



John Muir Charter Schools
117 New Mohawk Rd. Ste. F
Nevada City, CA 95959
Phone: 530.272.4008
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John Muir Charter Schools Meeting of the Board of Directors

Wednesday, January 11, 2023

9:00 a.m.

John Muir Charter Schools Office
117 New Mohawk Rd. Suite F
Nevada City, CA 95959

Zoom Meeting:

<https://us02web.zoom.us/j/81825778641>

Dial by your location:

+1 669 900 9128

Audio of this meeting will be recorded

AGENDA

ANNOUNCEMENT No. 1: This meeting is being held pursuant to the procedures established in Assembly Bill 361 amending elements of the Brown Act effective October 1, 2021. All Board members may attend the meeting by teleconference. This meeting will be a virtual meeting only. The public may observe and address the meeting via Zoom.

ANNOUNCEMENT No. 2: The public will have access to the John Muir Charter Schools Governing Board meeting through Zoom Teleconferencing. If you are joining the meeting via Zoom and wish to make a comment on an item, press the “raise a hand” button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. When it is your turn to speak, a moderator will call you by the last three digits of your phone number. Speakers will be limited to 3 minutes.

ANNOUNCEMENT No. 3: Should this Board meeting encounter any security breach or inappropriate issues, the meeting will be ended immediately and rescheduled as soon as practical.

1. Meeting Call to Order

2. Introductions

3. Oral Communications/Public Comments: Recognition of individuals wishing to comment on non-agenda items may do so at this time. Individuals who wish to address an agenda item may do so at this time or at the time the agenda item is heard. After being recognized by the board president, please identify yourself. No individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the board may give directions= to staff following a presentation.

5. Additions to the Agenda

6. Adoption of the Agenda

7. Closed Session:

- A. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)

8. Informational/Action Items

- A. Approval of the Minutes of the Regular Board Meeting Wednesday, December 14, 2022 (Attachment 1, Page 5)
- B. Approval of Vendor Payments 11/26/22 - 12/21/22 (Attachment 2, Page 11)
- C. Approval of New and Termed Employees 12/1/22 - 12/21/22 (Attachment 3, Page 19)
- D. Shall the John Muir Charter Schools governing board approve re-authorizing remote teleconference meetings for the period of January 10, 2022, through February 12, 2023, because the Board determines at this time the meeting will be held during a proclaimed state of Emergency, and State or Local Officials have imposed or recommended measures to promote social distancing?
- E. Approval of the John Muir Charter Schools 2022-2023 Audit Report (Under Separate Cover)
- F. Approval of the 2023-2024 JMCS At-Will Salary Step Schedule (Attachment 4, Page 21)
- G. Approval of the Revised JMCS Policy 5115 Work Experience I, II, and Independent Study (Attachment 5, Page 33)
- H. Approval of Revised JMCS Policy 5811 Credit Exemptions (Attachment 6, Page 37)
- I. Approval of Revised JMCS Policy 2010 Board Policy # 12 Equity Policy (Attachment 7, Page 41)
- J. Approval of the John Muir Charter Schools 2022-2023 Safety Plan (Attachment 8, Page 45)

9. Discussion Items

- A. Draft two of the 2023-2024 JMCS Operating Calendar Options (Attachment 9, Page 97)
- B. JMCS Foundation Report (Gil Botello)
- C. Recruitment and Marketing Update
- D. CEO's Report

10. Miscellaneous Information Items

A. 2022-2023 Notable Dates:

1. January 19, 2023: End of 2022-2023 Semester 1
2. February 26, 2023: Rancho Cielo Culinary Round Up in Monterey
3. March 8, 2023: Return to in-person board meetings. Quorum required in-person
4. June 8, 2023: CCC Statewide Graduation in Sacramento
5. June 14, 2023: Rancho Cielo Graduation in Salinas

B. Correspondence

C. Schedule of Future Board Meetings

- i. Wednesday, February 8, 2023, 9 a.m. Sacramento Regional Conservation, Corps 6101 27th Street Sacramento, CA 95822 or virtual pending board approval.
- iii. Wednesday, March 8, 2023, 9 a.m. Sacramento Regional Conservation, Corps 6101 27th Street Sacramento, CA 95822
- iii. Wednesday, April 12, 2023, 9 a.m. Sacramento Regional Conservation, Corps 6101 27th Street Sacramento, CA 95822

Board Attendance at Upcoming Meetings:

	02/08/23	03/08/23	04/12/23
Stanton Miller	Yes or No	Yes or No	Yes or No
Michael Corbett	Yes or No	Yes or No	Yes or No
Sallie Wilson	Yes or No	Yes or No	Yes or No
Len Eckhardt	Yes or No	Yes or No	Yes or No
Gil Botello	Yes or No	Yes or No	Yes or No

11. Request for Agenda Items

12. Adjournment

This agenda was posted at least 24 hours in advance of the meeting at:
John Muir Charter Schools Office, 117 New Mohawk Rd. Suite F, Nevada City, Ca 95959 and
www.johnmuircs.com

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John Muir Charter Schools Meeting of the Board of Directors

Wednesday, December 14, 2022

9:00 a.m.

John Muir Charter Schools Office
117 New Mohawk Rd. Suite F
Nevada City, CA 95959

Zoom Meeting:

<https://us02web.zoom.us/j/89994475501>

Dial by your location:

+1 669 900 9128

Audio of this meeting will be recorded

Minutes

1. Meeting Call to Order

Stan Miller called the meeting to order at 9:06 a.m.

2. Introductions

JMCS Board Members in attendance: Stan Miller, Gil Botello, Sallie Wilson, and Michael Corbett. JMCS Staff Members in Attend: CEO RJ Guess, COO Dawn McConnell, Fiscal Analyst Rachael Navarrete, Administrative Coordinator Luz Delgado, IT Director Kyle Money Penny, Community Resource Director Aaron Scholl, Teacher and TAC Representative Rich Johnson.

3. Oral Communications/Public Comments: Recognition of individuals wishing to comment on non-agenda items may do so at this time. Individuals who wish to address an agenda item may do so at this time or at the time the agenda item is heard. After being recognized by the board president, please identify yourself. No individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the board may give directions to staff following a presentation.

None.

5. Additions to the Agenda

6. Adoption of the Agenda

On a motion made by Gil Botello and seconded by Michael Corbett, the agenda was adopted on a 4-0-1-0 vote.

(Ayes: Miller, Wilson, Botello, Corbett. Noes: None. Absent: Eckhardt, Abstentions: None.)

7. Informational/Action Items

A. Approval of the Minutes of the Regular Board Meeting Wednesday, November 9, 2022 (Attachment 1, Page 5)

Stan Miller recommended clarifying that Botello recommended “agendizing nearby sites for video conferences to reduce flight expenses” on Action Item D. RJ Guess amended “Some students do not wish to return to their home school.” On Discussion Item B.

On a motion made by Michael Corbett and seconded by Gil Botello, the Minutes of the Regular Board Meeting Wednesday, November 9, 2022, were approved on a 4-0-1-0 vote.

(Ayes: Miller, Wilson, Botello, Corbett. Noes: None. Absent: Eckhardt, Abstentions: None.)

B. Approval of Vendor Payments 10/26/22 - 11/25/22 (Attachment 2, Page 11)

Stan Miller asked if the vendor report can be formatted to include another column identifying a purchase as a monthly, yearly, or quarterly payment. Gil Botello asked about the “Survey Admin Fall/Spring 22 with Coaching Session” purchase. Dawn McConnell explained that this is the equity survey service that helps JMCS get perspective on the student experience. This data is used to inform reports such as the LCAP. The costs about \$12,000 - \$15,000 a year and is funded by the Educator Effectiveness grant. A review of the data will be presented in the May board meeting.

On a motion made by Gil Botello. and seconded by Michael Corbett, the Approval of Vendor Payments 10/26/22 - 11/25/22 was approved on a 4-0-1-0 vote.

(Ayes: Miller, Wilson, Botello, Corbett. Noes: None. Absent: Eckhardt, Abstentions: None.)

C. Approval of New and Termed Employees 11/1/22 - 11/30/22 (Attachment 3, Page 19)

On a motion made by Sallie Wilson and seconded by Gil Botello, the Approval of New and Termed Employees 11/1/22 - 11/30/22 was approved on a 4-0-1-0 vote.

(Ayes: Miller, Wilson, Botello, Corbett. Noes: None. Absent: Eckhardt, Abstentions: None.)

- D.** Shall the John Muir Charter Schools governing board approve re-authorizing remote teleconference meetings for the period of December 13, 2022, through January 12, 2023, because the Board determines at this time the meeting will be held during a proclaimed state of Emergency, and State or Local Officials have imposed or recommended measures to promote social distancing?

On a motion made by Gil Botello. and seconded by Michael Corbett, the January 12, 2023 board meeting will be held virtually on a 4-0-1-0 vote.

(Ayes: Miller, Wilson, Botello, Corbett. Noes: None. Absent: Eckhardt, Abstentions: None.)

E. 2022-2023 First Interim Budget

- i. Review 2022-2023 1st Interim Budget (Attachment 4, Page 21)

Rachael Navarrete explained that a 45-day revision was made. ADA has received a minor change based on the current ADA, based on 565 enrolled. The beginning fund balance was also updated to almost \$5 million. Rachael also noted there was also a one-time boost to the LCFF which includes funding for ADA plus adjustments for supplemental concentration grants. There was also an update in salary expenses to reflect the new positions made by grant funds. The ending fund balance will be \$6 million however some of it is restricted. This includes reserves for economic uncertainties.

Michael Corbett left the meeting at 10:04 a.m.

On a motion made by Gil Botello and seconded by Sallie Wilson, the 2022-2023 First Interim Budget was approved on a 3-0-2-0 vote.

(Ayes: Miller, Wilson, Botello. Noes: None. Absent: Eckhardt, Corbett. Abstentions: None.)

- ii. Approval of Resolution 22-05, First Interim Budget Revision - ROLL CALL VOTE (Attachment 5, Page 31)

On a motion made by Gil Botello and seconded by Sallie Wilson, the Approval of Resolution 22-05, First Interim Budget Revision was approved on a roll call vote -

Aye- Miller, Aye- Wilson, Aye- Botello. No- None. Absent- Eckhardt, Corbett.

- F.** Nevada County Community Charter School: Will the JMCS Governing Board authorize the CEO to work on a secondary charter or current charter material revision for a possible Nevada County Community Charter School site? (Attachment 6, Page 33)

RJ Guess requested official permission to pursue a new charter. RJ met with NCSOS staff to discuss details of how the charter would be implemented. JMCS can submit a charter material change to allow JMCS to serve grades 6 to 8 in addition to 9 to 12. The JMCS charter would have to be edited to include 6th-8th grades. The calculations have shown that if there is 30 ADA, it can cover 3 staff members, the proposed school's projected staffing needs are a teaching principal, a teacher, and a case manager. Given the available facilities, the program can be slowly built into a 45 ADA with a maximum of 50 ADA.

On a motion made by Gil Botello and seconded by Sallie Wilson, the JMCS Governing Board authorized the CEO to work on a secondary charter or current charter material revision for a possible Nevada County Community Charter School site was approved on a 3-0-2-0 vote.

(Ayes: Miller, Wilson, Botello. Noes: None. Absent: Eckhardt, Corbett. Abstentions: None.)

8. Discussion Items

A. Draft one of the 2023-2024 JMCS Operating Calendar Options (Attachment 7, Page 35)

RJ Guess recommended having just one ADA collection and teacher calendar. RJ presented 4 options with a three-week winter break and a two-week winter break, both with an early start and late start options. There is a planning day and professional development day in the middle of each semester with a whole-school in-service between semesters 1 and 2. RJ has compared this calendar with larger district calendars to determine functionality. The 245 workday schedule has been updated to 247 calendar days. A site-based classified calendar is also being developed, this draft will be included in the next calendar viewing.

B. Draft two of a proposed revision of the JMCS At-Will Salary Step Schedule (Attachment 8, Page 43)

RJ Guess reviewed edits made to the step schedule. In an analysis of salary, cost increases moving forward in 23/24, there would be a 1.92% increase in salary costs. In 24/25 there is a 2.37% increase. Due to the A-G position being over in 2 years, the increases will be smaller in 25/26. In 23/24 Schools Services are projecting a 2.8% COLA. Gil Botello would like clarification on how the longevity percentages were calculated. RJ based these calculations on how to reward staff for longevity without creating structural salary strains on the budget. This will be an action item at the January meeting.

C. JMCS Foundation Report (Gil Botello)

Gil Botello announced that funds were raised on Giving Tuesday. There will be a strategic planning day in January. No meeting was held last month.

D. TAC Report (Rich Johnson) (Attachment 9, Page 55)

Rich Johnson reported that TAC discussed the new schedule, teachers favor the early start schedule with the teacher work days on PD days in the calendar. The salary schedule is supported by TAC. Rich also gave an overview of the professional development given over the past weekend. He expressed that this was a meaningful and deep experience. 38 staff members volunteered to attend the in-service. Those that did not wish to attend in person participated in a Zoom-based in-service led by Lita Lee.

E. File Digitization (Kyle Monneypenny)

Kyle Moneyppenny updated the board on the digitization process. Many companies were researched, with the conclusion that Morgan Scanning was the best. The company is not local (Maryland) however they are the best choice based on product. JMCS is able to access school documents during the process. They guarantee a two-day turnaround in finding documents; the process can begin immediately. This scanning will be done in two phases; files that do not exist in PowerSchool will be done first and current documents in PowerSchool will be completed second. The estimated cost for the first phase will be approximately \$25,000 with shipping costs and shredding. The total project is estimated to cost approximately \$60,000 - \$70,000.

F. Community Schools Implementation Grant Update (Attachment 10, Page 57)

Aaron Scholl discussed the implementation of the Community Schools Grant to date. Community school coordinators were hired in three regions. Coordinators are assigned areas of specialization including homeless and foster services south, ELL Services, and Independent Study/Professional Development. The steering committee has been assembled and includes 18 participants from across the state representing site staff, students, and community members. The steering committee has been discussing and advising on how to increase graduation rates and reduce student attrition. A total of 6 meetings will be held. Student services are expanding its in-person counseling. The Richmond site will be a bay area base, with on-site counselors. A virtual health program has been implemented as well for some CCC sites. A dental van service is also in the process of being piloted in the spring.

G. JMCS Promotional Video Update

RJ Guess presented the new JMCS promotional video. The video will be used for promotion, recruiting, and social media. Three video shorts have been created from the promotional video. There will be an official launch of the video in the following weeks.

D. CEO's Report

RJ Guess gave a brief report. He gave praise to the teachers and staff for the way they have been engaging and doing incredible work. He affirmed that JMCS has an incredible staff.

9. Miscellaneous Information Items

A. 2022-2023 Notable Dates:

1. December 26, 2022, to January 6, 2023: Winter Break (all sites and JMCS office closed)
2. February 26, 2023: Rancho Cielo Culinary Round Up in Monterey
3. March 8, 2023: Return to in-person board meetings. Quorum required in-person
4. June 8, 2023: CCC Statewide Graduation in Sacramento
5. June 14, 2023: Rancho Cielo Graduation in Salinas

B. Correspondence

None.

C. Schedule of Future Board Meetings

- i. Wednesday, January 11, 2023, 9 a.m. Sacramento Regional Conservation, Corps 6101 27th Street Sacramento, CA 95822 or virtual pending board approval.
- iii. Wednesday, February 8, 2023, 9 a.m. Sacramento Regional Conservation, Corps 6101 27th Street Sacramento, CA 95822 or virtual pending board approval.
- iii. Wednesday, March 8, 2023, 9 a.m. Sacramento Regional Conservation, Corps 6101 27th

Board Attendance at Upcoming Meetings:

	01/11/23	02/08/23	03/08/23
Stanton Miller	Yes	Yes	Yes
Michael Corbett	Yes	Yes	Yes
Sallie Wilson	Yes	TBD	Yes
Len Eckhardt	Yes	TBD	TBD
Gil Botello	Yes	Yes	Yes

10. Request for Agenda Items

- Discussion Item Board Terms
- Audited Financial Statements 21/22
- Voting - Salary Step Schedule
- Calendar review

11. Adjournment

Stan Miller adjourned the meeting at 11:52 a.m.

John Muir Charter Schools

Vendor Activity

From 11/26/2022 Through 12/25/2022

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Abila	ABIL000	12/22/2022	13506	Feb 2023 Financial Software Program Subscription	0000	5800	002	1,551.13
Airespring	AIRE000	12/8/2022	13443	Internet Service for Headquarters	0000	5940	001	656.09
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for Delgado, Luz	0000	4300	001	169.62
Amazon Capital Services	AMAZ001	12/8/2022	13446	Acct#A1GJATGXQUAYOW/Return of Supplies for Bus Services	0000	4300	002	(49.25)
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for Bus Services	0000	4300	002	386.43
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for Sturgis	0000	4300	003	59.00
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for Delta	0000	4300	101	289.66
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for Camarillo	0000	4300	105	124.50
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for SLO	0000	4300	110	74.48
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for Ukiah	0000	4300	116	15.31
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for Placer	0000	4300	117	49.20
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for Norwalk	0000	4300	120	243.59
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for YC Santa Rosa	0000	4300	202	181.62
Amazon Capital Services	AMAZ001	12/8/2022	13446	Acct#A1GJATGXQUAYOW/Return of Supplies for SFCC	0000	4300	206	(57.83)
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for SFCC	0000	4300	206	159.65
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for CSET	0000	4300	207	75.91
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for VOALA	0000	4300	319	61.72
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for Success Center	0000	4300	320	39.38
Amazon Capital Services	AMAZ001	12/8/2022	13446	Acct#A1GJATGXQUAYOW/Return of Supplies for Richmond YB	0000	4300	321	(52.00)
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for Richmond YB	0000	4300	321	97.59
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for Rancho Cielo	0000	4300	322	58.59
Amazon Capital Services	AMAZ001	12/8/2022	13446	Supplies for VOALA No Hollywood	0000	4300	323	74.07
Amazon Capital Services	AMAZ001	12/8/2022	13446	Epson Printer for Lee, Lita	0000	4400	001	452.46
Amazon Capital Services	AMAZ001	12/8/2022	13446	Dell Laptop for Camarillo	0000	4400	105	863.77
Amazon Capital Services	AMAZ001	12/8/2022	13446	Folding Table for YC Santa Rosa	0000	4400	202	100.51
Amazon Capital Services	AMAZ001	12/8/2022	13446	Space Heater for SFCC	0000	4400	206	108.57
Amazon Capital Services	AMAZ001	12/8/2022	13446	Postage for SFCC	0000	5920	206	14.45
Amazon Capital Services	AMAZ001	12/8/2022	13446	Books for Book Club/Various Sites	0023	4300	001	296.07
Amazon Capital Services	AMAZ001	12/8/2022	13446	Curriculum for Camarillo	0023	4300	001	41.16
Anna Pizelo	PIZE000	12/8/2022	13469	11/02-11/18/2022 Mileage Reimbursement	0000	5200	001	621.25
AT&T	ATT0001	12/8/2022	13447	Ban#9391028085/Phn for Headquarters	0000	5930	001	88.44
AT&T	ATT0001	12/8/2022	13447	Ban#9391028101/Phn for SLO	0000	5930	110	16.44
AT&T	ATT0001	12/8/2022	13447	Ban#9391028068/Internet for Delta	0000	5940	101	213.26

Note: Partial Payments may cause totals to be overstated in the Expenses or the Charges column.

Date: 12/23/22 01:19:15 PM

Page: 1

John Muir Charter Schools

Vendor Activity

From 11/26/2022 Through 12/25/2022

Vendor Name	Vendor ID	Check/Vo... Date	Chec... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
AT&T	ATT0001	12/15/2022	13480	Ban#9391028095/Phn for Chico	0000	5930	102	90.70
AT&T	ATT0001	12/15/2022	13480	Acct #9391081852/Phn for Placer	0000	5930	117	24.72
AT&T	ATT0001	12/15/2022	13480	Ban#9391028095/Internet for Chico	0000	5940	102	150.05
AT&T	ATT0001	12/22/2022	13507	Ban#9391028099/Phn for Fresno	0000	5930	103	115.14
AT&T	ATT0001	12/22/2022	13507	Ban#9391028102/Phn for SLO	0000	5930	110	26.65
AT&T	ATT0001	12/22/2022	13507	Ban#9391057487/Phn for Tahoe	0000	5930	115	26.65
AT&T	ATT0001	12/22/2022	13507	Ban#9391028071/Phn for LA	0000	5930	119	26.65
AT&T	ATT0001	12/22/2022	13507	Ban#9391028099/Internet for Fresno	0000	5940	103	146.51
AT&T	ATT0002	12/15/2022	13481	Acct #150773226/Internet for Redding	0000	5940	111	42.80
AT&T	ATT0002	12/22/2022	13508	Acct #151953127/Internet for Tahoe	0000	5940	115	53.50
AT&T	ATT0003	12/15/2022	13482	Acct #08802453037260/Internet for Ukiah	0000	5940	116	181.90
Atrium Court, LLC	ATRO00	12/15/2022	13479	January 2023 Rent for YC Santa Rosa	0000	5600	202	3,040.20
Bank Of America	BOADELG	12/8/2022	13449	Shipping/Postage for Admin	0000	5920	001	745.74
Bank of America	BOADICK	12/8/2022	13450	Bus Passes for Stdts @ CSET	0000	5800	207	300.00
Bank of America	BOAGUES	12/8/2022	13451	Travel for Guess, Richard	0000	5200	001	2,156.15
Bank of America	BOAGUES	12/8/2022	13451	Culinary Roundup @ Rancho Ticket/Guess, RJ	0000	5800	001	195.00
Bank of America	BOAGUES	12/8/2022	13451	Culinary Roundup @ Rancho Ticket/Miller, Stan	0000	5800	001	195.00
Bank of America	BOAHODN	12/8/2022	13452	Online Student Recruitment	0029	5800	000	570.32
Bank of America	BOALEEO	12/8/2022	13453	Supplies for Lee, Bolita	0000	4300	001	88.72
Bank of America	BOALEEO	12/8/2022	13453	11/01-11/30/2022 Travel Lee, Bolita	0000	5200	001	46.10
Bank of America	BOALEEO	12/8/2022	13453	Bus Passes for Stdts @ Success Center	0000	5800	320	114.00
Bank of America	BOAMCCO	12/8/2022	13454	11/01-11/30/2022 Travel for Guess, RJ	0000	5200	001	503.16
Bank of America	BOAMCCO	12/8/2022	13454	11/01-11/30/2022 Travel for McConnell, Dawn	0000	5200	001	919.31
Bank of America	BOAMCCO	12/8/2022	13454	11/01-11/30/2022 Travel for Sturgis, Remy	0000	5200	003	213.17
Bank of America	BOAMONN	12/8/2022	13455	iPad for Placer	0000	4400	117	485.55
Bank of America	BOAMONN	12/8/2022	13455	MacBook for new Teacher @ Norwalk	0000	4400	120	1,173.47
Bank of America	BOAMONN	12/8/2022	13455	Laptop for UCCIE	0000	4400	209	928.36
Bank of America	BOAMONN	12/8/2022	13455	Advertisement for Employee Recruitment	0000	5800	001	1,436.27
Bank of America	BOAMONN	12/8/2022	13455	Mo Subscription for Adobe Acrobat/Delgado, Luz	0000	5800	001	16.99
Bank of America	BOAMONN	12/8/2022	13455	Mo Subscription for Adobe Acrobat/Lee, Lita	0000	5800	001	16.99
Bank of America	BOAMONN	12/8/2022	13455	Mo Subscription for Adobe Acrobat/McConnell, Dawn	0000	5800	001	16.99
Bank of America	BOAMONN	12/8/2022	13455	Mo Subscription for Texting App for Stdts	0000	5800	001	49.00
Bank of America	BOAMONN	12/8/2022	13455	Yearly Subscription for Amazon Prime Business Acct.	0000	5800	001	844.24
Bank of America	BOAMONN	12/8/2022	13455	Mo Subscription for Adobe Acrobat/Lawson, E	0000	5800	002	16.99

Note: Partial Payments may cause totals to be overstated in the Expenses or the Charges column.

Date: 12/23/22 01:19:15 PM

John Muir Charter Schools

Vendor Activity

From 11/26/2022 Through 12/25/2022

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Bank of America	BOAMONN	12/8/2022	13455	Mo Subscription for Adobe Acrobat/Wood, T	0000	5800	002	16.99
Bank of America	BOAMONN	12/8/2022	13455	Mo Subscription for Adobe Acrobat/Sturgis	0000	5800	003	16.99
Bank of America	BOAMONN	12/8/2022	13455	Mo Subscription for Adobe Acrobat/Moneypenny	0000	5800	004	16.99
Bank of America	BOAMONN	12/8/2022	13455	Mo Subscription for Adobe Acrobat/YC Santa Rosa	0000	5800	202	16.99
Bank of America	BOAMONN	12/8/2022	13455	Mo. Subscription to Google Voice for VOALA	0000	5800	319	12.35
Bank of America	BOAMONN	12/8/2022	13455	Mo Subscription for Adobe Acrobat/Paulino, Janell	0000	5800	322	16.99
Bank of America	BOAMONN	12/8/2022	13455	Shipping/Postage of Inventory	0000	5920	004	264.58
Bank of America	BOAMONN	12/8/2022	13455	Internet for Monterey	0000	5940	114	96.30
Bank of America	BOANAVA	12/8/2022	13456	Adobe Acrobat Mo Subscription for Navarrete, Rachael	0000	5800	002	14.99
Bank of America	BOANAVA	12/8/2022	13456	Mo Financial Software Hosting Fee	0000	5800	002	462.00
Bank of America	BOANAVA	12/8/2022	13456	Shipping/Postage for Admin	0000	5920	001	96.65
Bank of America	BOANAVA	12/8/2022	13456	Employee Transportation Services/Payroll Deductions	0000	9529	000	183.00
Bank of America	BOAPIZE	12/8/2022	13457	11/01-11/30/2022 Travel for Pizelo, Anna	0000	5200	001	405.11
Bank of America	BOAPIZE	12/8/2022	13457	Bus Passes for Stdts @ VOALA No. Hollywood	0000	5800	323	52.00
Bank of America	BOAPIZE	12/8/2022	13457	Bus Passes for Stdts @ Ready SET OC	0000	5800	408	76.00
Bank of America	BOAREED	12/8/2022	13458	11/01-11/30/2022 Credit Card Transactions/Reed, Thomas	0000	5200	006	192.33
Bank Of America	BOASCHO	12/8/2022	13459	11/01-11/30/2022 Travel for Scholl, Aaron	3182	5200	001	287.18
Bank Of America	BOASCHO	12/8/2022	13459	Hotel Room for Homeless Student	5634	5800	001	560.32
Berkshire Hathaway	BERK000	12/8/2022	13448	Policy#JOWC218736/Jan 2023 Workers Comp	0000	9516	000	2,056.34
Homestate Companies	BERK000	12/15/2022	13484	Policy#JOWC218736/Audit Final for Workers Comp	0000	9500	000	730.33
Berkshire Hathaway	BERK000	12/15/2022	13484	Policy#JOWC218736/Audit Final for Workers Comp	0000	9516	000	175.67
Homestate Companies	BLUE000	12/22/2022	13509	Jan 2023 Health Insurance	0000	9514	000	30,879.38
Blue Shield of California	LEEB000	12/1/2022	13432	11/01-11/16/2022 Mileage Reimbursement	0000	5200	001	812.50
Bolita Lee	BROO000	12/8/2022	13460	Water Service for Headquarters	0000	4300	001	17.95
Brookcrest by Culligan Water	CENT001	12/15/2022	13486	January 2023 Rent for GEM Academy	0000	5600	402	3,373.00
Central City Neighborhood Partners	CHAR001	12/1/2022	13418	CBO 2023 Non Refundable Deposit Dawn McConnell	0024	5800	001	250.00
Charter Schools Development Center	CHAR001	12/1/2022	13418	CBO 2023 Training Jan-May for Dawn McConnell	0024	5800	001	5,400.00

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Date: 12/23/22 01:19:15 PM

Page: 3

John Muir Charter Schools

Vendor Activity

From 11/26/2022 Through 12/25/2022

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
City of Riverside	CITYR00	12/15/2022	13487	January 2023 Rent for RVS	0000	5600	211	1,286.52
Comcast	COMC000	12/8/2022	13461	Acct #815530034250860/Phn for YC Santa Rosa	0000	5940	202	167.74
Comcast	COMC000	12/15/2022	13488	Acct #964805790/Internet for YC Santa Rosa	0000	5940	202	290.78
Comcast	COMC000	12/15/2022	13489	Acct #963147273/Internet for Chico	0000	5940	102	89.74
Conservation Corp Long Beach	CONS000	12/15/2022	13490	January 2023 Rent for RJ Guess	0000	5600	001	237.80
Conservation Corps North Bay	CON000	12/1/2022	13420	Graduation Expense Reimb for CCNB	0000	4300	202	4,239.00
Conservation Corps North Bay	CON000	12/1/2022	13420	Oct 2022 Fac Exp/Copier Rent for CCNB	0000	5600	202	158.09
Conservation Corps North Bay	CON000	12/1/2022	13420	Oct 2022 Fac Exp/Rent for CCNB	0000	5600	202	4,123.33
Conservation Corps North Bay	CON000	12/1/2022	13420	Mar 2021 Fac Exp/Admin Charges for CCNB	0000	5800	202	278.36
Conservation Corps North Bay	CON000	12/1/2022	13420	Oct 2022 Fac Exp/Phn for CCNB	0000	5930	202	598.76
Cristina A Dickason	DICK000	12/1/2022	13425	11/02-11/30/2022 Mileage Reimbursement/UCCIE	0000	5200	209	674.00
Cristina A Dickason	DICK000	12/1/2022	13425	11/10/2022 Mileage Reimbursement	6332	5200	209	167.88
Cristina Vanderlaan	VAND000	12/15/2022	13501	11/30-12/01/2022 HiSet Test Reimb for Stdts @ Camarillo	0000	5800	105	300.00
Dataflow Business System, Inc.	DATA001	12/1/2022	13422	Acct# JM4008/Copier for Rancho Ceilo	0000	5600	322	179.94
Delta Dental of California	DELT000	12/1/2022	13424	Acct #05-1795000000/Dec 2022 Dental Insurance	0000	9514	000	5,050.65
Delta Dental of California	DELT000	12/22/2022	13510	Acct #05-1795000000/Jan 2023 Dental Insurance	0000	9514	000	6,163.49
DNA - Diverse Network Assoc	DNAD000	12/1/2022	13426	Dec 2022 Website & Video Hosting	0000	5800	004	148.95
DNA - Diverse Network Assoc	DNAD000	12/1/2022	13426	Dec 2022 Website Hosting	0000	5800	004	800.00
Envoy Plan Services, Inc	ENVO001	12/1/2022	13427	EE Envoy Contributions for 11/30/2022 Payroll Period	0000	9523	000	2,400.00
Envoy Plan Services, Inc	ENVO002	12/22/2022	13513	Nov 2022 403(b) Acct Monthly Maintenance Fee	0000	5800	001	50.00
Eo Reveles	REVE000	12/8/2022	13471	12/06/2022 Travel Reimbursement/Camarillo	0000	5200	105	100.00
Eric Smith	SMIT001	12/15/2022	13496	Dec 14th AP Batch	6332	5200	001	779.86
Feliz Burke	BURK000	12/15/2022	13485	12/12/2022 Travel Reimbursement/Westside Youth Academy	0000	5200	423	78.51
Frontier Communications	FRON000	12/15/2022	13491	Acct #56286801910227145/Phn for Norwalk	0000	5930	120	189.21
Frontier Communications	FRON000	12/15/2022	13491	Acct #56286801910227145/Internet for Norwalk	0000	5940	120	98.46
Frontier Communications	FRON000	12/22/2022	13514	Acct #76077591291112155/Phn for UCCIE	0000	5930	209	381.48
Frontier Communications	FRON000	12/22/2022	13514	Acct #76077591291112155/Internet for UCCIE	0000	5940	209	228.75
Gao Ly Grace Bardaro	BARD000	12/15/2022	13483	09/30-10/13/2022 Postage Reimbursement/VOALA	0000	5920	319	17.71
Imagine Learning LLC	IMAG000	12/8/2022	13462	12/2022-06/2026 Digital Libraries, Edgenuity Odysseyware etc	0023	5800	001	147,250.00
Intermedia.net Inc	INTE001	12/8/2022	13463	Phn Services for Headquarters	0000	5930	001	98.76

Date: 12/23/22 01:19:15 PM

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Page: 4

John Muir Charter Schools

Vendor Activity

From 11/26/2022 Through 12/25/2022

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Janeta White	WHIT000	12/22/2022	13534	12/11-12/12/2022 Mileage & Travel Reimbursement/Pomona	7085	5200	001	101.32
John Muir Charter Schools Foundation	JMCSF000	12/1/2022	13430	Feb 2022 Donation/Eckhardt	0000	9528	000	25.00
John Muir Charter Schools Foundation	JMCSF000	12/1/2022	13430	Feb 2022 Donation/Guess	0000	9528	000	35.00
John Shaw	SHAW001	12/22/2022	13528	09/13-11/01/2022 Reimb for Water Delivery Services @ YC SR	0000	4300	202	198.65
Kaiser Foundation Health Plan Inc.	KAIS000	12/22/2022	13519	Cst ID#1731133499/Jan 2023 Health Insurance	0000	9514	000	9,314.71
Kaiser Foundation Health Plan Inc.	KAIS000	12/22/2022	13519	Cst ID#8868351686/Jan 2023 Health Insurance	0000	9514	000	10,685.39
Nevada County Superintendent of Schools	NCSOS00	12/1/2022	13433	EE/ER STRS Contributions for 11/01-11/30/2022 Reporting Per	0000	9511	000	91,992.41
New Readers Press	NEWR000	12/22/2022	13522	GED Ready Vouchers	0000	5800	001	1,200.00
ODP Business Solutions, LLC	OFFI000	12/8/2022	13464	Supplies for Ready SET OC	0000	4300	408	121.13
ODP Business Solutions, LLC	OFFI000	12/22/2022	13523	Supplies for Rancho Cielo	0000	4300	322	203.76
ODP Business Solutions, LLC	OFFI000	12/22/2022	13523	Phone for UCCIE	0000	4400	209	52.46
One Ring Networks	ONER000	12/8/2022	13465	Internet for Camarillo	0000	5940	105	299.00
Optimum	OPTI000	12/8/2022	13466	Acct#07715-125282-01-0/Internet for Fortuna	0000	5940	112	149.47
Optimum Foods LLC	OPTI001	12/15/2022	13493	Food for Students @ Norwalk	0000	4300	120	172.51
Optimum Foods LLC	OPTI001	12/15/2022	13493	Food & Milk for Stdts @ GEM Academy	0000	4300	402	395.90
Optimum Foods LLC	OPTI001	12/22/2022	13525	Food & Milk for LA	0000	4300	119	158.70
Optimum Foods LLC	OPTI001	12/22/2022	13535	Food & Milk for CSET	0000	4300	207	341.55
Optum Financial, Inc.	OPTU000	12/22/2022	13526	Nov 2022 HSA Monthly Service Fee	0000	5800	001	21.25
Paradise Drinking Water	PARA000	12/15/2022	13494	Acct#020860/Water Service for Ready SET OC	0000	4300	408	6.00
Peter Kostas	KOST000	12/22/2022	13520	12/11-12/12/2022 Mileage & Travel Reimb/YC Santa Rosa	7085	5200	001	109.47
PG&E	PGE0000	12/8/2022	13467	Acct#0715818221-7/Utilities for Headquarters	0000	5500	001	245.27
Philadelphia Insurance Co.	PHIL000	12/8/2022	13468	Acct#78807985/Jan 2023 Liability Ins.	0000	5400	001	3,262.25
Pitney Bowes Global Financial Services LLC	PITN001	12/1/2022	13435	Postage Machine Lease @ HQ for 12/30/22-03/29/23	0000	5600	001	389.65
Principal Life Insurance Company	PRIN000	12/22/2022	13527	Jan 2023 Life Insurance	0000	9514	000	499.71
Rancho Cielo Inc	RANC000	12/8/2022	13470	Nov 2022 Reimb for Student Lunches @ Rancho Cielo	0000	4300	322	4,928.00

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Date: 12/23/22 01:19:15 PM

Page: 5

John Muir Charter Schools

Vendor Activity

From 11/26/2022 Through 12/25/2022

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Rancho Cielo Inc	RANC000	12/8/2022	13470	Dec 2022 Rent for Rancho Cielo	0000	5600	322	9,375.00
Rancho Cielo Inc	RANC000	12/8/2022	13470	Dec 2022 Internet for Rancho Cielo	0000	5940	322	250.00
Rebecca Roe	ROE0000	12/15/2022	13495	11/01-11/29/2022 Mileage Reimbursement/UCCIE	0000	5200	209	247.50
Remy J Sturgis	STUR000	12/15/2022	13498	11/02-11/03/2022 Travel Reimbursement	0000	5200	003	225.80
Richard Johnson	JOHN000	12/22/2022	13518	12/12/2022 Travel Reimbursement/LA	7085	5200	001	31.85
San Francisco Conserv Corps	SANF000	12/8/2022	13473	Dec 2022 Rent for SFCC	0000	5600	206	964.17
Stephanie Hage	HAGE000	12/22/2022	13515	12/11/2022 Travel Reimbursement/SFCC	7085	5200	001	24.09
Stericycle, Inc.	STERI000	12/22/2022	13530	Acct#1000689076/Shredding Services @ Headquarters	0000	5800	001	615.00
Sterling Administration	STER000	12/15/2022	13497	Dec 2022 DCA Funding Contributions	0000	9524	000	416.66
Sterling Administration	STER000	12/15/2022	13497	Dec 2022 FSA Funding Contributions	0000	9524	000	962.50
Sterling Administration	STER000	12/15/2022	13497	Oct 2022 DCA Funding Contributions	0000	9524	000	416.66
Sterling Administration	STER000	12/22/2022	13529	July 2022 Remaining FSA & DCA Contributions	0000	9524	000	350.53
T-Mobile	TMOB000	12/8/2022	13475	Internet & HotSpots IT Inventory	0000	5940	004	545.30
T-Mobile	TMOB000	12/8/2022	13475	Internet & HotSpots for Tahoe	0000	5940	115	40.00
T-Mobile	TMOB000	12/8/2022	13475	Internet & HotSpots for CCNB	0000	5940	202	80.00
T-Mobile	TMOB000	12/8/2022	13475	Internet & HotSpots for Cset	0000	5940	207	20.00
T-Mobile	TMOB000	12/8/2022	13475	Internet & HotSpots for UCCIE	0000	5940	209	40.00
T-Mobile	TMOB000	12/8/2022	13475	Internet & HotSpots for Ready SET OC	0000	5940	408	40.00
T-Mobile	TMOB000	12/8/2022	13475	Internet & HotSpots for IT Inventory	0023	5940	001	20.00
TCSN-The Computer Shop	TCSN000	12/8/2022	13474	Internet for SLO	0000	5940	110	94.95
Netlink								
TCSN-The Computer Shop	TCSN000	12/22/2022	13531	Internet for SLO	0000	5940	110	94.95
Netlink								
The Cleaning Solution	CLEA001	12/1/2022	13419	Nov 2022 Cleaning Service for HQ	0000	5800	001	300.00
Thomas Hyatt	HYAT000	12/15/2022	13492	10/31-11/17/2022 Supply Reimb/VOALA No. Hollywood	0000	4300	323	59.12
Thomas Hyatt	HYAT000	12/15/2022	13492	10/31-11/17/2022 Postage Reimb/VOALA No. Hollywood	0000	5920	323	6.00
Thomsen Properties LLC	THOM002	12/15/2022	13499	January 2023 Rent for Headquarters	0000	5600	001	4,670.27
TIAA, FSB	TIAA000	12/22/2022	13532	Crt#42002310/Copier Rent for Rancho Cielo	0000	5600	322	195.88
Time Warner Cable	TIME000	12/15/2022	13500	Acct#110629101/Internet for LA	0000	5940	119	59.99
Time Warner Cable	TIME000	12/15/2022	13500	Acct#110629101/Internet for Riverside	0000	5940	211	99.98
Toshiba Financial Services	TOSH000	12/1/2022	13441	Crt#450-0053811-000/Copier for Headquarters	0000	5600	001	843.45
UPS	UPS0000	12/8/2022	13476	Shipper #Y3156R/Shipping for Fresno	0000	5920	103	15.95
Verizon Wireless	VERI000	12/8/2022	13477	Internet & Hot Spots for IT	0000	5940	004	40.18

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Date: 12/23/22 01:19:15 PM

Page: 6

John Muir Charter Schools

Vendor Activity

From 11/26/2022 Through 12/25/2022

Vendor Name	Vendor ID	Check/Vo... Date	Chec... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Verizon Wireless	VERI000	12/8/2022	13477	Internet & Hot Spots for Pomona	0000	5940	107	80.36
Verizon Wireless	VERI000	12/8/2022	13477	Internet & Hot Spots for Norwalk	0000	5940	120	80.36
Verizon Wireless	VERI000	12/8/2022	13477	Internet & Hot Spots for YC Santa Rosa	0000	5940	202	80.34
Verizon Wireless	VERI000	12/8/2022	13477	Internet & Hot Spots for Ready SET OC	0000	5940	408	80.36
Video Approach	VIDE000	12/15/2022	13502	Video Services for Student Recruitment	0029	5800	001	10,426.50
Vision Service Plan (CA)	VISI000	12/22/2022	13533	Acct#12176959/Jan 2023 Vision Insurance	0000	9514	000	1,023.86
William Infanto	INFA000	12/22/2022	13516	12/11-12/12/2022 Mileage Reimbursement/SLO	7085	5200	001	233.75
Your Dream Properties	YOUR000	12/15/2022	13503	January 2023 Rent for OCYC	0000	5600	408	1,750.00
				Transaction Total				404,902.40
Report Opening/Current Balance								
Report Transaction Totals								404,902.40
Report Current Balances								

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John Muir Charter Schools
Report of New Employees
12/1/22 - 12/31/22

<u>Employee Name</u>	<u>Site</u>	<u>Position</u>	<u>FTE</u>	<u>Start Date</u>	<u>EE replaced (term date)</u>
n/a					

John Muir Charter Schools
Employee Status Changes
12/1/22 - 12/31/22

<u>Employee Name</u>	<u>Prev Site</u>	<u>New Site</u>	<u>Prev Position</u>	<u>New Position</u>	<u>Start Date</u>	<u>Notes</u>
Wegner, Michael	Admin	same	Hourly Teacher	Hourly Coordinator	12/1/2022	NTE 150 hrs thru 6/30/23

John Muir Charter Schools
Report of Termed Employees
12/1/22 - 12/31/22

<u>Employee Name</u>	<u>Site</u>	<u>Position</u>	<u>FTE</u>	<u>Term Date</u>
n/a				

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John Muir Charter Schools 2023-2024 Salary Schedule Revision

Transition to a Traditional “District Style” Salary Schedule

In developing a proposed transition to a more traditional “district style” salary schedule, JMCS staff identified the 38 high school or unified school districts closest to each JMCS site and input the steps and columns into spreadsheets for analysis. In analyzing these 38 sheets, JMCS staff built a series of averages to account for differentiation in the cost of living in different California geographic regions and began building out a traditional style column format for certificated staff, and a multi-step row format for classified staff. In the attached draft schedules, certificated salaries generally increase by 3% across columns and 2.5% for each year of service. Classified steps increase 2.5% for each year of service up to year 15, then remain stagnant for 5-year intervals with 5% increases between each interval.

Longevity Bonus

Included in the step schedule is a longevity bonus after years 5, 10, and 20; 1.5% of the employee’s salary at the end of the 5th, 10th, or 20th year. An employee would receive a 5-year bonus on August 31st of the 6th year of employment with JMCS; this offset discourages staff from working through a bonus year and immediately leaving.

Placement on the Revised Salary Schedule: Current Staff

Current staff will be placed at the closest step to their current salary; if there are slight differences between the current and new steps we position employees at the subsequent higher step. In a few rare cases, employees had been working for multiple years at lower salary rates that are far too low to be even an entry-level step on the revised salary schedule. For the purposes of implementing the new schedule, JMCS staff will not collect transcripts for analysis for current staff; current staff will progress forward on the schedule from their placement at the beginning of the 2023-2024 school year. If upon receiving their placement on the new schedule staff feel they should be placed at a higher step based on their post-graduate degrees, the staff member may submit their transcripts to the JMCS COO or CEO for consideration. The JMCS CEO and COO are not included in automatic step increases; the CEO evaluates the salary of the COO (with board ratification) and the governing board negotiates the compensation of the CEO through the CEO’s contract process.

Placement on the Revised Salary Schedule: New/Incoming Staff

With the transition to a more traditional “district style” salary schedule, the greatest changes to the current JMCS system will be in how we make employment offers to new staff and how those new staff member are subsequently placed on the salary schedule. A preliminary process is as follows:

1. Job postings will list under salary/compensation a salary range as required by California law and “placement on the JMCS salary schedule [specific schedule] and include a link to the JMCS website where the salary schedule will be posted.

2. At the time of the conditional offer of employment, potential new staff will be asked to submit transcripts from any post-graduate work showing completion of a master's degree, or doctorate, and the number of postgraduate credits that have been earned.
3. In the process of making an employment offer, the JMCS Regional Director, COO, or CEO will review applicant materials for statements indicating a master's or doctoral degree and further ask candidates if they have a master's or doctoral degree. The JMCS Regional Director, COO, or CEO may make a "provisional salary offer pending transcript review".
4. JMCS will accept up to 11 years of transfer service credits, for example, a teacher with 6 years of service would start at step 7 and a teacher with 11 credits would start at step 12.
5. The JMCS Regional Director, COO, or CEO will evaluate the submitted transcript for placement on the salary schedule, and after a placement determination has been made, send the transcript to the JMCS office for inclusion in the staff personnel file.
6. Staff that complete a master's or doctoral degree while employed with JMCS must submit a transcript to the JMCS Regional Director, COO, or CEO for evaluation. Assuming the transcript evaluation shows receipt of an additional degree, the new and higher salary scale placement will take effect on the 1st day of the next school year.

Analysis of Cost Increases Moving Forward

Initial analysis of the revised schedules shows that staffing costs for total employment will increase by approximately \$124,570 in 2023-2024, primarily due to staff that have been historically underpaid and under the new model will receive more significant salary increases. This 1.64% increase in salary costs is the equivalent of 1 mid-range employee FTE, and would not have significant effects on JMCS's budget over multiple years.

In projecting forward salary increases over 5 years based on the revised salary schedules, we project:

Year	Total Salary Costs	% Increase	Projected State COLA
2022-2023	\$6,356,975.94	N/A	N/A
2023-2024	\$6,481,730.15	1.92%	5.38%
2024-2025	\$6,635,597.17	2.37%	4.02%
2025-2026	\$6,637,868.55	.58%	3.72%
2026-2027	\$6,836,261.30	2.43%	Unknown
2027-2028	\$6,571,284.74	-3.88%	Unknown
Difference Current-FYE 28	\$214,309	1.38%	

John Muir Charter Schools
Salary Step Schedule A: Certificated Teacher

	1	2	3	4	5		Hourly Teacher or Substitute (not based on service years)
	BA + Intern or Provisional Cred.	BA + Preliminary Cred.	BA + Clear Credential	BA and 45+ or MA	60+ with MA or Doc		
1	\$55,209	\$57,417	\$59,140	\$60,914	\$62,741		\$25.18
2	\$55,209	\$58,853	\$60,618	\$62,437	\$64,310		\$26.44
3		\$58,853	\$62,740	\$64,622	\$66,561		\$27.76
4		\$58,853	\$64,936	\$66,884	\$68,891		\$29.15
5*		\$58,853	\$67,209	\$69,225	\$71,302		\$30.61
6			\$68,889	\$70,956	\$73,084		\$32.14
7			\$70,611	\$72,729	\$74,911		\$33.74
8			\$72,376	\$74,548	\$76,784		\$35.43
9			\$74,186	\$76,411	\$78,704		\$37.20
10*			\$76,040	\$78,322	\$80,671		\$39.06
11	Transfer Credit Limit		\$77,941	\$80,280	\$82,688		\$41.02
12			\$79,890	\$82,287	\$84,755		\$43.07
13			\$81,887	\$84,344	\$86,874		\$45.22
14			\$83,934	\$86,452	\$89,046		\$47.48
15			\$86,033	\$88,614	\$91,272		\$49.85
16			\$88,184	\$90,829	\$93,554		\$52.35
17			\$90,388	\$93,760	\$95,893		\$54.96
18			\$92,648	\$96,104	\$98,290		
19			\$94,964	\$98,507	\$100,747		
20*-24			\$97,338	\$100,969	\$103,266		
25-29			\$99,772	\$103,493	\$105,848		
30+			\$102,266	\$106,081	\$108,494		

* Retention bonus following years 5,10, and 20 of service in a position. 1.5% of the 5th, 10th, or 20th year salary.

Health, Dental, Vision Benefits		
Muir has a "menu plan" for medical dental and vision insurance		
% FTE	Description	Annual Cap
Less than 50%	No Benefits	N/A
50%	50% Benefits	\$4,620 + life insurance
51%-74%	Prorated Benefits	Prorated
100% 30 Hrs	100% Benefits	\$9,240 + life insurance
100% 40 Hrs	100% Benefits	\$9,240 + life insurance
JMCS does not provide cash-in-lieu for benefits.		

John Muir Charter Schools

Salary Step Schedule C: Certificated Counselor (PPS)

Step	BA and 45+ or MA	60+ with MA or Doc	Increase
1	\$64,489	\$66,424	2.50%
2	\$66,746	\$68,748	2.50%
3	\$69,082	\$71,155	2.50%
4	\$71,500	\$73,645	2.50%
5*	\$74,003	\$76,223	2.50%
6	\$75,853	\$78,128	2.50%
7	\$77,749	\$80,081	2.50%
8	\$79,693	\$82,083	2.50%
9	\$81,685	\$84,136	2.50%
10*	\$83,727	\$86,239	2.50%
Transfer Credit Limit. 11	\$85,820	\$88,395	2.50%
12	\$87,966	\$90,605	2.50%
13	\$90,165	\$92,870	2.50%
14	\$92,419	\$95,192	2.50%
15	\$94,730	\$97,571	2.50%
16	\$97,098	\$100,011	2.50%
17	\$99,525	\$102,511	2.50%
18	\$102,013	\$105,074	2.50%
19	\$104,564	\$107,701	2.50%
20*	\$107,178	\$110,393	2.50%
21-25	\$109,857	\$113,153	2.50%
26-30	\$112,604	\$115,982	2.50%

* Retention bonus following years 5,10, and 20 of service in a position. 1.5% of the 5th, 10th, or 20th year salary.

Health, Dental, Vision Benefits			
Muir has a "menu plan" for medical dental and vision insurance			
% FTE		Description	Annual Cap
Less than 50%		No Benefits	N/A
50%		50% Benefits	\$4,620 + life insurance
51%-74%		Prorated Benefits	Prorated
100% 30 Hrs		100% Benefits	\$9,240 + life insurance
100% 40 Hrs		100% Benefits	\$9,240 + life insurance
JMCS does not provide cash-in-lieu for benefits.			

John Muir Charter Schools
Salary Step Schedule D: Certificated CTE

	Step	Preliminary Designated Subjects CTE Teaching Credential	Clear Designated Subjects CTE Teaching Credential	Clear Designated Subjects CTE Credential + 30 units or 8 years industry experience	Clear Designated Subjects CTE Credential + BA or 10 years industry experience	Increase
	1	\$57,417.00	\$59,140.00	\$60,914.00	\$62,741.00	
	2	\$59,139.51	\$60,914.20	\$62,741.42	\$64,623.23	3%
	3	\$60,913.70	\$62,741.63	\$64,623.66	\$66,561.93	3%
	4	\$62,741.11	\$64,623.87	\$66,562.37	\$68,558.78	3%
	5*	\$64,623.34	\$66,562.59	\$68,559.24	\$70,615.55	3%
	6	\$66,562.04	\$68,559.47	\$70,616.02	\$72,734.01	3%
	7	\$68,558.90	\$70,616.25	\$72,734.50	\$74,916.04	3%
	8	\$70,615.67	\$72,734.74	\$74,916.54	\$77,163.52	3%
	9	\$72,734.14	\$74,916.78	\$77,164.03	\$79,478.42	3%
	10*	\$74,916.16	\$77,164.29	\$79,478.95	\$81,862.77	3%
Transfer Credit Limit 11	11-14	\$78,661.97	\$81,022.50	\$83,452.90	\$85,955.91	5%
	15-19	\$82,595.07	\$85,073.63	\$87,625.55	\$90,253.71	5%
	20*-24	\$86,724.82	\$89,327.31	\$92,006.82	\$94,766.39	5%
	25-30	\$91,061.06	\$93,793.67	\$96,607.16	\$99,504.71	5%

* Retention bonus following years 5,10, and 20 of service in a position. 1.5% of the 5th, 10th, or 20th year salary.

Health, Dental, Vision Benefits			
Muir has a "menu plan" for medical dental and vision insurance			
% FTE		Description	Annual Cap
Less than 50%		No Benefits	N/A
50%		50% Benefits	\$4,620 + life insurance
51%-74%		Prorated Benefits	Prorated
100% 30 Hrs		100% Benefits	\$9,240 + life insurance
100% 40 Hrs		100% Benefits	\$9,240 + life insurance
JMCS does not provide cash-in-lieu for benefits.			

John Muir Charter Schools
Salary Step Schedule E: Certificated Administrative Positions

Certificated Position	Step	1	2	3
		Coordinator	Deputy Director	Director
	1	\$86,421.00	\$96,575.00	\$103,335.00
	2	\$88,581.53	\$98,989.38	\$105,918.38
	3	\$90,796.06	\$101,464.11	\$108,566.33
	4	\$93,065.96	\$104,000.71	\$111,280.49
	5	\$95,392.61	\$106,600.73	\$114,062.51
	6	\$97,777.43	\$109,265.75	\$116,914.07
	7	\$100,221.86	\$111,997.39	\$119,836.92
	8	\$102,727.41	\$114,797.33	\$122,832.84
	9	\$105,295.60	\$117,667.26	\$125,903.66
	10	\$107,927.99	\$120,608.94	\$129,051.25
	11	\$110,626.19	\$123,624.16	\$132,277.54
Transfer Credit Limit				
	12	\$113,391.84	\$126,714.77	\$135,584.47
	13	\$116,226.64	\$126,714.77	\$138,974.09
	14	\$119,132.30	\$129,882.64	\$142,448.44
	15	\$122,110.61	\$129,882.64	\$146,009.65
	16	\$125,163.38	\$133,129.70	\$149,659.89
	17	\$128,292.46	\$133,129.70	\$153,401.39
	18	\$131,499.77	\$136,457.95	\$157,236.42
	19	\$134,787.27	\$136,457.95	\$161,167.33
	20	\$138,156.95	\$139,869.40	\$165,196.52
	21-24	\$145,064.80	\$146,862.87	\$173,456.34
	25-29	\$152,318.03	\$154,206.01	\$182,129.16
	30+	\$159,933.94	\$161,916.31	\$191,235.62

* Retention bonus following years 5, 10, and 20 of service in a position. 1.5% of the 5th, 10th, or 20th year salary.

Health, Dental, Vision Benefits		
Muir has a "menu plan" for medical dental and vision insurance		
% FTE	Description	Annual Cap
Less than 50%	No Benefits	N/A
50%	50% Benefits	\$4,620 + life insurance
51%-74%	Prorated Benefits	Prorated
100% 30 Hrs	100% Benefits	\$9,240 + life insurance
100% 40 Hrs	100% Benefits	\$9,240 + life insurance
JMCS does not provide cash-in-lieu for benefits.		

Cell Phone Stipends	
CEO, CFO, COO:	\$1,800
Director/Dep Director	\$1,440
Coordinator/Business Office	\$1,200

John Muir Charter Schools
Salary Step Schedule F: Classified Site Based Positions

Classified Position	Step	1	2	3	4	5	Increase
		Para 1	Para 2	Para 3	Instructor	Tutor/Coach	
	1	\$20.60 \$40,705.60	\$24.80 \$49,004.80	\$28.99 \$57,284.24	\$30.29 \$34,184.80	\$21.02 \$41,535.52	2.5%
	2	\$21.12 \$41,723.24	\$25.42 \$50,229.92	\$29.71 \$58,716.35	\$31.05 \$61,349.37	\$21.55 \$42,573.91	2.5%
	3	\$21.64 \$42,766.32	\$26.06 \$51,485.67	\$30.46 \$60,184.25	\$31.82 \$62,883.10	\$22.08 \$43,638.26	2.5%
	4	\$22.18 \$43,835.48	\$26.71 \$52,772.81	\$31.22 \$61,688.86	\$32.62 \$64,455.18	\$22.64 \$44,729.21	2.5%
	5*	\$22.74 \$44,931.37	\$27.37 \$54,092.13	\$32.00 \$63,231.08	\$33.43 \$66,066.56	\$23.20 \$45,847.44	2.5%
	6	\$23.31 \$46,054.65	\$28.06 \$55,444.43	\$32.80 \$64,811.86	\$34.27 \$67,718.22	\$23.78 \$46,993.63	2.5%
	7	\$23.89 \$47,206.02	\$28.76 \$56,830.54	\$33.62 \$66,432.16	\$35.13 \$69,411.18	\$24.38 \$48,168.47	2.5%
	8	\$24.49 \$48,386.17	\$29.48 \$58,251.31	\$34.46 \$68,092.96	\$36.01 \$71,146.46	\$24.99 \$49,372.68	2.5%
	9	\$25.10 \$49,595.82	\$30.22 \$59,707.59	\$35.32 \$69,795.28	\$36.91 \$72,925.12	\$25.61 \$50,607.00	2.5%
	10*	\$25.73 \$50,835.72	\$30.97 \$61,200.28	\$36.20 \$71,540.17	\$37.83 \$74,748.25	\$26.25 \$51,872.17	2.5%
	11	\$26.37 \$52,106.61	\$31.75 \$62,730.29	\$37.11 \$73,328.67	\$38.77 \$76,616.95	\$26.91 \$53,168.98	2.5%
	Transfer Credit Limit						
	12	\$27.03 \$53,409.27	\$32.54 \$64,298.54	\$38.04 \$75,161.89	\$39.74 \$78,532.38	\$27.58 \$54,498.20	2.5%
	13	\$27.70 \$54,744.51	\$33.35 \$65,906.01	\$38.99 \$77,040.93	\$40.74 \$80,495.68	\$28.27 \$55,860.66	2.5%
	14	\$28.40 \$56,113.12	\$34.19 \$67,553.66	\$39.96 \$78,966.96	\$41.76 \$82,508.08	\$28.98 \$57,257.17	2.5%
	15	\$29.11 \$57,515.95	\$35.04 \$69,242.50	\$40.96 \$80,941.13	\$42.80 \$84,570.78	\$29.70 \$58,688.60	2.5%
	16-19	\$29.83 \$58,953.85	\$35.92 \$70,973.56	\$41.99 \$82,964.66	\$43.87 \$86,685.05	\$30.44 \$60,155.82	2.5%
	20*-24	\$31.33 \$61,901.54	\$37.71 \$74,522.24	\$44.09 \$87,112.89	\$46.06 \$91,019.30	\$31.97 \$63,163.61	5%
	25-29	\$32.89 \$64,996.62	\$39.60 \$78,248.35	\$46.29 \$91,468.54	\$48.37 \$95,570.27	\$33.56 \$66,321.79	5%
	30+	\$34.54 \$68,246.45	\$41.58 \$82,160.77	\$48.60 \$96,041.96	\$50.78 \$100,348.78	\$35.24 \$69,637.88	5%

* Retention bonus following years 5, 10, and 20 of service in a position. 1.5% of the 5th, 10th, or 20th year salary.

Health, Dental, Vision Benefits			
Muir has a "menu plan" for medical dental and vision insurance			
% FTE		Description	Annual Cap
Less than 50%		No Benefits	N/A
50%		50% Benefits	\$4,620 + life insurance
51%-74%		Prorated Benefits	Prorated
100% 30 Hrs		100% Benefits	\$9,240 + life insurance
100% 40 Hrs		100% Benefits	\$9,240 + life insurance
JMCS does not provide cash-in-lieu for benefits.			

John Muir Charter Schools
Salary Step Schedule G: Classified Administrative Positions

Classified Position	Step	1	2	3	4	Increase
		Director	Deputy Director	Coordinator	Counselor	
Transfer Credit Limit	1	\$44.01 \$86,963.76	\$32.48 \$64,180.48	\$34.19 \$67,559.44	\$28.85 \$57,007.60	2.5%
	2	\$45.11 \$89,137.85	\$33.29 \$65,784.99	\$35.04 \$69,248.43	\$29.57 \$58,432.79	2.5%
	3	\$46.24 \$91,366.30	\$34.12 \$67,429.62	\$35.92 \$70,979.64	\$30.31 \$59,893.61	2.5%
	4	\$47.39 \$93,650.46	\$34.98 \$69,115.36	\$36.82 \$72,754.13	\$31.07 \$61,390.95	2.5%
	5*	\$48.58 \$95,991.72	\$35.85 \$70,843.24	\$37.74 \$74,572.98	\$31.85 \$62,925.72	2.5%
	6	\$49.79 \$98,391.51	\$36.75 \$72,614.32	\$38.68 \$76,437.31	\$32.64 \$64,498.87	2.5%
	7	\$51.04 \$100,851.30	\$37.67 \$74,429.68	\$39.65 \$78,348.24	\$33.46 \$66,111.34	2.5%
	8	\$52.31 \$103,372.58	\$38.61 \$76,290.42	\$40.64 \$80,306.94	\$34.29 \$67,764.12	2.5%
	9	\$53.62 \$105,956.90	\$39.57 \$78,197.68	\$41.66 \$82,314.62	\$35.15 \$69,458.23	2.5%
	10*	\$54.96 \$108,605.82	\$40.56 \$80,152.62	\$42.70 \$84,372.48	\$36.03 \$71,194.68	2.5%
	11	\$56.34 \$111,320.97	\$41.58 \$82,156.44	\$43.77 \$86,481.79	\$36.93 \$72,974.55	2.5%
	12	\$57.74 \$114,103.99	\$42.62 \$84,210.35	\$44.86 \$88,643.84	\$37.85 \$74,798.91	2.5%
	13	\$59.19	\$43.68	\$45.98	\$38.80	2.5%
	14	\$60.67 \$119,880.50	\$44.77 \$88,473.50	\$47.13 \$93,131.43	\$39.77 \$78,585.61	2.5%
	15	\$62.18 \$122,877.52	\$45.89 \$90,685.34	\$48.31 \$95,459.72	\$40.76 \$80,550.25	2.5%
	16-19	\$63.74 \$125,949.45	\$47.04 \$92,952.47	\$49.52 \$97,846.21	\$41.78 \$82,564.00	2.5%
	20*-24	\$66.93 \$132,246.93	\$49.39 \$97,600.10	\$50.76 \$100,292.37	\$42.83 \$84,628.10	5.0%
	25-29	\$70.27 \$138,859.27	\$51.86 \$102,480.10	\$53.29 \$105,306.99	\$44.97 \$88,859.51	5.0%
	30+	\$73.79 \$145,802.24	\$54.46 \$107,604.10	\$55.96 \$110,572.34	\$47.22 \$93,302.48	5.0%

* Retention bonus following years 5, 10, and 20 of service in a position. 1.5% of the 5th, 10th, or 20th year salary.

Health, Dental, Vision Benefits		
Muir has a "menu plan" for medical dental and vision insurance		
% FTE	Description	Annual Cap
Less than 50%	No Benefits	N/A
50%	50% Benefits	\$4,620 + life insurance
51%-74%	Prorated Benefits	Prorated
100% 30 Hrs	100% Benefits	\$9,240 + life insurance
100% 40 Hrs	100% Benefits	\$9,240 + life insurance
JMCS does not provide cash-in-lieu for benefits.		

Cell Phone Stipends	
CEO, CFO, COO:	\$1,800
Director/Dep Director	\$1,440
Coordinator/Business Office	\$1,200

John Muir Charter Schools
Salary Step Schedule H: Classified Business Office

Classified Position	Step	1 Admin Coordinator	2 Admin Assist	3 Head Registrar	4 Registrar	5 Assistant Registrar	6 Analyst 1	7 Analyst 2	8 Analyst 3	Increase
Transfer Credit Limit	1	\$32.70 \$64,615.20	\$26.16 \$51,692.16	\$32.70 \$64,615.20	\$25.55 \$34,184.80	\$21.02 \$41,535.52	\$25.20 \$49,795.20	\$32.16 \$63,552.70	\$41.05 \$81,111.13	2.50%
	2	\$33.52 \$66,230.58	\$26.81 \$52,984.46	\$33.52 \$66,230.58	\$26.19 \$51,748.97	\$21.55 \$42,573.91	\$25.83 \$51,040.08	\$32.96 \$65,136.86	\$42.08 \$83,142.67	2.50%
	3	\$34.36 \$67,886.34	\$27.48 \$54,309.08	\$34.36 \$67,886.34	\$26.84 \$53,042.69	\$22.08 \$43,638.26	\$26.48 \$52,316.08	\$33.79 \$66,765.29	\$43.13 \$85,221.24	2.50%
	4	\$35.21 \$69,583.50	\$28.17 \$55,666.80	\$35.21 \$69,583.50	\$27.51 \$54,368.76	\$22.64 \$44,729.21	\$27.14 \$53,623.98	\$34.63 \$68,434.42	\$44.21 \$87,351.77	2.50%
	5*	\$36.09 \$71,323.09	\$28.88 \$57,058.47	\$36.09 \$71,323.09	\$28.20 \$55,727.98	\$23.20 \$45,847.44	\$27.82 \$54,964.58	\$35.50 \$70,145.28	\$45.31 \$89,535.56	2.50%
	6	\$37.00 \$73,106.17	\$29.60 \$58,484.93	\$37.00 \$73,106.17	\$28.91 \$57,121.18	\$23.78 \$46,993.63	\$28.51 \$56,338.70	\$36.39 \$71,898.91	\$46.44 \$91,773.95	2.50%
	7	\$37.92 \$74,933.82	\$30.34 \$59,947.06	\$37.92 \$74,933.82	\$29.63 \$58,549.21	\$24.38 \$48,168.47	\$29.22 \$57,747.17	\$37.30 \$73,696.38	\$47.61 \$94,068.30	2.50%
	8	\$38.87 \$76,807.17	\$31.10 \$61,445.73	\$38.87 \$76,807.17	\$30.37 \$60,012.94	\$24.99 \$49,372.68	\$29.95 \$59,190.84	\$38.23 \$75,538.79	\$48.80 \$96,420.01	2.50%
	9	\$39.84 \$78,727.35	\$31.87 \$62,981.88	\$39.84 \$78,727.35	\$31.13 \$61,513.26	\$25.61 \$50,607.00	\$30.70 \$60,670.62	\$39.18 \$77,427.26	\$50.02 \$98,830.51	2.50%
	10*	\$40.84 \$80,695.53	\$32.67 \$64,556.42	\$40.84 \$80,695.53	\$31.91 \$63,051.09	\$26.25 \$51,872.17	\$31.47 \$62,187.38	\$40.16 \$79,362.94	\$51.27 \$101,301.27	2.50%
	11	\$41.86 \$82,712.92	\$33.49 \$66,170.34	\$41.86 \$82,712.92	\$32.71 \$64,627.37	\$26.91 \$53,168.98	\$32.26 \$63,742.07	\$41.17 \$81,347.02	\$52.55 \$103,833.80	2.50%
	12	\$42.91 \$84,780.74	\$34.32 \$67,824.59	\$42.91 \$84,780.74	\$33.52 \$66,243.06	\$27.58 \$54,498.20	\$33.06 \$65,335.62	\$42.20 \$83,380.69	\$53.86 \$106,429.65	2.50%
	13	\$43.98 \$86,900.26	\$35.18 \$69,520.21	\$43.98 \$86,900.26	\$34.36 \$67,899.13	\$28.27 \$55,860.66	\$33.89 \$66,969.01	\$43.25 \$85,465.21	\$55.21 \$109,090.39	2.50%
	14	\$45.08 \$89,072.77	\$36.06 \$71,258.21	\$45.08 \$89,072.77	\$35.22 \$69,596.61	\$28.98 \$57,257.17	\$34.74 \$68,643.23	\$44.33 \$87,601.84	\$56.59 \$111,817.65	2.50%
	15	\$46.20 \$91,299.59	\$36.96 \$73,039.67	\$46.20 \$91,299.59	\$36.10 \$71,336.53	\$29.70 \$58,688.60	\$35.61 \$70,359.31	\$45.44 \$89,791.89	\$58.00 \$114,613.09	2.50%
	16-19	\$47.36 \$93,582.08	\$37.89 \$74,865.66	\$47.36 \$93,582.08	\$37.00 \$73,119.94	\$30.44 \$60,155.82	\$36.50 \$72,118.30	\$46.58 \$92,036.68	\$59.45 \$117,478.42	2.50%
	20*-24	\$49.73 \$98,261.18	\$39.78 \$78,608.94	\$49.73 \$98,261.18	\$38.85 \$76,775.94	\$31.97 \$63,163.61	\$38.32 \$75,724.21	\$48.91 \$96,638.52	\$62.43 \$123,352.34	5%
	25-29	\$52.21 \$103,174.24	\$41.77 \$82,539.39	\$52.21 \$103,174.24	\$40.80 \$80,614.73	\$33.56 \$66,321.79	\$40.24 \$79,510.42	\$51.35 \$101,470.44	\$65.55 \$129,519.95	5%
	30+	\$54.82 \$108,332.95	\$43.86 \$86,666.36	\$54.82 \$108,332.95	\$42.84 \$84,645.47	\$35.24 \$69,637.88	\$42.25 \$83,485.94	\$53.92 \$106,543.97	\$68.82 \$135,995.95	5%

* Retention bonus following years 5, 10, and 20 of service in a position. 1.5% of the 5th, 10th, or 20th year salary.

Health, Dental, Vision Benefits		
Muir has a "menu plan" for medical dental and vision insurance		
% FTE	Description	Annual Cap
Less than 50%	No Benefits	N/A
50%	50% Benefits	\$4,620 + life insurance
51%-74%	Prorated Benefits	Prorated
100% 30 Hrs	100% Benefits	\$9,240 + life insurance
100% 40 Hrs	100% Benefits	\$9,240 + life insurance
JMCS does not provide cash-in-lieu for benefits.		

Cell Phone Stipends	
CEO, CFO, COO:	\$1,800
Director/Dep Director	\$1,440
Coordinator/Business Office	\$1,200

John Muir Charter Schools
Salary Step Schedule I: Admin Leadership

	1	2	3	
	CEO	COO	CFO	
1	\$126,628.00	\$112,473.00	\$55.97	\$110,604.75
2	\$132,959.40	\$118,096.65	\$58.77	\$116,134.99
3	\$139,607.37	\$124,001.48	\$61.71	\$121,941.74
4	\$146,587.74	\$130,201.56	\$64.79	\$128,038.82
5	\$153,917.13	\$136,711.63	\$68.03	\$134,440.76
6	\$161,612.98	\$143,547.22	\$71.43	\$141,162.80
7	\$169,693.63	\$150,724.58	\$75.01	\$148,220.94
8	\$178,178.31	\$158,260.81	\$78.76	\$155,631.99
9	\$187,087.23	\$166,173.85	\$82.69	\$163,413.59
10	\$196,441.59	\$174,482.54	\$86.83	\$171,584.27
11	\$206,263.67	\$183,206.67	\$91.17	\$180,163.48
12	\$216,576.85	\$192,367.00	\$95.73	\$189,171.66
13	\$227,405.69	\$201,985.35	\$100.51	\$198,630.24
14	\$238,775.98	\$212,084.62	\$105.54	\$208,561.75
15	\$250,714.78	\$222,688.85	\$110.82	\$218,989.84

Employees on the Administrative Leadership step schedule do not advance through steps based on years in service. The CEO advances through contract negotiation with the JMCS governing board. The COO and CFO advance based on performance, and while the CEO negotiates total compensation for the COO and CFO, the JMCS governing board approves the final compensation terms for the COO and CFO.

Health, Dental, Vision Benefits		
Muir has a "menu plan" for medical dental and vision insurance		
% FTE	Description	Annual Cap
Less than 50%	No Benefits	N/A
50%	50% Benefits	\$4,620 + life insurance
51%-74%	Prorated Benefits	Prorated
100% 30 Hrs	100% Benefits	\$9,240 + life insurance
100% 40 Hrs	100% Benefits	\$9,240 + life insurance
JMCS does not provide cash-in-lieu for benefits.		

Cell Phone Stipends	
CEO, CFO, COO:	\$1,800
Director/Dep Director	\$1,440
Coordinator/Business	\$1,200

John Muir Charter Schools
2023-2024 Draft Salary Schedule Analysis

Current Year	2022-2023	FTE		Salary		Total Employment Costs		Percent Increase	Notes
		Certificated	Classified	Certificated	Classified	Certificated	Classified		
Current	2022-2023	46	14.575	\$3,686,694.75	\$988,951.25	\$4,908,760.69	\$1,448,215.25	NA	
1	2023-2024	46	14.575	\$3,766,500.83	\$1,010,896.02	\$5,005,818.66	\$1,475,911.50	1.92%	
2	2024-2025	46	14.575	\$3,873,324.73	\$1,033,656.08	\$5,135,418.71	\$1,500,178.46	2.37%	
3	2025-2026	45	14.575	\$3,892,264.14	\$1,059,423.21	\$5,148,885.05	\$1,524,983.51	0.58%	No A-G Coordinator
4	2026-2027	45	14.575	\$4,001,465.33	\$1,081,573.48	\$5,281,957.48	\$1,554,303.81	2.43%	
5	2027-2028	42	14.575	\$3,788,855.75	\$1,096,863.77	\$4,996,741.17	\$1,574,543.58	-3.88%	No Community Resource Coordinators

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Work Experience I and Work Experience II Policy and Procedure

Work Experience I

DEFINITION

An elective/life skills course – Course Name: Work Experience I | Course Number: 4910

PARTICIPATION REQUIREMENTS

Actively enrolled JMCS students who maintain 70% attendance or better in client agency programming may participate in Work Experience I. Students in Independent Study may participate in Work Experience I if they have a job outside of JMCS program partners.

AWARDING CREDITS

Students earn credits by working outside of the program day. For every 12.75 verified hours a student's works they can earn 1 high school credit in Electives or Life Skills up to the max per school session.

Students can earn the following elective credits per school session:

- Semester school sessions: 10 max elective for work hours for semester plus 5 credits for summer
- Trimester school sessions: 8.5 for trimester – no summer credits available

VERIFICATION OF STUDENT'S WORK ATTENDANCE AND SCHEDULE

JMCS staff will work with the student and employer to determine the best path. For Work Experience I, a pay stub with the student's name and time worked will be sufficient. Copies must be kept of the paystub in the student's file. Be sure to exclude sensitive student data, such as social security numbers, when making copies. Work Experience II requires verification of days/times worked. Acceptable employment is employment where taxes are paid, a W2 is filled out and a paycheck is received.

Work Experience II

DEFINITION

An elective/life skills – Course Name: Work Experience II | Course Number: 4911

CREDITS

Awarding Credits

Credits for Work Experience II can be awarded as follows:

- Semester school session: Maximum 20 elective credits for work hours per semester, an additional 5 Life Skills credits based on program attendance and work completed for the semester. Possible 10 credits for summer session.
- Trimester school session: Maximum 17 elective credits for work hours per trimester, an additional 5 Life Skills credits based on program attendance and work completed for trimester. No summer credits available

Earning Credits

- To earn all elective credits (20 per semester or 17 per trimester) a student must have employment outside of the program.
- Students must maintain 80% program attendance.
 - Student participant must attend every day academic classes are offered in a week with a minimum of 4 hours per day of academic programming on days when the participant is scheduled to work. When a student is not scheduled to work, they must attend a full program day. Work Experience II serves as an alternative option for the vocational training component of a program, therefore program staff should be overseeing student attendance in relation to their involvement in Work Experience II.
- Successful Completion of Summative Assessment Presentation
 - Summative Employment Presentation: Students will present the company or agency they are/were employed with. They will share their research and data from throughout the term including: content from their employer report, work experience essay, any client agency requirements, and their journals. Presentations will conclude with a term reflection on skills and knowledge gained, as well as what their plans are next for career or college. Please see the Work Experience II Life Skills Assignments and Rubrics document for a detailed credit break down, more details on each assignment, and the rubrics for assessment.
 - This presentation cannot be counted as part of myCEP for credit, however it can be used to satisfy portions of it. The presentation may only be awarded credit for the Life Skills component of the Work Experience II program.

Coursework for possible additional Life Skills credit

To earn the additional 5 Life Skills credits, students must complete the following assignments. Each assignment is required regardless of the participant's intent to use the credits for graduation requirements.

- Work Journal: Participants will complete a weekly journal in which they reflect on each work week's challenges, successes, opportunities for learning, how they are feeling about their work, and any updates or changes to their goals.

Board Approved: 9/14/16

- Self-evaluations completed weekly or bi-monthly
- Verified time sheets turned in weekly, bi-monthly, or monthly
- Employer report: A research project profiling the participant's place of employment, its history, staffing structure, mission statement, and general demographics. This report will also discuss the market sector the employer occupies and growth potential within the agency.
- Work Experience Essay: An essay (5 paragraphs or more) detailing the work the participant is engaged in. The participant will discuss the challenges and opportunities the position provides. This essay will also include a reflective component in which the participant examines and explains their personal growth from the experience.
 - Client agency requirements: Documentation of acquisition of related certifications through client agency and/or local one-stop, a set number of work hours completed, and any other general benchmarks as set by the client agency.

CLIENT AGENCY ROLE and REQUIREMENTS

Role

Work Experience II is a vocational training opportunity for program participants to earn Elective credits while maintaining employment outside of the agency. Client agencies may or may not be involved in assisting the participant in obtaining this employment. Programming responsibilities for the client agency include:

- Contextualizing and supporting development of job and soft skills appropriate for the position the participant holds.
- Monitoring and tracking work schedules and hours worked by participant.
- Establishing their own programmatic eligibility requirements such as academic performance expectations, maximum or minimum credit deficiencies, and skills benchmarks.

Requirements

For a client agency to qualify to offer the Work Experience II vocational program, they must provide a program model that has evidence of procedures and protocols to demonstrate the above requirements. This model should demonstrate:

- Entrance requirements for participants (e.g. number of academic credits earned, grade level attainment, evidence of viable employment, etc.),
- A means of monitoring benchmarks for adequate progress (attendance, certificate attainment, signed timesheets from external employer, academic performance, etc.)
- An exit point (is there a culminating performance task, portfolio, certification, etc.).

Client agencies wishing to offer a Work Experience II vocational program will submit this program model to their respective division director who will then review the model with the JMCS Leadership Team for approval.

Work Experience Independent Study

CREDITS

Awarding Credits

For every 12.75 verified hours a student's works they can earn 1 high school credit in Electives or Life Skills up to the max per school session.

Credits for Work Experience Independent Study can be awarded as follows:

- Semester school session: Maximum 30 elective credits for work hours per semester.
Possible 10 credits for summer session.
- Trimester school session: Maximum 25.5 elective credits for work hours per trimester.
No summer credits available

Earning Credits

- To earn the maximum allowed Work Experience credits while in Independent Study (30 per semester or 25.5 per trimester) a student must attend a work program in conjunction with a program partner.
- Students must maintain 80% program attendance.
 - Student participants must have consistent attendance for IS and be making progress on their academic coursework.

VERIFICATION OF STUDENT'S WORK ATTENDANCE AND SCHEDULE

For verification of a student's work hours, teachers will maintain copies of original reports or emails which are provided by the client agency. Copies of the emails or reports must be placed in the student's file. Teachers may also track work hours on a separate form, either digital or paper copy for each term an IS student is enrolled in Work Experience Independent Study.



Credit Exemption Information Form

AB 167/216, AB 1806, AB 2306, AB 365, AB 104 and AB 2121 require school districts to exempt a student in foster care, homeless youth, students who have been incarcerated as minors in facilities run by county probation departments, students of military families and migrant students from district graduation requirements that exceed state requirements and locally adopted graduation requirements adopted by the board of education.

Students can qualify for the exemption if they transferred school districts as a result of a qualifying situation after their second year of high school. This includes: Foster care, wards of the state (includes those pupils who were in the juvenile justice system), juveniles who were incarcerated for any length of time in facilities run by county probation departments, homeless students, students of military families, migratory students and newly migrant students who changed schools after their 10th grade year, during what would have been their 11th and/or 12th grade year in high school. AB 104 is reliant upon the year in high school during the 2020-2021 school year.

*Please note that eligibility is restricted for certain categories based on the date of legislation enactment. In order to qualify a student must have transferred schools as a result of the listed designation **after** the date given as the “earliest transfer date” for that category.

Refer to the table below for restrictions.

Credit Exemption Eligibility Dates

Legislation	Category	Effective Date	Earliest Transfer Date
AB 167/216	Foster Youth / Wards of State	January 1, 2010	<i>July 1, 2008</i>
AB 1806	Homeless Youth	January 1, 2015	<i>July 1, 2013</i>
AB 2306	Juvenile Justice / Incarcerated Youth	January 1, 2017	<i>July 1, 2015</i>
AB 365	Youth of Military Families	January 1, 2018	<i>July 1, 2016</i>
AB 2121	Migratory Youth / Newly Arrived Migrant Youth	January 1, 2019	<i>July 1, 2017</i>
AB 104	COVID	July 1, 2021	n/a

Verification must be provided to John Muir Charter Schools

Students in foster care/wards of the state can verify status in the following ways:

- Official documentation from
 - Case Manager
 - Social Worker
 - The Courts
 - Previous school verification including AB167 indication on transcript

Students who are homeless can verify status in the following ways:

- Current receipts from hotels/motels.
- Official documentation from
 - A memo/letter from a shelter on letterhead stating they are using their services.
 - A memo/letter from a case manager/social services agency on letterhead stating student is currently lacking a fixed, regular, and adequate nighttime residence.
 - Previous school verification including AB167/AB1806 indication on transcript
 - JMCS staff observations and follow up with student (oral verification). JMCS staff would provide verification letter.

Students who have been incarcerated in facilities run by county probation departments. These schools are located in juvenile halls, juvenile homes, day centers, ranches, camps, and regional youth education facilities.

Can verify status in the following ways:

- Official documentation from
 - Case Manager
 - Social Worker
 - The Courts
 - Probation
 - Juvenile detention facilities
 - Previous school verification including AB2306 indication on transcript

Students who are children of active duty military personnel can verify status in the following ways:

- Official documentation from armed services
 - Showing the student is or was residing with a parent/guardian who is a member of the armed forces on **active duty**.
 - Must indicate the parent/guardian was on active duty and/or discharged during the time of the relocation / transfer of schools.
 - Previous school verification including AB365 indication on transcript

Students who are children of migratory workers can verify status in the following ways:

- Official documentation from
 - Case Manager
 - Social Worker
 - Parent/Guardian employer
 - Previous school verification including AB2121 indication on transcript

Newly Migrant Students can verify status in the following ways:

- Official documentation from
 - Case Manager indicating immigration date
 - Social Worker indicating immigration date
 - Enrollment dates via CALPADS showing initial enrollment in US school
 - Previous school records indicating enrollment in intensive ELD programming
 - Previous school verification including AB2121 indication on transcript

3rd or 4th Year of High School is 2020-2021

- Confirm 9th grade year on transfer transcript and calculate year of high school in 2020-2021

Student / Parent / Guardian Acknowledgments

I understand I must provide verification to JMCS, which will be kept in my permanent file.

_____ Student Initials _____ Parent/Guardian Initials

I understand that using the exemption might impact my attempts to apply for financial aid and/or obtain entrance into a post-secondary. **JMCS cannot predict how postsecondary training programs will evaluate the exemption neither can JMCS predict how the exemption will impact students' ability to secure financial aid from various agencies/organizations.**

_____ Student Initials _____ Parent/Guardian Initials

I understand that I **do not have to use the exemption** and can opt out. I understand by opting out I will be required to complete all JMCS current graduation requirements and earn all required credits.

_____ Student Initials _____ Parent/Guardian Initials

I understand that if I opt into (TAKE) the exemption and reduction of credits that I am still required to participate fully in the JMCS and client agency partner program, which includes Life Skills and Vocational Education. I also understand that I will continue to earn credits in these courses.

_____ Student Initials _____ Parent/Guardian Initials

To OPT OUT:

I, _____, acknowledge that I qualify for AB 167/216, AB 1806, AB 365, AB 104 and AB 2121 exemptions, which can reduce my graduation requirements. **I am opting OUT of this exemption and understand that I must complete all JMCS current graduation requirements.**

Students Signature

Date

Parent/Guardian Signature

Date

JMCS Staff signature

Date

JMCS Admin signature

Date

To OPT IN:

I, _____, acknowledge that I qualify for AB 167/216, AB 1806, AB 365, AB 104 and AB 2121 exemptions, which can reduce my graduation requirements. **I am opting IN and will take the exemption and understand that I will be exempted from some of JMCS graduation requirements and a reduction in the amount of credits I am required to earn.**

Students Signature

Date

Parent/Guardian Signature

Date

JMCS Staff Signature

Date

JMCS Admin Signature

Date

Place signed form in SAP and keep this and all other related AB 167/216, AB 1806, AB 104 and AB 2306 documents.

Board Approved: 2/17/16
Revision Approved: 9/14/16
Revised: 3/13/17
Revised: 2/12/20
Revised 5/20/2022

Governing Board Policy #12 JMCS Equity Policy

The JMCS Board establishes this policy in an effort to eliminate all forms of intolerance, inequities of opportunity, and academic disparities in our school. We see our schools as centers for culturally diverse learning where all students are educated to their fullest potential and as centers of our community around which we come together in support of the education of all students. Equity is critical to the success of our school, our students, and our community.

I. JMCS Definition and Vision of Equity

At JMCS, our commitment to equity means:

- JMCS leadership will ensure safe spaces for dialogue and transparent, shared decision making with all stakeholders.
- JMCS staff will recognize each person's perspective, history, needs and strengths; increase our cultural awareness; evaluate & improve our culturally sustaining instructional practices; and ensure belonging, access and opportunity for students through individualized support and resources.
- JMCS students will be given opportunities to increase their racial and cultural literacy, address issues of inequity and strengthen their self-advocacy skills.

Through these practices, we believe equity will lead to equality for all.

The concept of educational equity goes beyond formal equality to fostering a barrier-free environment where all students, regardless of their race, class, or other personal characteristics, have the opportunity to benefit equally in order to succeed and thrive. An emphasis on equity calls on every adult to treat every student as capable of high levels of success and recognizes the uniqueness and strengths of each student allowing for differences in time, attention, resources, instruction, and support to ensure that all students can succeed academically and participate responsibly in our community. Equity is an interruption of systems, structures, policies, and practices which privilege some students while discriminating against other students. Strategies that promote equity are intended to ensure fairness by the following:

- A. Countering biased behaviors that cause harm to specific groups.
- B. Countering unfair policies, programs, and practices that consistently result in negative outcomes for groups who are disadvantaged by these actions.
- C. Negotiating, re-allocating, and sometimes re-imagining resources, opportunities, and supports when equal distribution of these things (one size fits all) results in inequitable

outcomes that do not adequately meet specific needs and interests of all groups of students.

II. Equity Mission

JMCS will disrupt all forms of discrimination in our school community by:

- A. Challenging intolerant behavior that jeopardizes the safety, well-being, or learning of others;
- B. Accepting that equity of educational opportunity requires that proactive steps be taken to address implicit biases and institutional barriers to equity; this will include:
 - 1. Routinely assessing student needs based on disaggregated data in order to enable equity-focused policy, planning, and resource development decisions;
 - 2. Analyzing expenditures and allocating financial and human resources in a manner that provides all students with equitable access to school programs, support services, and opportunities for success and promotes equity and inclusion. Such resources include access to high-quality administrators, teachers, and other school personnel; funding; technology, equipment, textbooks, and other instructional materials; facilities; and community resources or partnerships;
 - 3. Enabling and encouraging students to enroll in, participate in, and complete curricular and extracurricular courses, in courses leading to CSU or UC matriculation, training opportunities, experiential vocational education, and industry-level certifications that lead to life-long, sustainable employment in a variety of sectors;
 - 4. Building a positive school climate that promotes student engagement, safety, and academic and other supports for students;
 - 5. Adopting curriculum and instructional materials that accurately reflect the diversity of our society;
- C. Recognizing that biases and barriers can result in inequitable opportunities for groups of students based on their real or perceived personal characteristics such as race, color, ethnicity, national origin, religion, disability, sex, sexual orientation, gender, gender identity, gender expression, age, or socioeconomic status;
- D. Removing biases and barriers that contribute to achievement gaps which are unacceptable in a system that strives for equitable educational opportunities for all students. Historically and currently, in JMCS, such biases and barriers disproportionately affect students of color. The JMCS Board is committed to actively and continuously eliminating disparities in educational opportunities in our school, creating and supporting an environment of equal, equitable, unbiased and culturally responsive learning in a fair and safe system.

III. Board Commitment

- A. JMCS shall take active measures to provide an inclusive and emotionally supportive environment, free from discrimination.
- B. All school sites shall take active measures to provide every student with equal access to high quality and culturally relevant instruction, curriculum, support, facilities and other educational resources.
- C. The Board hereby sets forth a series of expectations with regard to equity in our school communities. JMCS will take active measures to:
 - 1. Develop and promote a culture of high expectations for all students;
 - 2. Identify and eliminate inequities in access to opportunities;
 - 3. Continuously raise the level of achievement for all students while eliminating academic disparities;
 - 4. Ensure that personal characteristics (real or perceived) will not predict any individual's educational outcomes;
 - 5. Recognize and aggressively address opportunity gaps;
 - 6. Actively recruit, support, and retain a diverse workforce; including the use of hiring practices that explore potential employee experience with or openness to addressing workplace DEI (Diversity, Equity and Inclusion);
 - 7. Administration regularly review teacher performance growth in defined aspects of equitable classroom practices and pedagogy;
 - 8. Actively train and support all administrators, teachers, and staff in implementing this policy including creating culturally affirming and relevant classrooms and schools; Engage with staff, students, parents/guardians, partnering agencies, and the entire community to build and sustain a culture emblematic of the ideals of this Equity Policy; Equitably allocate resources to accomplish these goals.
 - 9. In keeping with this policy, JMCS shall review and revise existing policies, programs, professional development, and procedures to reflect applicable laws and the school's Definition of Equity.
- D. The Board and administration shall actively model its commitment to equity to align all new processes and procedures to applicable law and the school's Definition of Equity, including but not limited to:
 - 1. Reports
 - 2. Presentations
 - 3. Decision making at every level
 - 4. The Board as a body will participate in select DEI activities, either through actively engaging or review and discussion of school DEI initiatives. This will be facilitated

by JMCS Equity Lead, JMCS staff, and/or relevant 3rd party presenters and occur at a minimum once per year during regularly scheduled board meetings. The initial participation will be within one year of the establishment of this policy for current board members and within one year of the election of any new Board member; and will continue annually.

- E. The Board shall demonstrate its commitment to equity by directing the CEO, COO and Equity Lead to develop an Equity Plan to implement this policy. The Equity Plan will be reviewed annually and performance metrics will be used to measure progress. The plan will include a communication plan.
- F. In order to maintain vigilance the school will maintain an Equity Lead person, who will be a teacher-leader dedicated to ensuring the Equity Plan is followed. The Equity Lead shall continue to be in place for the purpose of advising the Board and the CEO/COO with regard to matters of equity in JMCS. The Equity Lead shall solicit input from a broad group of diverse stakeholders including but not limited to students, parents, administrators, and community members. The Board shall hold an annual meeting with the Equity Lead, relevant staff and/or representatives.



John Muir Charter Schools
California Conservation Corps (CCC) School Sites
Local Conservation Corps (LCC) School Sites
YouthBuild School Sites
WIOA School Sites

Comprehensive School Safety Plan
2022-2023
For JMCS Governing Board Approval January 11, 2023

John Muir Charter Schools Safety Plan

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John Muir Charter Schools Safety Plan

Table of Contents

SIGNATURE PAGE	5
BASIC PLAN	7
I. Introduction	7
II. Concept of Operations	13
III. Organization and Assignment of Responsibilities	15
IV. Direction, Control, and Coordination	18
V. Communications	22
VI. Administration, Finance, and Logistics	26
VII. Plan Development, Maintenance, and Distribution	28
VIII. Authorities and References	29
FUNCTIONAL ANNEXES	31
I. School Climate	31
II. Continuity of Operations (COOP) Procedures	32
III. Recovery: Psychological Healing Procedures	35
HAZARD- AND THREAT-SPECIFIC ANNEXES	37
I. Natural Hazards: Flood	37
II. Technological Hazards: Chemical	39
III. Fire/Wildfire Evacuation	42
IV. Human-Caused Hazards: Intruder/Lockdown	45
V. Human-Caused Hazards: Active Shooter	47
REFERENCES	50

John Muir Charter Schools Safety Plan

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John Muir Charter Schools Safety Plan

SIGNATURE PAGE

R.J. Guess
Chief Executive Officer

Dawn McConnell
Chief Operating Officer

John Muir Charter Schools Safety Plan

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John Muir Charter Schools Safety Plan

BASIC PLAN

I. INTRODUCTION

A. PURPOSE OF THE PLAN

The purpose of the John Muir Charter Schools Safety Plan (JMCS Safety Plan) is to identify and respond to incidents by outlining the responsibilities and duties of John Muir Charter Schools and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides partner agencies and members of the community with assurances that John Muir Charter Schools (JMCS) has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures were written for dealing with existing and potential student and school incidents. As well, incidents that may occur on one of the many sites that house JMCS students, partner agencies or in the outlying county are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines in cooperation with partnering agencies. JMCS schedules in-service training for staff members bi-annually.

Lastly, developing, maintaining, and exercising the School Safety Plan increases JMCS' legal protection. JMCS is committed to providing students with quality educational experiences in a safe and secure environment. To implement this commitment, the Comprehensive Safe School Safety Plan was developed in accordance with the objectives of SB 187. Policies and procedures are assessed, modified, and updated on an ongoing basis to ensure that the plan is an effective and integral part of the efforts to provide an optimal learning environment.

B. SCOPE OF THE PLAN

The JMCS Safety Plan outlines the expectations of staff/faculty, and students; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

1. Definitions

Incident: An incident is an occurrence – natural, technological, or human-caused

John Muir Charter Schools Safety Plan

– that requires a response to protect life or property. The principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Comprehensive School Safety Plan.

Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident. Identified hazards parallel those identified in the local hazard mitigation plan of each county where a JMCS site has been established.

2. School Board Policy Statement

The John Muir Comprehensive School Safety Plan operates within the framework of the approved John Muir Governing Board policies.

3. Situation Overview/Hazard Analysis Summary

A. Office Population

JMCS is a unique organization partnered with **Conservation Corps, Local Conservation Corps, YouthBuild and Workforce Innovation and Opportunity Act** sites around the state. The office population resides through client agencies and follows the safety plan of the said agency.

B. School Population - General Population

JMCS is an organization open to young adults age 16 – 25 years old who are in need of obtaining a high school diploma. Young people are given the opportunity to earn a high school diploma while working with California Conservation Corps, Local Conservation Corps, YouthBuild and Workforce Innovation and Opportunity Act sites around the state, doing exciting and valuable work for the community. All JMCS sites are accredited by the Western Association of Schools and Colleges (WASC). General population varies by program and site and program location. The student population is fluid and is identified by program enrollment and updated regularly.

C. School Population - Special Needs Population

JMCS is committed to the safe evacuation and transport of students and staff with special need on any school site with this population group. The special needs population includes students/staff with:

John Muir Charter Schools Safety Plan

- Limited English proficiency,
- Blindness or visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

JMCS is compliant with all ADA regulations and has ramps located on school sites and participating agency sites.

4. Operations Plan

JMCS has 36 school sites across the state of California. Each classroom site is aware of the partnering agencies safety plan and follow the protocol for the hosting agency.

A map of the buildings annotated with evacuation routes, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, emergency response plan, and utility shut offs is the responsibility of the agency site safety plan per OSHA requirements.

5. Hazard Analysis Summary

Critical infrastructure is essential to the state's ability to provide assistance to its people for their everyday lives. Critical infrastructure such as transportation routes, utilities, government facilities, schools, and hospitals also provides the state with the capacity to respond to disasters. California's resiliency (the ability to withstand, respond to, and recover from a disaster) strongly depends on its capacity to quickly restore the functioning of critical infrastructure and facilities after disasters.

JMCS recognizes that school sites and outlying areas are exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. The state of California Multi-Hazard Mitigation Plan serves as a tool for assessing potential hazards that may affect school sites. JMCS utilizes the FEMA training and template E/L361 and G364: Multi-hazard Emergency Planning for Schools to develop this plan.

6. Mitigation Assessment

California is an extraordinarily large, diverse, and complex state. With 12 percent of the U.S. population, it is culturally, ethnically, economically, ecologically, and politically diverse. Human, economic, and natural assets worthy of protection from natural and human-caused disasters include its people, economy,

John Muir Charter Schools Safety Plan

infrastructure, and environment. If it were a separate nation, it would have the eighth largest economy in the world. A catastrophic disaster could adversely affect the national and world economies

Earthquakes	<p>Earthquakes can occur everywhere in California which means all Californians live with an earthquake risk. In addition to the shaking caused by earthquakes, other things can occur such as landslides, surface fault ruptures and liquefaction--all of which may cause injury or property damage.</p> <p>California has extensive seismic activity. It is more seismically active than all other states except Alaska, but California has more earthquake risk than all other states combined - seventy four percent of the country's overall expected annualized losses (FEMA 366, 2000). It sits on the juncture of two major tectonic plates, the North America Plate and the Pacific Plate. The San Andreas Fault generally parallels the coast in a southeasterly direction, coming ashore near Eureka, passing west of San Francisco and east of Los Angeles into Mexico. Earthquakes have claimed the lives of more than 3,000 Californians in the past two centuries.</p>
Fire	<p>California wildfires typically burn hundreds of thousands of acres each year. California law requires CAL FIRE (California Department of Forestry and Fire Protection), to identify areas based on the severity of fire hazard that is expected to prevail there. These areas, or "zones," are based on factors such as fuel (material that can burn), slope and the expected chance of burning. There are three zones, based on increasing fire hazard... Moderate (M), High (H) and Very High (VH)</p>
Floods	<p>Floods are one of the most common hazards in the United States. Flood effects can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states.</p> <p>However, all floods are not alike. Some floods develop slowly, sometimes over a period of days. But flash floods can develop quickly, sometimes in just a few minutes and without any visible signs of rain. Flash floods often have a dangerous wall of roaring water that carries rocks, mud, and other debris and can sweep away most things in its path. Overland flooding occurs outside a defined river or stream, such as when a levee is breached, but still can be destructive. Flooding can also occur when a dam breaks, producing effects similar to flash floods.</p> <p>Flood hazards are of particular concern if located in a low-lying area, near water or downstream from a dam. Even very small streams, gullies, creeks, culverts, dry streambeds, or low-lying ground that appear harmless in dry weather can flood.</p>
Hazardous	<p>Hazardous materials incidents may occur anywhere and at any time in the</p>

John Muir Charter Schools Safety Plan

Materials	<p>state of California. The potential for a hazardous materials incident depends on the volume, distribution, and/or use of chemicals and other hazardous substances in a particular area. In general, the likelihood of a hazardous materials incident is greatest in the following areas:</p> <p>1. Transportation Routes Highways, railways, and commercial and military aviation routes constitute a major threat because of the multitude of chemicals and hazardous substances transported along them natural gas to various parts of the state and the Underground Hydrocarbon pipeline, which runs adjacent to the Union Pacific railway tracks.</p> <p>2. Illegitimate Business Illegitimate businesses, such as clandestine drug laboratories, are a significant threat to human health, property, and the environment. In many instances, the residue is discharged into a public sewer or private sewage disposal system, or is dumped in remote areas of the county or along the side of the road, posing a serious health threat to the unsuspecting person who stumbles across it.</p>
Tsunami	<p>A tsunami is a sea wave generated by an earthquake, landslide, volcanic eruption, or even by a large meteor hitting the ocean. Although tsunamis in California are a rare, the entire California coastline is vulnerable to these events.</p> <ul style="list-style-type: none"> o A tsunami is a series of waves or surges most commonly caused by an earthquake beneath the sea floor. o An unusual lowering of ocean water, exposing the sea floor, is a warning of a tsunami or other large wave. This “draw back” means the water will surge back strongly. o Beaches, lagoons, bays, estuaries, tidal flats, and river mouths are the most dangerous places to be. It is rare for a tsunami to penetrate more than a mile inland. o Tsunami waves are unlike normal coastal waves. Tsunamis are more like a river in flood or a sloping mountain of water and filled with debris. o Tsunamis cannot be surfed. They have no face for a surfboard to dig into and are usually filled with debris. o Large tsunamis may reach heights of twenty to fifty feet along the coast and even higher in a few locales. o The first tsunami surge is not the highest and the largest surge may occur hours after the first wave. o It is not possible to predict how many surges or how much time will elapse between waves for a particular tsunami.
Human Health Hazards	<p>Wildlife and Insects The impact to human health that wildlife, and more notably, insects, can have upon an area is substantial The rising concern with West Nile Virus</p>

John Muir Charter Schools Safety Plan

	<p>and Zika virus has initiated a state wide public outreach campaign and a limited control program for mosquito abatement in affected areas.</p> <p>Pandemic Flu season and pandemics like COVID-19 can have serious consequences to human health and economics. Every few decades an influenza or other pandemic outbreak occurs with a virus that is particularly virulent and contagious resulting in national or even international concerns for human health and welfare. COVID-19 and influenza can be particularly dangerous to everyone; older people, infants/babies, and people with a suppressed immune response or have susceptibility to respiratory disease from a pre-existing condition may be significantly affected.</p>
Intruder	While a hostile intruder incident is rare, like any educational or work site, it is vulnerable to intruders.
Terrorism	All agencies and public institutions are vulnerable to terrorist activity.

According to California Operation of Emergency Services (Cal OES) disaster incidents and casualties rank risk between 1950 – 2012 in this order: fire, flood, earthquake, agricultural, freeze, landslide, economic, civil unrest, drought, hazardous material, wind, air disaster, facility, road damage, tsunami, invasive species, storms, tornado. These risks were identified by disaster incidents, casualties, and Cal OES costs by type. Cal OES has revised the Data base from which these summary tables were drawn during the preparation of the 2013 SHMP in an effort to continuously improve disaster history data. (Section 4.2, page 89 STATE OF CALIFORNIA MULTI-HAZARD MITIGATION PLAN).

7. Preparedness, Prevention, and Mitigation Overview

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. JMCS foster preparedness at all levels. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. JMCS is committed to taking proactive prevention measures whenever possible to protect the safety and security of staff, students, and visitors. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our schools.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. John Muir Charter has taken action to reduce or eliminate the adverse effects of natural,

John Muir Charter Schools Safety Plan

technological, and human- caused hazards on people and property in the controlled classrooms or sites on which they operate.

A. PLANNING ASSUMPTIONS AND LIMITATIONS

1. Planning Assumptions

Stating the planning assumptions allows JMCS to deviate from the plan if certain assumptions prove not to be true during operations. The School Safety Plan assumes:

- The community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time on any of the JMCS sites or partnering agencies without warning. The employees of JMCS affected by an incident cannot, and should not, wait for direction from local response agencies or partnering agency to respond to the emergency; action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the offices may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to students, staff, and visitors. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the staff to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Proper prevention and mitigation actions, such as creating a positive office environment and conducting fire inspections, will prevent or reduce incident-related losses.
- Maintaining the School Safety Plan and providing frequent opportunities for stakeholders (staff, students, board members, first responders, etc.) to exercise the plan can improve JMCS' readiness to respond to incidents.
- A spirit of volunteerism among employees will result in their providing assistance and support to incident management efforts.

2. Limitations

It is the policy of JMCS that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, JMCS can only endeavor to make every reasonable effort to manage the

John Muir Charter Schools Safety Plan

situation, with the resources and information available at the time.

II. CONCEPT OF OPERATIONS

This plan is based upon the concept that the incident management functions that must be performed by the office and school site staff generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

A. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

JMCS recognizes that staff will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers.

NIMS recommendation for school districts includes completing the following:

- Adopt the use of the Incident Command System (ICS). ICS-100 is a web-based course available free from the Federal Emergency Management Agency (FEMA) Emergency Management Institute.
- Complete NIMS awareness course IS-700 NIMS: An Introduction IS-700 is a web-based course available free from the Emergency Management Institute. **JMCS** will make every effort to promote IS-700 training on school sites.
- Participate in local government's NIMS preparedness program and incorporate the school plan into the community EOP.
- Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan's procedures and hazard-specific incident plans. School sites are charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

B. IMPLEMENTATION OF THE INCIDENT COMMAND SYSTEM (ICS)

In a major emergency or disaster, one of the JMCS sites or locations may be damaged

John Muir Charter Schools Safety Plan

or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS) may be used to manage all incidents and major planned events.

The Incident Commander at each site will be delegated the authority to direct all incident activities **until command is passed to appropriate partnering agency executive, local law enforcement or fire service personnel**. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the John Muir Chief Executive Officer, Chief Operating Officer, Regional Director or other designated officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander, partnering agency executive or **local law enforcement or fire service personnel**.

C. INITIAL RESPONSE

Support personnel and teachers are usually first on the scene of an incident. Staff is expected to take charge and manage the incident until it is resolved or **command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility**. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate.

The Chief Executive Officer, Chief Operating Officer, Regional Director or his/her designee is responsible for activating the School Safety Plan, including common and specialized procedures as well as hazard-specific incident plans found in annexes. The Chief Executive Officer or designee will assign an Incident Commander based who is most qualified for that type of incident. School sites will incorporate the ICS protocol and follow site specific plans. The Incident Commander will report situation status to the Chief Executive Officer, Chief Operating Officer, and Regional Director and **will transfer command to local law enforcement or fire service personnel as appropriate**.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section establishes the operational organization that will be relied on to manage the incident and includes a broad overview of JMCS site management.

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

JMCS are unique in demographics and location. The Chief Executive Officer, Chief Operating Officer, and Regional Directors may not be able to manage all the aspects

John Muir Charter Schools Safety Plan

associated with an incident without assistance. The office and school site administrators rely on other personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents.

Staff may be required to remain at school to assist in an incident. In the event that this School Safety Plan is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

A. CHIEF EXECUTIVE OFFICER

The Chief Executive Officer may serve as the Incident Commander or delegate that authority to a qualified individual who assumes the role on the site of an incident. At all times, the Chief Executive Officer still retains the overall responsibility for the safety of staff and students on school and partner agency sites. However, delegating the authority to manage the incident allows the Chief Executive Officer to pass control to staff members present on the site of the incident. **Command of an incident is transferred to local law enforcement or fire service personnel as appropriate.**

Incident Commander

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this Comprehensive School Safety Plan.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. **(Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)**

B. TEACHERS ON SCHOOL SITES

On the JMCS designated classroom site, teachers and support staff shall be responsible for the supervision of students and shall remain with students until directed otherwise. Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in

John Muir Charter Schools Safety Plan

accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.

- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be encouraged to be trained and certified in first aid and CPR.

John Muir Charter Schools Safety Plan

C. INSTRUCTIONAL ASSISTANT ON SCHOOL SITES

Responsibilities include assisting teachers as directed.

D. COACHES AND SUPPORT STAFF ON JMCS SITES OR CLASSROOMS

Coaches and support staff provide assistance with the overall direction of the incident management procedures at the site. Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

E. CUSTODIANS/MAINTENANCE PERSONNEL ON SCHOOL SITES

Responsibilities include:

- Survey and report building damage to the Incident Commander or Operations Section Chief.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment
- Keep Incident Commander or designee informed of condition of school

F. OFFICE STAFF ON SCHOOL SITES

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers. Follow template provided by Public Information Officer (PIO).
- Provide for the safety of essential documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the **CEO and administrative team** and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.
- Document date, time, incident, and response information.

G. OTHER STAFF (ITINERANT STAFF, SUBSTITUTE TEACHERS) ON SCHOOL SITES

John Muir Charter Schools Safety Plan

Responsibilities include reporting to the Incident Commander or ICS supervisor if requested or activated.

H. STUDENTS ON SCHOOL SITES

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.

IV. DIRECTION, CONTROL, AND COORDINATION

A. SCHOOL INCIDENT COMMAND SYSTEM (ICS)

To provide for the effective direction, control, and coordination of an incident, either single-site or multi-incidents, the School Safety Plan will be activated including the implementation of the Incident Command System (ICS). The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities.

The ICS is organized into the following functional areas:

1. Incident Command

Directs the incident management activities using strategic guidance provided by the Policy Group.

Office/School-related responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
- Coordinate media relations and information dissemination with the principal.
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- Document all activities.

2. Operations Section

Directs all tactical operations of an incident including implementation of

John Muir Charter Schools Safety Plan

response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

- Analyze staffing to develop a Parent-Student Reunification Plan as needed, and implement an incident action plan for school sites affected by incident.
- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing facility.
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Document all activities.

As needed, the types of Strike Teams described in the following table may be established within the Operations Section. JMCS staff may be assigned to specific sites to assist in operations or work in conjunction with partnering agencies.

Operations Section Teams

Strike Team	Potential Responsibilities
Search & Rescue Team	Search & Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for: Identifying and marking unsafe areas. Conducting initial damage assessment. Obtaining injury and missing student reports from teachers.

John Muir Charter Schools Safety Plan

First Aid Team	<p>First Aid Teams provide triage, treatment, and psychological first aid services. First Aid Teams are responsible for:</p> <p>Setting up first aid area for students.</p> <p>Assessing and treating injuries.</p> <p>Completing master injury report.</p> <p>Note: The Logistics Section provides care to responders (if needed).</p> <p>The Operations Section First Aid Team is dedicated to students or other disaster victims.</p>
Evacuation/Shelter/Care Team	<p>Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter/Care Team is responsible for:</p> <ul style="list-style-type: none"> ● Accounting for the whereabouts of all students, staff, and volunteers. ● Setting up a secure assembly area. ● Managing sheltering and sanitation operations. ● Managing student feeding and hydration. ● Coordinating with the Student Release Team. ● Coordinating with the Logistics Section to secure the needed space and supplies.
Facility & Security Response Team	<p>The Facility & Security Response Team is responsible for:</p> <p>Locating all utilities and turning them off, if necessary.</p> <p>Securing and isolating fire/HazMat.</p> <p>Assessing and notifying officials of fire/HazMat.</p> <p>Conducting perimeter control.</p>
Crisis Intervention Team	<p>The Crisis Intervention Team is responsible for:</p> <p>Assessing need for onsite mental health support.</p> <p>Determining need for outside agency assistance.</p> <p>Providing onsite intervention/counseling.</p> <ul style="list-style-type: none"> ● Monitoring well-being of school Incident Management Team, staff, and students, and reporting all findings to the Operations Section Chief.
Reunification	<p>The majority of JMCS students are adults and do not require reunification; however those that are under the age of 18 must be released to parent/guardian in the event of an off-site evacuation.</p>

3. Planning Section: Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

John Muir Charter Schools Safety Plan

Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.

4. Logistics Section

Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
- Document all activities.

5. Finance/Administration Section

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident.

Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

This section may not be established onsite at the incident. Rather, JMCS business offices may assume responsibility for these functions

B. COORDINATION WITH POLICY/COORDINATION GROUP

In complex incidents, a Policy/Coordination Group will be convened at the JMCS office in **Nevada City, CA or at a secondary location as designated by the incident commander**. The role of the Policy/Coordination Group is to:

- Support the on-scene Incident Commander.

John Muir Charter Schools Safety Plan

- Provide policy and strategic guidance.
- Help ensure that adequate resources are available.
- Identify and resolve issues common to all organizations.
- Keep elected officials and other executives informed of the situation and decisions.
- Provide factual information, both internally and externally through the Joint Information Center.

1. Community Emergency Operations Plan (EOP)

JMCS maintain a site-specific Comprehensive School Safety Plan to address hazards and incidents. Staff members that maintain and exercise the plan are in frequent contact with Christine Espedal, Safety and School Climate Coordinator, Nevada County Superintendent of Schools. Direction in large-scale events is in cooperation with local and state emergency operations centers (EOC).

2. Coordination with First Responders

An important component of the John Muir Comprehensive School Safety Plan is a respect for and cooperation with various county agencies to aid timely communication. Various agencies and services that may be needed during a large-scale incident include county governmental agencies such as mental health, law enforcement, and fire departments.

JMCS Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

3. Source and Use of Resources

JMCS will use their own resources and equipment to respond to incidents on their own school sites until incident response personnel arrive. School classrooms located “in the field” will rely on resources from the partnering agencies.

V. COMMUNICATIONS

Communication is a critical part of incident management. This section outlines JMCS’ communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

A. INTERNAL COMMUNICATIONS

1. Communication between Staff

Staff will be notified when an incident occurs and kept informed as additional

John Muir Charter Schools Safety Plan

information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- Telephone Tree: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at the office. The tree originates with the **CEO and administrative team** who contacts the members of the staff.
- E-messenger is a phone system available to make all calls to programmed staff, schools, and parents.
- Emails may be sent to teachers in classrooms as an effective communication tool.
- Classroom phones or hand-held radios may be used for communication between office staff and teachers.
- The Public Address (PA) system will be implemented for all-school site communication if available.
- Cell phones (direct calls or text) will be used as appropriate.

2. Communication with specific school sites

Site specific staff will communicate with the JMCS Chief Executive Officer, Chief Operating Officer and/or Regional Director who will notify others as appropriate. Forms of communication may include:

- Hard-line phone communication to NCSOS
- Cell phone call directly to **CEO and administrative team**.
- Email
- Fax

B. EXTERNAL COMMUNICATIONS

1. Communication with parents and adult students

Before an incident occurs, JMCS will:

- Develop a relationship with parents and students so that they trust and know how to access alerts and incident information.
- Inform parents and students about the school's Comprehensive School Safety Plan, its purpose, and its objectives. Information will be included during initial enrollment and during pre-arranged drills. School websites will have safety information available.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
- Inform parents of the school site relationship with partnering agencies.
- Inform partnering agencies regarding Comprehensive School Safety Plan and plan to notify them of any and all incidents.

In the event of an incident, JMCS will:

John Muir Charter Schools Safety Plan

- Disseminate information via automated phone calls, radio announcements, television, and emails to inform parents and staff about exactly what is known to have happened at specific school sites.
- Implement the plan to manage phone calls and parents who arrive at school or at school site.
- Describe how the school and partnering agencies are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, website address, or recorded hotline where parents and students can receive updated incident information.
- Inform parents and students when and where school will resume.

After an incident, JMCS and/or designee will schedule and attend an open question-and-answer meeting for parents and students as soon as possible.

2. Communication with the Media

In the event of an incident, the Incident Commander will:

- Designate a Public Information Officer.
- Establish an off-campus briefing area for media representatives.
- Determine the need to establish or participate in a joint information center.
- Coordinate messages with the school site **teacher** and Policy Group.

All JMCS employees are to refer all requests for information and questions to the designated spokesperson or Joint Information Center (if established). Media contacts at the major television, Internet, and radio stations are maintained by the Administrative Coordinator. In the case of an incident, these media contacts will broadcast JMCS' external communications plans, including the information hotline for parents and students.

3. Handling Rumors

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, JMCS will:

- Provide appropriate information to internal groups including administrators, teachers, students, support staff, and partnering agencies. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be

John Muir Charter Schools Safety Plan

dispelled.

After the immediate incident response period, JMCS will conduct public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.

4. Communication with First Responders

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction.

5. Communication after an Incident (Recovery Process)

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/school site teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs. Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
- Provide detailed facilities data to the John Muir Charter Chief Executive Officer and Chief Operating Officer so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.

JMCS will:

- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.
- Establish absentee policies for staff/teachers/students after an incident.

John Muir Charter Schools Safety Plan

- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, tele-group tutoring, etc.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

C. COMMUNICATION TOOLS

Some common internal and external communication tools that JMCS may use include the following:

- Standard telephone - landline
- Cellular telephones: These phones may be the only tool working when electric service is out; they are useful to faculty/staff en route to or from a site. The use of text messaging is the most effective form of communication when systems are overwhelmed.
- Intercom systems: The intercom system includes teacher-initiated communication with the office using a handset rather than a wall-mounted speaker.
- Two-way radio: Two-way radios provide a reliable method of communication between rooms and buildings at a single site. All staff will be trained to understand how to operate the two-way radio.
- Computers: A wireless laptop computer may be used for communication both within the school, and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area, and to the Chief Executive Officer. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the homepage of the school and district website.
- Fax machines: Possible uses include off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated.
- Alarm systems on school sites or partnering agency sites: Bells or buzzers may be in place and sound in different ways to signal different types of incidents – for example, fire, lockdown, or special alert (with instructions to follow). All staff/faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.
- Whistles: Whistles should be included in crisis kits in order to signal a need for immediate attention or assistance.
- Runners—hand-carried notes may be used for communication as need dictates.

VI. ADMINISTRATION, FINANCE, AND LOGISTICS

A. AGREEMENTS AND CONTRACTS

John Muir Charter Schools Safety Plan

If school resources prove to be inadequate during an incident, JMCS will request assistance from local emergency services, and other agencies. All requests will be approved by the business offices at **school** and county levels.

B. RECORDKEEPING

1. Administrative Controls

JMCS business office is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations for their school sites. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

2. Activity Logs

The ICS Section Chiefs will maintain accurate logs recording key incident management activities, including:

- Activation or deactivation of incident facilities.
- Significant changes in the incident situation.
- Major commitments of resources or requests for additional resources from
- External sources.
- Issuance of protective action recommendations to the staff and students.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

C. INCIDENT COSTS

1. Annual Incident Management Costs

The ICS Finance and Administration Section (John Muir Charter business office) is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that can be used in preparing future school budgets.

2. Incident Costs

The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs,
- Equipment operations costs,

John Muir Charter Schools Safety Plan

- Costs for leased or rented equipment,
- Costs for contract services to support incident management operations, and
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

D. PRESERVATION OF RECORDS

In order to continue normal school operations following an incident vital records must be protected. These include legal documents and student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Details are outlined in the Continuity of Operations (COOP) Procedures, a functional annex of this plan.

IV. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

JMCS Chief Executive Officer or designee is responsible for the overall maintenance and revision of the School Safety Plan. Coordination of training, exercising, and drills are the responsibility of the site Principal, classroom teacher or designee.

The JMCS Safety Committee and Governing Board are responsible for approving and promulgating the Comprehensive School Safety Plan. Community fire, law enforcement, and emergency managers' suggestions for improvement will be requested.

A. APPROVAL AND DISSEMINATION OF THE PLAN

The John Muir Safety Committee and Governing Board will approve and disseminate the Comprehensive School Safety Plan following these steps:

- Review and validate the Plan
- Present the Plan (for comment or suggestion)
- Obtain Plan approval
- Distribute the Plan via Google Drive

1. Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change.

2. Record of Distribution

Copies of the Comprehensive School Safety Plan will be distributed to those tasked in this document. The record of distribution will be kept as proof that

John Muir Charter Schools Safety Plan

tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The Safety Committee will indicate the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the Chief Executive Officer.

B. PLAN REVIEW AND UPDATES

The Comprehensive School Safety Plan will be reviewed annually by the John Muir Safety Committee and Governing Board, and others deemed appropriate by school administration. Compliance with education code Section 32286 requires, “each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1 every year thereafter. A new school campus that begins offering classes to pupils after March 1, 2001, shall adopt a comprehensive school safety plan within one year of initiating operation, and shall review and update its plan by March 1, every year thereafter.”

The JMCS Safety Plan will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

C. TRAINING AND EXERCISING THE PLAN

JMCS understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that all school personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur.

JMCS Safety Plan training will include:

- Hazard and incident awareness training for all staff.
- Orientation to the Comprehensive School Safety Plan and annexes.
- First aid and CPR training **is encouraged** for all staff.
- Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation.
- Volunteer participation in two online FEMA courses: ICS 100 and IS-700. Both courses are available for free at FEMA’s Emergency Management Institute Website.

Additional training will include drills, and tabletop and functional exercises. Drills will be conducted at least once per semester. Training will occur at least once per school year.

All JMCS staff members are **encouraged** to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.

John Muir Charter Schools Safety Plan

VIII. AUTHORITIES AND REFERENCES

The following regulations are the State authorizations and mandates upon which this Comprehensive School Safety Plan is based. These authorities and references provide a legal basis for incident management operations and activities.

- California Senate Bill 187 (Chapter 736, Hughes, Statutes of 1997) requires that all California schools to develop and implement comprehensive Safe School Plans. (Education Code Section 35294.2). *Education Code* Section 35294.6(a) requires that the plan be reviewed and updated annually by March 1.
- California Education Code 33031 requires that school principals formulate and submit to the district superintendent for approval a civil defense and emergency preparedness plan for that school. Plans must be tested two times during the school year.
- California Government Code Title 1, Division 4, Chapter 8, section 3100 deems public workers to be disaster service workers subject to such disaster services activities as may be assigned to them, and that school districts have a responsibility to be prepared as possible to meet emergencies .
- Because all schools are integral components of every community and its government, it is recommended that all schools— regardless of whether or not they are recipients of Federal preparedness funding — implement NIMS. The Standardized Emergency Management System mandates the use of the National Incident Management System and the use of the Incident Command System (ICS) for managing all disaster/crisis situations.

Education Code 32282 (a) states: The comprehensive school safety plan shall include, but not be limited to, both of the following:

- Assessing the current status of school crime committed on school campuses at school-related functions.
- Identifying appropriate strategies and program that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety.

John Muir Charter Schools Safety Plan

FUNCTIONAL ANNEXES

Each functional annex describes the policies, processes, roles, and responsibilities for that function. Functional annexes address all-hazard critical operational functions.

I. SCHOOL CLIMATE

A. PURPOSE

The purpose of this section is to ensure that there are programs in place to provide staff and students with a positive school climate.

B. SCOPE

The section outlines the importance of a positive school climate and the tools used for assessing school climate and providing data to guide school improvement efforts.

C. CORE FUNCTIONS

Nevada County Superintendent of Schools will act as a resource for John Muir Charter Schools sites in regard to safety research and support and in procurement, distribution and use of school climate curriculum materials and supplemental aids.

1. Assessment of School Climate

Education Code 32282 (a) states: The comprehensive school safety plan shall include, but not be limited to, both of the following:

- Assessing the current status of school crime committed on school campuses at school-related functions.
- Identifying appropriate strategies and program that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety.
- **Maintaining a school suicide prevention policy.**

2. Implementation and action for School Safety

- Review of existing school site discipline rules and procedures are done regularly. Expectations for student behavior, codes of conduct, unacceptable behavior, and disciplinary consequences are reviewed annually. Parent and student signatures ensure understanding and acceptance of policies and procedures.
- Internet use agreements between school sites and students are in place to ensure proper and safe use of internet services.
- Professional development activities are promoted for all school personnel to include training on the implementation of the school site plan, safe

John Muir Charter Schools Safety Plan

school strategies, crisis response training, consistent enforcement of school discipline policies, child abuse reporting, and identification and recognition of student mental health issues.

- Accesses to school sites and individual classrooms have been appropriately restricted: procedures are in place to address visitors to campus.

II. CONTINUITY OF OPERATIONS COOP PROCEDURES

A. PURPOSE

The purpose of these Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the county after an incident that results in disruption of normal activities or services to schools. Failure to maintain these critical services would significantly affect the education and/or service mission of the school in an adverse way.

- Common procedures, and
- Specialized procedures.

All functional annexes address:

- Situations under which the procedures should be used
- Who has the authority to activate the procedures
- Specific actions to be taken when the procedures are implemented

B. SCOPE

It is the responsibility of JMCS officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying and mitigating hazards, preparing for and responding to incidents, and managing the recovery. These COOP procedures are written to address these responsibilities before, during, and after times of routine work schedules.

The COOP procedures outline actions needed to maintain and rapidly resume essential academic, business, and physical services after an incident.

C. RESPONSIBILITIES

The delegation of authority and management responsibilities in event of an incident follows the hierarchy outlined in previous sections. Designated school staff/faculty COOP procedures personnel, in conjunction with the **CEO and administrative team**, will perform the essential functions.

John Muir Charter Schools Safety Plan

Chief Executive Officer	<ul style="list-style-type: none"> ▪ Determine when to close schools, and/or send students/staff to alternate locations. ▪ Disseminate information internally to students and staff. ▪ Communicate with parents, media, and the larger school community. ▪ Identify a line of succession, including who is responsible for restoring which business functions for schools/districts. ▪ Establish support services for students and staff/faculty. ▪ Implement additional response and recovery activities according to established protocols.
Chief Operations Officer	<ul style="list-style-type: none"> ▪ Ensure systems are in place for rapid contract execution after an incident. ▪ Identify relocation areas for classrooms and administrative operations. ▪ Create a system for registering students (out of district or into alternative schools). ▪ Brief and train staff regarding their additional responsibilities. ▪ Establish support services for students and staff/faculty. ▪ Identify strategies to continue teaching (e.g., using the Internet, providing tutors for homebound students, rearranging tests). ▪ Reevaluate the curriculum.
Office Staff/Business Office	<ul style="list-style-type: none"> ▪ Maintain inventory. ▪ Maintain essential records (and copies of records) including school's insurance policy. ▪ Ensure redundancy of records is kept at a different physical location. ▪ Secure classroom equipment, books, and materials in advance. ▪ Restore administrative and recordkeeping functions such as payroll, accounting, and personal records. ▪ Retrieve, collect, and maintain personnel data. ▪ Provide accounts payable and cash management services.

To implement the COOP procedures:

- All core COOP procedures personnel will undergo training on executing the

John Muir Charter Schools Safety Plan

COOP procedures. Training will be designed to inform each participant of his/her responsibilities (and those of others) during implementation.

D. PROCEDURES

The following procedures will be followed by staff to assist in the execution of essential functions and the day-to-day operations.

1. Activation and Relocation

The Chief Executive Officer will determine when to activate and implement the COOP procedures and make the decision to relocate to the alternate site. Authority for activation may be delegated. The activation may occur with or without warning. The ~~superintendent~~ **CEO** or designee (with delegated authority) will activate the COOP procedures whenever it is determined the school is not suitable for safe occupancy or functional operation.

2. Alert, Notification, and Implementation Process

Staff members will be part of the telephone tree used to notify employees of COOP procedure activation and provide situation information, as available. Parents/guardians and students will be alerted and notified when important information becomes available.

3. Relocation Sites

Relocation sites will be determined on an as needed basis. For each alternate facility, the essential resources, equipment, and software that will be necessary for resumption of operations at the site will be identified and plans developed for securing those resources. IT systems available at the site will need to be tested for compatibility with JMCS backup data

4. Vital Records and Retention File

Vital records are archived and/or retained on backup data systems or stored off site.

5. Human Capital Management

Employees responsible for essential functions are cross-trained. Identified special needs employees are provided Americans with Disabilities Act (ADA) accommodation and guidance in their responsibilities as well as the assistance that may be provided by coworkers in event of an incident. A coworker may assist the individual, in the appropriate capacity, to an area of safety. All personnel are also encouraged to plan for their families' well-being before a disaster strikes.

John Muir Charter Schools Safety Plan

6. Reconstitution

In most instances of COOP procedures implementation, reconstitution will be a reverse execution of those duties and procedures listed above, including:

- Inform staff that the threat of or incident no longer exists, and provide instructions for the resumption of normal operations.
- Supervise an orderly return to the school buildings.
- Conduct an after-action review of COOP operations and effectiveness of plans and procedures.

III. RECOVERY: PSYCHOLOGICAL HEALING PROCEDURES

A. PURPOSE

These procedures have been developed to provide an emotional catharsis to students/staff impacted by trauma at school or in the community. Following a traumatic event or incident, the following recovery procedures should be implemented to assist students, staff, and their families in the healing process.

B. SCOPE

The following procedures outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community.

C. RESPONSIBILITIES

To implement the recovery: psychological healing procedures:

- Parents/guardians/students will be offered tips on how to recognize signs of trauma.
- Mental health experts will be available to offer expertise and help.

D. SPECIALIZED PROCEDURES

The following procedures will be implemented by staff when directed by the Chief Executive Officer or when deemed appropriate by the situation.

1. Immediately Following a Serious Injury or Death and/or Major Incident

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families.
- Set up crisis centers and designate private rooms for private counseling/defusing. Staff should include outside mental health professionals to assist with staff grief.

John Muir Charter Schools Safety Plan

- Encourage teachers to facilitate class discussions about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Any students who are excessively distraught should be referred to the crisis response team.
- Accept donations. In the first hours and days after a major incident, offers of help will probably be plentiful; however, offers will diminish considerably as time passes. Donations given and not used can always be returned. Designate a place for staff, students, and community members to leave well-wishes, messages, and items.

2. Hospital/Funeral Arrangements

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a school day, all student and staff will be excused from school.
- Encourage staff and students to attend the funeral to provide support for the family and bring closure to the incident.
- Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

3. Post-Incident Procedures

- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.
- Donate all remaining memorial items to charity.
- Discuss and approve memorials with the school board's consent.

John Muir Charter Schools Safety Plan

HAZARD AND THREAT SPECIFIC ANNEXES

The hazard- and threat-specific annexes:

- Provide unique procedures, roles, and responsibilities that apply to a specific hazard.
- Provisions and applications for warning the public and disseminating Emergency public information are included.

I. NATURAL HAZARDS: FLOOD

Flooding is a natural feature of the climate, topography, and hydrology of California. Some floods develop slowly during an extended period of rain or in a warming trend following a heavy snow. Flash floods can occur quickly, without any visible sign of rain. Catastrophic floods are associated with burst dams and levees, hurricanes, storm surges, tsunamis, and earthquakes. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a flood.

A. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to a flood near or on school grounds.

B. CORE FUNCTIONS

The National Weather Service and other Federal cooperative agencies have an extensive river and weather monitoring system and provide flood watch and warning information to the school community via radio, television, Internet, and telephone. In the event of a flood, the Incident Commander or designee will activate the EOP and implement the Incident Command System. The Director or teacher in charge will alert staff/faculty and school site administrations in case of imminent or confirmed flooding, including that due to dam failure.

1. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a flood include the following:

- Evacuation
- Reverse Evacuation
- Relocation
- Parent-Student Reunification
- Special Needs Population
- Continuity of Operations (COOP)
- Recovery: Psychological Healing
- Mass Care

John Muir Charter Schools Safety Plan

2. Activating the Safety Plan

The site manager will determine the need to activate the Safety Plan and designate an Incident Commander.

A. Incident Commander Actions

- Issue stand-by instruction. In consultation with the local authorities, determine if evacuation is required.
- Notify local law enforcement of intent to evacuate, the location of the safe evacuation site, and the route to be taken to that site.
- Delegate a search team to ensure that all students and staff have been evacuated.
- Activate communications plan.
- Determine if additional procedures should be activated.
- Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Notify the site administrators of the status and action taken.
- Update the administrators, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Determine whether school will be closed or remain open.
- Document all actions taken.

B. Incident Management Team and Section Chiefs Actions

- Monitor radio and Internet for flood information and report any developments to the Incident Commander.
- Review procedures with staff as needed.
- Disseminate information about the incident and follow-up actions such as, where school sites have relocated and parent-student reunification procedures.
- Implement the internal and external communications plan.
- Notify relocation centers and determine an alternate relocation center, if needed, if primary and secondary centers would also be flooded.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school and office property.
- Document all actions taken.

C. Staff Actions

- Execute evacuation procedures when instructed by the Incident Management Team and/or Section Chiefs.
- Account for all staff.

John Muir Charter Schools Safety Plan

- Remain together as a staff throughout the evacuation process.
- Upon arrival at the safe site, account for all staff. Report any missing or injured staff to the Incident Commander.
- Do not return to the building until it has been inspected and determined safe by proper authorities.
- Document all actions taken.

II. TECHNOLOGICAL HAZARDS: CHEMICAL

A. PURPOSE

Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in the state of California. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a chemical spill.

Chemical accidents may originate inside or outside the building. Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; and industry or laboratory spills.

1. Operational Functions/Procedures That May Be Activated

Operational functions, or procedures, that may be activated in the event of an external chemical spill include:

- Reverse Evacuation
- Special Needs Population
- Shelter-in-Place
- Evacuation
- Parent-Student Reunification
- Continuity of Operations (COOP)
- Recovery: Psychological Healing
- Mass Care

If there is an internal chemical spill, the following procedures may be activated:

- Evacuation
- Special Needs Population
- Relocation
- Parent-Student Reunification

The Incident Commander and the Incident Management Team/Section Chiefs will determine if and when these procedures should be activated.

A. Activating the Plan for an External Spill

The **CEO** will determine the need to activate the safety plan and

John Muir Charter Schools Safety Plan

designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene.

1. Incident Commander Actions:

- Issue stand-by instruction if school is in session.
- Determine what procedures should be activated.
- Consider a reverse evacuation to bring all persons inside the building.
- Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
- Notify local law enforcement of intent to shelter in place.
- Notify the school site administrators and partner agency of the status and action taken.
- Activate communications plan.
- Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Update site administrators, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Document all actions taken.

2. Incident Management Team and Section Chiefs Actions

- Review procedures with staff if needed.
- Implement the internal and external communications plan.
- Monitor radio and Internet for additional information and report any developments to the Incident Commander.
- Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
- Notify relocation centers and determine an alternate relocation center if necessary.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school and office property.
- Document all actions taken.

3. Staff Actions

- Move staff away from immediate vicinity of danger.
- Execute shelter-in-place procedures when instructed by the Incident Management Team and/or Section Chiefs.
- Report any missing or injured staff to the Incident Commander.
- Remain in sheltered area until the “all clear” signal has been issued.
- In the event of building damage, evacuate staff to safer areas of the

John Muir Charter Schools Safety Plan

building or from the building. If evacuation does occur, do not re-enter the building until an “all clear” signal is issued.

- Document all actions taken.

B. Activating the Safety Plan for an Internal Chemical Spill

The Director, Agency Partner CEO or teacher in charge will determine the need to activate the EOP and designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene.

If the chemical spill is internal, the following steps will be taken by the school community:

1. Person Discovering the Spill

- Alert others in immediate area to leave the area.
- Close windows and doors and restrict access to affected area.
- Notify principal/teacher/safety officer.
- Do not eat or drink anything or apply cosmetics.

2. Incident Commander Actions

- Issue stand-by instruction to all staff and students.
- Determine what procedures should be activated.
- Activate the evacuation procedures using primary or alternate routes, avoiding exposure to the chemical fumes.
- Consider an all-school evacuation.
- Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
- Notify the local fire department and the Department of Public Health. Provide the following information:
 - Site name and address, including nearest cross street(s).
 - Location of the spill and/or materials released; name of substance, if known. Characteristics of spill (color, smell, visible gases). Injuries, if any.
- Notify local law enforcement of intent to evacuate.
- Notify the site administrators of the status and action taken.
- Activate communications plan. Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Update the site administrators, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.

John Muir Charter Schools Safety Plan

- Document all actions taken.

3. Incident Management Team and Section Chiefs Actions

- Move staff and students away from the immediate danger zone and keep staff and students from entering or congregating in danger zone.
- Review procedures with staff if needed.
- Implement the internal and external communications plan.
- Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
- Notify relocation centers and determine an alternate relocation center if necessary.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school and office property.
- Document all actions taken.

4. Staff Actions

- Move staff away from immediate vicinity of danger.
- Report location and type (if known) of the hazardous material to Incident Commander.
- Execute evacuation and relocation procedures when instructed by the Incident Management Team and/or Section Chiefs unless there is a natural or propane gas leak or odor. If a natural or propane gas leak or odor is detected, evacuate immediately and notify the **CEO**.
- If evacuation is implemented, direct all staff to report to assigned evacuation area. Take class roster and emergency to-go kits. Check that all staff and students has evacuated the building.
- Upon arrival at evacuation site, account for all staff. Notify Incident Commander or designee of any missing or injured staff. Staff should remain together throughout the evacuation and relocation process until all clear is given.

III. FIRE/WILDFIRE EVACUATION

A. PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students, office and school property in the event of a fire or wild fire on the site or threatening the community.

B. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff

John Muir Charter Schools Safety Plan

responding to an intruder on school or office sites.

C. CORE FUNCTIONS

JMCS is compliant with fire codes and inspections mandated by the local Fire Marshall. Fire extinguishers and fire alarms are strategically placed and inspected in compliance with state recommendations. Partner agencies are responsible for compliance on off-campus sites.

1. Operational Functions/Procedures That May Be Activated

Operational functions that may be activated in the event of a fire or wildfire on an office or school site or in close proximity include the following:

- Evacuation
- Relocation

A. Incident Commander Actions

- Issue evacuation order as recommended by local Fire Department.
- Determine what procedures should be activated depending on the location and nature of the fire/wildfire.
- Consult with local fire services and local County Office of Emergency Services.
- Notify site specific administrators and staff.
- Designate a specific staff member to coordinate with public safety at the Incident Command Post.
- Be available to deal with the media and bystanders.
- Parent-Student Reunification

B. Staff Actions

- Assist with ordered evacuation

2. Activating the safety plan for Fire/Wildfire

The Chief Executive Officer, Regional Director or teacher in charge will determine the need to activate the safety plan and designate a temporary Incident Commander until the local fire department or Office of Emergency Services assumes command.

- Issue stand-by instruction.
- Determine what procedures should be activated depending on the location and nature of the intruder.
- Consult with local law enforcement and emergency management agencies and monitor the situation.
- If appropriate and safe to do so, request intruder to leave campus in a calm, courteous, and confident manner.

John Muir Charter Schools Safety Plan

- Notify law enforcement
- Provide a description and location of intruder.
- Keep subject in view until police or law enforcement arrives.
- Activate communications plan.
- Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
- Notify the **CEO**/Policy Group of the status and action taken.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- Activate the Crisis Response Team to implement recovery: psychological healing procedures.
- Update the Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and visitors to enter or leave the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Document all actions taken.

2. Incident Commander Actions

- Issue stand-by instruction to all office and school site staff
- Determine what procedures should be activated
- Activate the evacuation procedures using primary or alternate routes, avoiding exposure to fire.
- Consider all-school site evacuation.
- Notify Maintenance to shut off utilities as appropriate.

3. Incident Management Teams and Section Chiefs Actions

- Follow evacuation protocol assisting students and staff.
- Review procedures with staff as needed.
- Implement the internal and external communications plan.
- Notify relocation centers and determine an alternate relocation center if necessary.
- Implement additional procedures as instructed by Incident Commander.
- Take appropriate action to safeguard office and school property.
- Document all actions taken.

4. Staff Actions

- Execute evacuation and relocation procedures when instructed by the Incident Management Team unless there is a natural or propane gas leak odor. If a natural or propane gas leak or odor is detected, or

John Muir Charter Schools Safety Plan

if danger of fire is imminent, evacuate immediately and notify the Chief Executive Officer.

John Muir Charter Schools Safety Plan

IV. HUMAN CAUSED HAZARDS: INTRUDER

A. PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event of an intruder onto JMCS property or partner agency classrooms.

B. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to an intruder on school or office sites.

C. CORE FUNCTIONS

JMCS will encourage school sites to post signs at the point of entry to the campus and buildings from streets and parking lots stating the following:

- All visitors entering school classroom areas on school days ~~between 7:00 a.m. and 4:30 p.m.~~ shall register at the **partner agency Main Office or with the JMCS classroom teacher**. To help prevent intruders on school grounds, JMCS sites and classrooms will require sign-in sheets and name tags to be worn in a visible location. Name tags will be filled out by office staff or classroom teacher and visitors will return to office to sign out and return name tags.

In the event of an intruder, JMCS staff will contact law enforcement agencies for their assistance. Practiced procedures may be put into action to alert and protect students and staff. Precautionary measures are outlined below to keep staff and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep staff and students safe.

1. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of an intruder on campus include the following:

- Alert - notify those in harm's way of the danger at hand. Call 911. Be clear, concise, and accurate with information. Caller should identify self, the location, suspect information, type of weapon (if applicable), direction of travel and call back number.
- Lockdown or shelter-in-place – Lock down and barricade entry points as appropriate for incident. Law enforcement will enter locked rooms with a key; staff should not open door on command.
- Inform – Principal or designee will give real time updates to affected school and office sites as approved by law enforcement.
- Counter – If the intruder enters the room with intent to cause harm, counter the

John Muir Charter Schools Safety Plan

attacker as a last resort. Use distraction devices, spread out, turn out the lights and be ready to cause confusion for the intruder.

- Evacuate – Put time and distance between staff and intruder if safe to do so.

2. Activating the Safety Plan

The person in charge on the site will determine the need to activate the Safety Plan and designate an Incident Commander to implement the procedures specified in this annex. The Incident Commander will transfer command to law enforcement as soon as possible.

A. Incident Commander Actions

- Issue stand-by instruction.
- Determine what procedures should be activated depending on the location and nature of the intruder.
- Consult with local law enforcement and emergency management agencies and monitor the situation.
- If appropriate and safe to do so, request intruder to leave campus in a calm, courteous, and confident manner.
- Notify law enforcement
- Provide a description and location of intruder.
- Keep subject in view until police or law enforcement arrives.
- Activate communications plan.
- Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
- Notify the **CEO**/Policy Group of the status and action taken.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- Activate the Crisis Response Team to implement recovery: psychological healing procedures.
- Update the Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and visitors to enter or leave the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Document all actions taken.

B. Staff Actions

- Notify the Incident Commander or designee. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon. Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.

John Muir Charter Schools Safety Plan

V. HUMAN CAUSED HAZARDS: ACTIVE SHOOTER

A. PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event of an active shooter on JMCS property or partner agency classrooms.

B. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to an active shooter on school property.

C. CORE FUNCTIONS

JMCS will ensure that the school site post signs at point of entry to the campus and buildings from streets and parking lots stating the following:

- All visitors entering school grounds on school days between 7:00 a.m. and 4:30 p.m. must register at the Main Office.
- To help prevent intruders on school grounds, JMCS will require sign-in sheets and name tags to be worn in a visible location. Name tags will be filled out by office staff and visitors will return to office to sign out and return name tags.

In the event of an active shooter, JMCS staff will contact law enforcement agencies for their assistance. Practiced procedures may be put into action to alert and protect students and staff.

Precautionary measures are outlined below to keep staff and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep staff and students safe.

1. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of an active shooter on campus include the following:

- **Alert** – notify those in harm's way of the danger at hand. Report incident immediately to law enforcement. Be clear, concise, and accurate with information. Caller should identify self, the location, suspect information, type of weapon (if applicable), direction of travel and call back number.
- **Lockdown** – Lockdown and barricade entry points. Lock doors, cover windows, turn off lights. Only law enforcement may enter a locked-down room or an administrator with a key.
- **Inform** – Principal or designee will give real time updates to affected school and office sites as approved by law enforcement.
- **Counter** – If the active shooter enters the room, be prepared to counter the

John Muir Charter Schools Safety Plan

attacker as a last resort. Use distraction devices, spread out, turn out the lights and be ready to cause confusion for the intruder.

- **Evacuate** – Put time and distance between staff and intruder if safe to do so.
- Parent-Student Reunification
 - Rooms will be cleared by law enforcement; students will be moved to a reunification site. Reunification plan will be implemented.
- Recovery: Psychological Healing

2. Activating the Safety Plan

The Director or teacher will determine the need to activate the Safety Plan and designate an Incident Commander to implement the procedures specified in this annex. **The Incident Commander will transfer command upon the arrival of law enforcement.**

A. Incident Commander Actions

- Issue stand-by instruction.
- Determine what procedures should be activated depending on the location and nature of the intruder.
- Consult with local law enforcement and emergency management agencies and monitor the situation.
- If appropriate and safe to do so, request intruder to leave campus in a calm, courteous, and confident manner.
- Notify law enforcement
- Provide a description and location of intruder.
- Keep subject in view until police or law enforcement arrives.
- Activate communications plan.
- Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
- Notify the **CEO**/Policy Group of the status and action taken.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- Activate psychological healing procedures.
- Update the Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and visitors to enter or leave the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Implement reunification plans
- Document all actions taken.

B. Staff Actions

John Muir Charter Schools Safety Plan

- Notify the Incident Commander or designee. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon. Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.

John Muir Charter Schools Safety Plan

REFERENCES

California Emergency Management Agency

Federal Emergency Management Agency (FEMA)
Retrieved from [www://fema.gov](http://www.fema.gov)

Sample School Emergency Plans. EL/361 and G364: Multihazard Emergency Planning for Schools. (March 2011). Retrieved from <http://www.training.fema.gov>

State of California Multi-hazard Mitigation Plan
Retrieved from
http://hazardmitigation.calema.ca.gov/plan/state_multi-hazard_mitigation_plan_shmp

DRAFT 3 2023-2024 Semester Calendar 3WK Winter Early Start																				Legend for Background Shading		@dropdown	
July 2023		August 2023		September 2023		October 2023		November 2023		December 2023		January 2024		February 2024		March 2024		April 2024		May 2024		June 2024	
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DRAFT 3 2023-2024 Classified Site Based Work Calendar																			
July 2023						August 2023						September 2023							
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17	18	19	20	21				14	15	16	17	18							
24	25	26	27	28				21	22	23	24	25							
31								28	29	30	31								
October 2023						November 2023						December 2023							
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16	17	18	19	20				13	14	15	16	17							
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22	23	24	25	26				20	21	22	23	24							
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DRAFT 3 2023-2024 Classified Site Based Work Calendar																			

Total Work Days	194	Important Attendance Accounting Dates
Total Holidays	12	
Total Paid Days	206	
		10/14 DATE: CBEDS
		12/31 DATE: P1 Attendance Accounting
		01/13 DATE: P2 Attendance Accounting

JMCS Board Approval Date:

Important Academic Calendar Dates			
August	7-8	Planning Days 1 & 2 (No Students)	
August	9	Day 1 Semester 1 (Q1)	
October	16	Planning Day 3 (end Q1)	
October	17	In-Service Day 1	
January	19	End Semester 1 (Q2)	
January	22	Planning Day 4	
January	22	Day 1 Semester 2	
January	23-25	Whole School In-Service (days 2-4)	
January	26	Planning Day 5	
January	29	Start Semester 2	
April	8	Teacher Planning Day 5 (end Q3)	
April	9	In-Service Day 5	
June	14	End Semester 2 (Q4)	
June	17	Planning Days 6 & 7	

Admin and Classified 247-Day Work Schedule																			
July 2023																			
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	31						21	22	23	24	25	18	19	20	21	22			
October 2023							28	29	30	31		25	26	27	28	29			
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	22	23	24	25	26		19	20	21	22	23	17	18	19	20	21			
	29	30					26	27	28	29		24	25	26	27	28			
August 2024							27	28	29	30	31	1	2	3	4	5			
Admin and Classified 247-Day Work Schedule																			

Significant Dates				
July		4	2023	Independence Day (Observed)
September		4	2023	Labor Day
October		9	2023	Indigenous Peoples' Day
November		13	2023	Veteran's Day
November		20-24	2023	Admin Office Closed
November		23-24	2023	Thanksgiving Holiday
December/January		12/26-1/6	2023/2024	Winter Break
December		25	2023	Christmas Day
January		1	2024	New Year's Day
January		15	2024	Martin Luther King Jr. Day
February		16	2024	Lincoln's Birthday (Observed)
February		19	2024	President's Day
April		1	2024	Cesar Chavez Day (Observed)
April		2-5	2024	Spring Break
May		27	2024	Memorial Day
June		19	2024	Juneteenth

Important Academic Calendar Dates				
August	7-8	2023	Semester Teacher Planning Days	
August	9	2023	Start Semester 1	
October	16	2023	1st In-Service Day	
January	18	2024	End Semester 1	
January	19	2024	Semester Teacher Planning Day	
January	19	2024	Semester 1 Materials Due	
January	29	2024	Start Semester 2	
January	23-25	2024	2nd - 4th In-Service Days	
March	25-29	2024	Spring Break	
April	9	2024	5th In-Service Day	
June	13	2024	End Semester 2	
June	14	2024	Semester Teacher Planning Day	
June	17	2024	Semester Materials Due	
June	18	2024	Summer Break Begins	

Dates of Notable Cultural Significance				
September	15-17	2023	Rosh Hashanah	
September	24-25	2023	Yom Kippur	
November	1-2	2023	Dia de los Muertos	
November	12	2023	Diwali (Festival of Lights)	
December	7-15	2023	Chanukah	
December	26	2023	Kwanzaa	
February	14	2024	Start of Lent	
March	10	2024	Start of Ramadan	
March	28	2024	Good Friday (End of Lent)	
March	31	2024	Easter Sunday	
April	9	2024	Eid al-Fitr (End of Ramadan)	

10/4	DATE: CBEDS
12/9	DATE: P1 Attendance Accounting
4/12	DATE: P2 Attendance Accounting

Legend for Background Shading	
233	Regular Work Days
14	Paid Holidays
13	Thanksgiving, Winter & Spring Break
5	In-Service Work Days
Legend for Number Color	
14	Blue: Holidays
20	Red: Important Muir Academic Calendar Events
3	Yellow: State attendance accounting date (CBEDS, P-1, and P-2).

Total Holidays	14
Total Work Days	233
Total Paid Days	247

JMCS Board Approval Date:

265 total # of weekdays 2023-2024