7. Board Member Remote Attendance Approval

In accordance with AB 2449, Trustees may participate in the Board meeting remotely under the following conditions:

- Just Cause, or Emergency Circumstances
- Board Approval

H. Consent Items

1. The Board will consider approval of vendor warrants paid since the last meeting.

I. Communications and Announcements

1. Aug. 13- Board and Staff Welcome Back Breakfast, 8:30 am, MPR
2. Aug. 14- First Day of School
3. Aug. 14- Board Meeting, 3:30 pm, MPR

J. Adjournment

Happy Valley School District
Regular Board Meeting
June 12, 2024
MINUTES

The meeting was called to order by the Board President at 3:30pm

BOARD MEMBERS PRESENT: Freeman, Frandle, Willet, Hodges, Trotter

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Stewart, Lynd

A. CLOSED SESSION

The Board adjourned into closed session at 3:30pm to discuss the following:

1. Superintendent Evaluation
2. Superintendent Contract

B. REPORT OUT OF CLOSED SESSION

The Board reported out of closed session at 3:42pm

1. MSC FREEMAN/FRANDLE to approve the Superintendent/Principal evaluation. Unanimous.
2. MSC HODGES/FREEMAN to approve the Superintendent/Principal salary and contract and ratify the employee agreement. Unanimous.

C. APPROVAL OF THE AGENDA

MSC TROTTER/HODGES to approve the Board Meeting agenda as written. Unanimous.

D. APPROVAL OF THE MINUTES

MSC WILLET/TROTTER to approve the minutes from the Regular Board Meeting May 8, 2024. Unanimous.

E. COMMUNITY INPUT

None.

F. BOARD REPORT

1. Carly Trotter thanked everyone for the workday and community BBQ. It was a huge success.

G. SUPERINTENDENT'S REPORT

Michelle Stewart informed the Board of the following:

1. Great end of the year.
2. Reading area was installed by the Parent Club before the end of the year. Funds were raised from the Read-a-Thon.

H. PUBLIC HEARING

MSC FRANDLE/FREEMAN to close the meeting for a Public Hearing at 3:54pm allowing for comment on the following items:

1. PUBLIC HEARING - 2024-2025 LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)

No public comment.

2. PUBLIC HEARING - 2024-2025 BUDGET

No public comment.

3. PUBLIC HEARING - 2023-2024 PROPOSITION 30 FUNDING USAGE AND REPORTING

No public comment.

MSC FREEMAN/WILLET to reopen the meeting at 3:55pm there being no public comment.

I. INFORMATION ITEMS

1. FIRST READING 2024-2025 LOCAL CONTROL AND ACCOUNTABILITY PLAN

The Board received a first reading of the 2024-2025 Local Control and Accountability Plan. There was no further input.

2. LCAP LOCAL INDICATORS - CALIFORNIA SCHOOL DASHBOARD

The Board received information regarding Local Indicators for Happy Valley School.

3. LCAP FEDERAL ADDENDUM

The Board received information regarding the LCAP Federal Addendum.

4. FIRST READING 2024-2025 BUDGET

The Board received the first reading of the 2024-2025 Budget. Michelle Stewart explained to the Board, Happy Valley's reserves in excess of the minimum and the reasons for the reserves. The 2024-2025 Budget Adoption Statement of Reasons Over Minimum was reviewed, stating the uses for these reserves. The Board recognized the concern over deficit spending, especially in the MYP. They are considering opportunities to cut costs.

5. CONSTRUCTION UPDATE

The Board received an update on current construction. The District has been conservative by reusing existing materials and supplies, therefore saving money in the project. They are looking at other options and funding in order to meet all financial obligations and stay on track.

J. ACTION ITEMS

1. RESOLUTION 23-24-09 PROPOSITION 30 FUNDING USAGE AND REPORTING

MSC FREEMAN/WILLET to approve Resolution #232-24-09, 2023-2024 Proposition 30 Funding Usage and Reporting. Unanimous.

2. BOARD RESOLUTION #23-24-10 YEAR END TRANSFERS

MSC HODGES/TROTTER to approve Resolution #23-24-10, Authorizing Necessary end of year transfers. Unanimous.

3. BOARD RESOLUTION #23-24-11 AUTHORIZING ANNUAL TRANSFER OF

GENERAL FUND 01 FUNDS TO FUND 17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY PROJECTS

- MSC FREEMAN/HODGES to approve Resolution #23-24-11,
Authorizing Annual Transfer Of General Fund 01 to Fund 17 Special Reserve Fund
for Other Than Capital Outlay Projects. Unanimous.
4. BOARD RESOLUTION #23-24-12 AUTHORIZING ANNUAL TRANSFER OF
COUNTY ENDOWMENT FUND 57 FUND TO FUND 01 GENERAL FUND
MSC TROTTER/WILLET to approve Resolution #23-24-12, Authorization the
Annual transfer of money from Fund 57 to Fund 01. Unanimous.
 5. APPROVAL OF 2024-2025 CARS FOR FUNDING FEDERAL PROGRAMS
MSC FREEMAN/FRANDLE to approve the Consolidated Application for Funding
Federal Programs for 2024-2025. Unanimous.
 6. 2024-2025 STRATEGIC PLAN DRAFT
MSC FREEMAN/HODGES to review and approve the 2024-2025 Strategic
Plan Draft with the suggested changes. Unanimous.
 7. OHLSEN FOOD CONTRACT
MSC WILLET/FREEMAN to approve the contract with Ohlsen Foods for the
2024-2025 school year. Unanimous.
 8. FURMAN CONSTRUCTION INSPECTION INC PROPOSAL
MSC FREEMAN/TROTTER to approve the proposal from Furman Construction
Inspection Inc to provide DSA Project Inspection of the Portable Replacement
Project at Happy Valley Elementary School. Unanimous.
 9. SURPLUS CHROMEBOOKS
MSC HODGES/WILLET to approve the recycling of obsolete Chromebooks
purchased in 2015. Unanimous.
- K. CONSENT AGENDA
MSC FREEMAN/WILLET to approve the following consent items:
1. Vendor warrants paid since the last meeting. Unanimous.
- L. COMMUNICATION AND ANNOUNCEMENTS
1. June 18, 2024 - Board Meeting, 3:30pm, MPR
 2. August 14, 2024 - First Day of School
 3. August 14, 2024 - Board Meeting, 3:30pm, MPR
- M. ADJOURNMENT
MSC TROTTER/FRANDLE to adjourn the meeting, there being no further
business, 5:21pm. Unanimous.

HAPPY ELEMENTARY SCHOOL DISTRICT

WORKPLACE VIOLENCE PREVENTION PLAN

6/13/2024

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PURPOSE AND AUTHORITY

California SB 553 requires California employers to establish, implement, and maintain at all times in all work areas an effective Workplace Violence Protection Plan (WVPP).

The WVPP, a component of the Injury and Illness Prevention Program, is intended to establish a framework for protecting employees from workplace violence. This plan includes the following components:

1. Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Methods that will be used to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the plan.
4. Effective procedures for the employer to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
 - a. How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
 - b. How employee concerns will be investigated.
7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
 - a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
 - b. Evacuation or sheltering plans that are appropriate and feasible for the worksite.
 - c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
8. Procedures to develop and provide employee training
9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted:
 - a. When the plan is first established
 - b. After each workplace violence incident
 - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
10. Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the IIPP, including:
 - a. Procedures for post incident response and investigation.
 - b. Procedures to review the effectiveness of the plan and revise the plan, including:
 - i. Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.
11. Maintain a written log recording incidents of workplace violence

1. PERSON(S) RESPONSIBLE FOR IMPLEMENTING THE WVPP

The ultimate responsibility for overseeing the development, implementation, and maintenance of the WVPP, rests with the Superintendent.



Recommendations for compliance with this section:

The employee you select to be responsible for the WVPP should have the authority and technical ability to develop, implement and monitor this plan. They should also be able to influence and educate other employees and managers on their role(s) related to implementing and enforcing portions of this plan with their employees.

2. PROCEDURES FOR INVOLVING EMPLOYEES IN THE DEVELOPMENT AND IMPLEMENTATION OF THE WVPP

Involving employees in the development and implementation of our WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing/annual refresher of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:



Recommendations for compliance with this section:

In this section, you should define the process and procedures you will follow to ensure employees are able to provide input on, and participate in, the development and implementation of this plan. These procedures should be specific and

achievable. Options for meeting the requirements of this section could include the options below:

- Establish a WVPP committee and making it open to all employees, including sharing meeting dates, locations agendas and minutes.
- Implementing an employee survey soliciting feedback and input on specific aspects of both the development and implementation of this plan.
- Request employees to submit their ideas directly to the person responsible for this WVPP (as identified above) via email or telephone.
- Make use of an anonymous suggestion box (physical or electronic) for employees to share ideas. In using this option, include where these suggestion boxes or email addresses can be found.
- Have site/department managers solicit feedback and/or indicate their interest in participating during a staff meeting.

3. WVPP IMPLEMENTATION & COORDINATION

In an effort to ensure that all employees understand their respective roles in this plan, that they understand all aspects of this plan, and they understand how to report incidents of workplace violence, we will take the following steps:

1. Provide employee training and verify comprehension (i.e., quizzes/tests).
2. Post and share meeting agendas and minutes from committees or teams involved in the development of this plan as outlined in Section 2 above.
3. Generating emails, newsletters, memos, or other means of communication providing updates to all employees at various stages throughout the development and implementation of this plan, including timelines and next steps.



Recommendations for compliance with this section:

In this section, you should define and outline the steps you will take to ensure employees understand their respective roles in this plan, that they understand all aspects of this plan, and they understand how to report incidents of workplace violence. This section is essentially about communication and training.

4. PROCEDURES TO ACCEPT & RESPOND TO REPORTS OF WORKPLACE VIOLENCE

Employees should report workplace violence to *Superintendent* and/or call 9-1-1 if the threat/act of violence is imminent and serious. The *Superintendent* will adhere to the following process for accepting and responding to reports of workplace violence:



Recommendations for compliance with this section:

Define the person(s) responsible for receiving reports of workplace violence (which could be the person identified in this plan, their delegate, supervisors, etc.) as well as the steps those persons should follow to respond to those reports.

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions).
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate the findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the “Violent Incident Log” for recordkeeping and reporting purposes.

All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal.

5. PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP

While the Superintendent is responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities and training provided under this plan. Supervisors and managers will use the following procedures to ensure employees comply with the WVPP:

- Ensuring employees take/attend the training(s) and refresher training(s) assigned to them.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Follow our established disciplinary action process if an employee or supervisor does not follow elements of this plan.

Disciplinary Action

We will actively enforce all aspects of the WVPP. An employee that fails to adhere to the procedures and practices of this plan shall be disciplined.

MESD Discipline Policy

8.4	The District may discipline a unit member only for just cause. For the purposes of this Article, discipline shall include warnings, reprimands, or suspensions without pay for less than fifteen (15) working days. Discipline shall not include dismissal or suspensions for more than fifteen (15) working days.
8.5	<p><u>Progressive Discipline</u> The following progressive discipline procedures will be applied except where the serious nature of the offense may require the District to directly impose a written reprimand, or suspension without pay.</p> <p>8.5.1 <u>Verbal Counseling/Warning:</u> When appropriate, the District shall first issue a verbal counseling/warning before imposing further discipline. Verbal counseling/warning may result in a post-conference summary memorandum. Post-conference summary memorandum will not be placed in the unit member's personnel file.</p> <p>8.5.2 <u>Written Reprimand:</u> Written reprimands will not be used unless the unit member has received a verbal warning about similar actions within the last twenty-four (24) months. The unit member will sign the reprimand to acknowledge receipt and a copy may be placed in the unit member's personnel file.</p> <p>8.5.3 <u>Suspension Without Pay (15 days or less):</u> Suspension will not be used unless the unit member has received a written reprimand about similar actions within the last twenty-four (24) months. No unit member will be suspended more than fifteen (15) working days during a school year. In all instances, however, the length of a suspension will relate to the severity of the action.</p> <p>8.5.3.1 Notice of suspension will be made in writing and served in person or by certified mail upon the unit member by the superintendent or designee. A copy will be concurrently provided to the Association president. The notice of suspension will contain:</p> <ul style="list-style-type: none"> ● A statement of the specific acts or omissions upon which the discipline is based; ● A statement of the cause(s) for which the suspension is recommended; ● Where applicable, the Ed Code section, District policy, rule, regulation, or directive violated; ● Proposed penalty and the effective date; and

	<ul style="list-style-type: none">• Copies of any documentary evidence upon which the recommendation is based (if not previously provided to the bargaining unit member).
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Whenever an employee is disciplined, the Superintendent and Human Resources Department shall document the action taken.

6. EMPLOYEE COMMUNICATION

Employees should report any and all workplace violence related incidents, threats and concerns to the Superintendent at (831) 429-1456, or by contacting emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious.

When making a report of workplace violence, please include the following information (please note, workplace violence does not include lawful acts of self-defense or defense of others):

1. Date
2. Time
3. Location
4. Type of workplace violence:
 - a. Type 1 = Committed by a person who has no legitimate purpose at the worksite
 - b. Type 2 = Committed by a person who does have a legitimate purpose at the worksite (customer, client, patient, student, inmate, or visitor).
 - c. Type 3 = Committed by a present or former employee, supervisor, or manager.
 - d. Type 4 = Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee
5. Circumstances at the time of the incident, including but not limited to the following:
 - a. Was the employee completing usual job duties?
 - b. Was the area poorly lit?
 - c. Was the work being "rushed"?
 - d. Was the employee working during a low staffing level?
 - e. Was the employee isolated/alone?
 - f. Was the employee able to get help/assistance?
 - g. Was the employee working in a community setting?
 - h. Was the employee working in an unfamiliar/new location?
 - i. Other: please explain
6. Classification of where the incident occurred:
 - a. At the workplace, indoors (please include building name and/or room number)
 - b. At the workplace, outdoors (please specify)
 - c. Other area (please explain)
7. Type of incident (including but not limited to):
 - a. Physical attack – no weapon/object
 - b. Physical attack – with a weapon/object
 - c. Threat of physical force or threat of use of a weapon/object
 - d. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
 - e. Other (please specify):

Employer's Evaluation & Response

When responding to a report of workplace violence, the Superintendent, at (831) 429-1456, as outlined above, will adhere to the following process:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
 - a. Consequences of the incident (including but not limited to):
 - i. Was security or law enforcement contacted?
 1. If so, what was their response (please explain):
 - ii. Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident (please explain)
 - b. Information about the person completing the employer's response/log:
 - i. Name
 - ii. Title
 - iii. Date
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate your findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the "Violent Incident Log" for recordkeeping and reporting purposes.



Recommendations for compliance with this section:

Consider using a form such as the one below to help capture all necessary information from employees who report an incident, threat, or other concern.

WORKPLACE VIOLENCE REPORTING FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED AN INCIDENT, THREAT OR CONCERN RELATED TO WORKPLACE VIOLENCE. THIS FORM BRINGS THE ISSUE TO THE ATTENTION OF THE MANAGEMENT.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to the Superintendent. **Attach witness statements to this form.**

Report submitted by:	Date:
General Description:	Phone:

Date of Incident:	Time:
Address/Location of Incident:	

Individuals involved in the incident (use additional sheet(s) if necessary)

Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Classification of Incident (Select One)

<ul style="list-style-type: none"> • Type 1 Committed by a person who has no legitimate purpose at the worksite.	<ul style="list-style-type: none"> • Type 2 Committed by a person who does have a legitimate purpose at the worksite	<ul style="list-style-type: none"> • Type 3 Committed by a present or former employee, supervisor, or manager.	<ul style="list-style-type: none"> • Type 4 Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.
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Classification of Incident Location (Select One)

<ul style="list-style-type: none"> • At Workplace, Indoors (Please Include Bldg. Name/Room No.) 	<ul style="list-style-type: none"> • At Workplace, Outdoors (Please Specify) 	<ul style="list-style-type: none"> • Other Area (Please Explain)
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Type of Incident

<input type="checkbox"/> Physical Attack – no weapon/object
<input type="checkbox"/> Physical Attack – with weapon/object
<input type="checkbox"/> Threat of physical force and/or threat of use of a weapon/object
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
<input type="checkbox"/> Other (specify)

How was the incident communicated? (Check one or more)

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)				

Initial Response or Follow up Activity: (Check all that apply)

<input type="checkbox"/> Situation defused	<input type="checkbox"/> Occupational Medicine notified
<input type="checkbox"/> Security called	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:
<input type="checkbox"/> First Aid Received?	<input type="checkbox"/> Employee Assistance Program Resources Provided?
<input type="checkbox"/> Other (specify)	

Describe Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc. Also include the circumstances at time of incident (i.e.: was the employee completing usual job duties, was the area poorly lit, was the work being rushed, was the employee working during a low staffing level, was the employee isolated/alone, was the employee able to get help/assistance, was the employee working in a community setting, was the employee working in an unfamiliar/new location, other – please explain).

List Names of Other Witnesses

Signature

Date

Person Receiving Witness Statement

Date

Routing

Yes	No	Name	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	Superintendent		
<input type="checkbox"/>	<input type="checkbox"/>	Business Manager		

Upon completion of investigation, attach a findings/follow-up document to this form.

7. EMPLOYEE TRAINING

We will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

1. Our WVPP plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
2. The definitions and requirements of SB 553.
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees' jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.



Recommendations for compliance with this section:

The training requirements of SB 553 include some topics that are generic in nature (not specific to your workplace, positions, or employees), while others are going to be very specific to the workplace hazards you have identified for specific occupations, as well as your specific corrective actions that you implemented to control those hazards. These topics may not be readily available or achievable by utilizing generic online training from a third party and are likely better achieved by having in-person meetings/trainings that have been customized to your specific plan, to discuss these specific items with your affected employees.

8. RECORDKEEPING

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five years.

Training records will be created and maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

Violent incident logs will be maintained for a minimum of five years.

Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

The Superintendent will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Happy Valley Elementary School District, with responsibility shared by management and staff alike.

Checks Dated 06/01/2024 through 06/12/2024

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-O000-SSS-MMM	Comment	Expensed Amount	Check Amount
1068017	06/03/2024	Bewleys Cleaning, Inc.		01-0000-0-0000-8100-5524-200-2801 JANITORIAL SERVICE MAY		4,340.00
1068018	06/03/2024	PACIFIC GAS & ELECTRIC		01-0000-0-0000-8100-5511-200-2801 ELECTRIC		428.48
1068019	06/03/2024	SANTA CRUZ MUNICIPAL UTILITIES		01-0000-0-0000-8100-5514-200-2801 WATER		232.32
1068020	06/03/2024	US BANK		01-0000-0-0000-2700-5900-200-2801 GARDEN, MAINT, POSTAGE, LCAP ALL SCHOOL FIELD TRIP	153.00	
				01-0000-0-0000-7200-5900-200-2801 GARDEN, MAINT, POSTAGE, LCAP ALL SCHOOL FIELD TRIP	51.00	
				01-0000-0-0000-8100-4350-200-2801 GARDEN, MAINT, POSTAGE, LCAP ALL SCHOOL FIELD TRIP	42.48	
				01-0700-0-1110-1000-4300-200-2801 GARDEN, MAINT, POSTAGE, LCAP ALL SCHOOL FIELD TRIP	32.61	
				01-0700-0-1110-1000-5808-200-2801 GARDEN, MAINT, POSTAGE, LCAP ALL SCHOOL FIELD TRIP	696.00	
				01-9009-0-1110-1000-4300-200-OPLL GARDEN, MAINT, POSTAGE, LCAP ALL SCHOOL FIELD TRIP	254.24	1,229.33
1068597	06/10/2024	ADROIT		01-6500-0-5760-3600-5800-200-1304 MAY SPED TRANSPORTATION		3,476.00
1068598	06/10/2024	AT&T		01-0000-0-0000-2700-5900-200-2801 PHONE	120.64	
				01-0000-0-0000-7200-5900-200-2801 PHONE	40.21	160.85
1068599	06/10/2024	AT&T		01-0000-0-0000-2700-5900-200-2801 INTERNET		187.31
1068600	06/10/2024	AT&T MOBILITY		01-0000-0-0000-2700-5900-200-2801 CELL PHONE	100.68	
				01-0000-0-0000-7200-5900-200-2801 CELL PHONE	33.56	134.24
1068601	06/10/2024	LAKESHORE LEARNING MATERIALS		01-6053-0-1110-1000-4300-200-0000 TK MATERIALS AND SUPPLIES		680.76
1068602	06/10/2024	Lynd, Paige L		01-0000-0-0000-7200-5200-200-2801 MILEAGE REIMBURSEMENT		103.85
1068603	06/10/2024	OHLSEN FOODS		01-0000-0-0000-3700-5800-200-3007 MAY LUNCHES		2,987.00
1068604	06/10/2024	SANTA CRUZ COUNTY PARKS DEPT		01-0000-0-0000-7200-5800-200-2801 23-24 PARCEL		8.50

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 06/01/2024 through 06/12/2024

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1068605	06/10/2024	SISC 3	01- - - - -9514- - JUNE MEDICAL		2,318.00	
			01- - - - -9544- - JUNE MEDICAL		9,476.00	
			01-0000-0- - -9524- - JUNE MEDICAL		2,016.00	13,810.00
Total Number of Checks					13	27,778.64

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	13	27,778.64
Total Number of Checks		13	27,778.64
Less Unpaid Tax Liability			.00
Net (Check Amount)			27,778.64

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.